TEMPLATE FOR PREPARING CONCEPT NOTES FOR THE 18TH TRANCHE OF THE DEVELOPMENT ACCOUNT

# Background

(Max. 1 page)

# Fascicle Note

**Title**

(Add title here)

|  |  |
| --- | --- |
| Implemented by (Implementing Entity) jointly with (joint implementing entities—delete “jointly with” if the project will not be jointly implemented) and in collaboration with (collaborating implementing entities) ($000,000 - include total budget here, in parentheses) | Relationship to Sustainable Development Goals: targets 0.0, 0.0, 0.0, 0.0, and 0.0 (list in ascending order, max. of 10) |

**Objective**

(Add objective here)

**Project plan**

(Paragraph 1)

(Paragraph 2- this paragraph should include the following text: This project will support (#) countries in (list regions) to (actions enabled through the project’s capacity development, e.g., measure and report on x).)

*Expected progress towards the attainment of the objective and performance measures*

(Paragraph 3 - this paragraph should start with the following text: This work is expected to contribute to (state the objective), which would be demonstrated by (evidence that will demonstrate progress towards the objective).)

|  |  |
| --- | --- |
| *Budget summary (thousands of United States dollars)* | |
| Other staff costs | 00.0 |
| Consultants | 00.0 |
| Travel of staff | 00.0 |
| Contractual services | 00.0 |
| General operating expenses | 00.0 |
| Grants and contributions | 00.0 |
| **Total** | **000.0** |

# Additional data needed for the fascicle

Please complete the tables below, which will be used for charts and tables in the budget fascicle. As this is used to analyze data for the entire tranche, please do not change the categories or format.

**Will this project support the following categories of countries with special needs?**

|  |  |  |
| --- | --- | --- |
| **Small Island Developing States (SIDS)[[1]](#footnote-2)** | **Landlocked Developing Countries (LLDCs)[[2]](#footnote-3)** | **Least Developed Countries (LDCs)[[3]](#footnote-4)** |
| (Yes or no) | (Yes or no) | (Yes or no) |

**Will this project support countries in the following regions?** *(Please do not add any additional categories here, e.g., “global”. If the project will support countries in multiple regions, please make sure to indicate yes for all regions that the project will support)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Africa** | **Asia and the Pacific** | **Middle East and North Africa** | **Latin America and the Caribbean** | **Europe and Central Asia** |
| (Yes or no) | (Yes or no) | (Yes or no) | (Yes or no) | (Yes or no) |

**Which SDGs will the project contribute to?**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** | **17** |
| (y/n) | (y/n) | (y/n) | (y/n) | (y/n) | (y/n) | (y/n) | (y/n) | (y/n) | (y/n) | (y/n) | (y/n) | (y/n) | (y/n) | (y/n) | (y/n) | (y/n) |

**Which types of partnerships will the project include?**

|  |  |  |
| --- | --- | --- |
| **Development Account entities[[4]](#footnote-5)** | **UN System (excluding resident coordinator offices)** | **Other international/regional organizations** |
| (Yes or no) | (Yes or no) | (Yes or no) |

**Summary of consultancy requirements** (*please note that this should be work-months, not work-days)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of consultants** | **Number of consultants** | **Number of work-months** | **Cost (Thousands of USD)** |
| **International** | (#) | (#) | (##.#) |
| **Regional** | (#) | (#) | (#.##) |
| **National** | (#) | (#) | (##.#) |
| **Total** | (#) | (#) | (##.#) |
| **International consultants** are consultants which are nationals of countries outside of the region of the target country/ies where they will be working. For example, a Spanish national hired as a consultant to support target countries in the ECLAC region would be considered international. In addition, if a consultant will be working in multiple regions during the project, they are considered international, regardless of their nationality.  **Regional consultants** are consultants which are nationals of a country within the same region as the target country/ies in which they will be working. For example, a Peruvian national hired as a consultant to support target countries in the ECLAC region would be considered regional.  **National consultants** are consultants which are nationals of a target country and which will be working solely in that same country. For example, a Guatemalan national hired as a consultant to work solely in Guatemala would be considered national. If, however, the same consultant was instead supporting both Guatemala and another country in the same region, then they would then be considered regional.  *For the purposes of this analysis, regions are defined according to the regions supported by the Regional Economic Commissions.* | | | |

**Summary of deliverables**

|  |  |  |  |
| --- | --- | --- | --- |
| **Quantified deliverables: Generation and transfer of knowledge** | | **Non-quantified deliverables: Substantive deliverables** | |
| **Seminars, workshops, and training events (# of days)** | **Technical materials (# of materials)** | **Consultation, advice, and advocacy (included or not included in the project)** | **Databases and substantive digital materials (included or not included in the project)** |
| (#) | (#) | (Yes or no) | (Yes or no) |

# Outcomes and Outputs

**OC1: (add text)**

* + **OP1.1: (add text)**
  + **OP1.2:**
  + **OP1.3:**
  + **Etc.**

**OC2:**

* + **OP2.1:**
  + **OP2.2:**
  + **OP2.3:**
  + **Etc.**

# UN system coordination

## Engagement with RCOs

|  |  |
| --- | --- |
| **Target country** | **Brief description of planned RCO involvement** |
|  |  |
|  |  |
|  |  |

## Partnerships

(add text here)

# Budget narrative

### Other staff costs - *GTA* (015)

Temporary assistance to perform the tasks of , in support of outputs: OP#.# (no. of work months) x ( $ per work month) = $ .

OP#.# (no. of work months) x ( $ per work month) = $ . OP#.# etc.

**Total cost of GTA for all outputs: $\_\_\_\_\_\_**

### Consultants (105)

1. ***International consultants***

*Total cost of international consultants: $\_\_\_\_\_*

*Total number of work months for international consultants: \_\_\_\_\_\_*

\_[Total # of]\_ International consultants for the task(s) of\_\_\_\_\_\_\_\_, in support of outputs: OP#.# (no. of work-months), OP#.#(no. of work-months) and OP#.#. (no. of work months) x ($\_\_\_\_\_per month) = $\_\_\_\_\_\_\_\_\_\_\_.

1. ***Regional consultants***

*Total cost of regional consultants: $\_\_\_\_\_*

*Total number of work months for regional consultants: \_\_\_\_\_\_*

*\_[Total # of]\_ regional consultants for the task(s) of\_\_\_\_\_\_\_\_, in support of outputs: OP#.# (no. of work months), OP#.# (no. of work months), and OP#.# (no. of work months) x ($\_\_\_\_\_ per month) = $\_\_\_\_\_\_.*

1. ***National consultants***

*Total cost of national consultants: $\_\_\_\_*

*Total number of work months for national consultants: \_\_\_\_\_*

\_[Total # of]\_\_ National consultants for task(s) of\_\_\_\_, in support of outputs OP#.# (no. of work-months), OP#.# (no. of work-months) and OP#.#. (no. of work months) x ($ per month) = $ .

**Total cost for a, b, and c: $\_\_\_\_\_\_\_\_\_\_\_\_\_**

### Travel of Staff (115)

1. ***UN Staff from the lead entity***

(Total # of missions) by UN staff for the purpose of ( ) (if possible indicate countries), in support of outputs OP#.# (no. of missions), OP#.# (no. of missions), OP#.# (no. of missions), and OP#.# (no. of missions).

($ average mission cost) x (total no. of missions) = $ .

1. ***Staff from other UN DA implementing entities and collaborating entities within the UN Secretariat and System partnering on the project***

(No. of missions) by other UN staff for the purpose of ( ) (if possible indicate countries), in support of outputs OP#.# (no. of missions), OP#.# (no. of missions), OP#.# (no. of missions) and OP#.# (no. of missions).

($ average mission cost) x (total no. of missions) = $ .

**Total cost of travel of staff: $\_\_\_\_\_\_\_\_**

### Contractual services (120)

A provision of $ is required for services in support of outputs OP#.# : description of services, duration and cost of each contract and if possible recipient country.

**Total cost of contractual services: $\_\_\_\_\_\_\_\_\_\_**

### General operating expenses (125)

1. ***Communications***

In support of OP#.#, OP#.#, and OP#.#. = $ .

1. ***Other general operating expenses***

In support of OP#.#, OP#.#, and OP#.#. = $ .

**Total cost of general operating expenses: $\_\_\_\_\_\_\_\_\_**

*(Conference related costs, including venue rental for trainings/workshops/EGMs should be listed in this budget class)*

### Grants and Contributions (145)\*

1. ***Workshops, seminars & Expert Group Meetings***

Seminar / Workshop on (title of seminar) in country , in support of OP#.#. Duration of workshop:

days; ($ per participant) x (no. of participants) x (no. of workshops) (ideally the number of participants should be a multiple of the number of target countries)

Please include information regarding the length of each workshop/seminars/Expert Group Meetings in number of days.

1. ***Study Tours***

Study tours for the purpose of ( ) in country , in support of OP#.#. Study tour duration:

days; ($ per study tour) x (no. of participants) x (no of study tours) = $ . (Ideally the number of participants should be a multiple of the number of target countries)

**Total cost of grants and contributions: $\_\_\_\_\_\_\_\_**

*\*Please note that this budget class can NOT cover costs associated with Conference services (interpretation, venue rental etc.). It is only for participant travel costs.*

1. List of SIDS: <https://www.un.org/ohrlls/content/list-sids> [↑](#footnote-ref-2)
2. List of LLDCs: <https://www.un.org/ohrlls/content/list-lldcs> [↑](#footnote-ref-3)
3. List of LDCs: <https://www.un.org/development/desa/dpad/wp-content/uploads/sites/45/publication/ldc_list.pdf> [↑](#footnote-ref-4)
4. DESA, ECA, ECE, ECLAC, ESCAP, ESCWA, UNCTAD, UNEP, UN-Habitat, UNODC [↑](#footnote-ref-5)