## TEMPLATE FOR CONCEPT NOTES FOR THE 14TH TRANCHE OF THE DEVELOPMENT ACCOUNT

1. **Title**
2. **Implementing entity and UN partners**
3. **Background**
4. **Project plan (for 2022–2025)** **(as per the budget fascicle max 1 page)**

Context and trigger  
Explain the project

Expected progress towards the attainment of objective and performance measures

1. **Relationship to the SDG targets**
2. **Objective** *(max. 1)*
3. **Outcomes** *(max. 3)*

OC1

OC2

OC3

1. **Indicators of Achievement** *(min 1, max 2 per OC; coding should be linked to OCs)*

IA1.1

IA1.2

IA2.1

1. **Outputs** *(Coding should be clearly linked to the OCs)*

**OP1.1**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

**OP1.2**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

**OP1.3**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

**OP2.1**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

**OP2.2**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

**OP2.3**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

1. **Budget narrative**
2. **Other staff costs -** *GTA* **(015): $** \_\_\_\_\_\_ **(Total)**

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.

1. **Consultants and Experts (105): $** \_\_\_\_\_\_ **(Total)**

(A separate breakdown by national/regional consultants and international consultants should be provided)

1. *International consultants*

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) = $\_\_\_\_\_\_.

In support of the evaluation of the project: (no. of work months) x ($ \_\_\_\_\_\_per work month) = $\_\_\_\_\_\_.

1. *National / Regional consultants*

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) = $\_\_\_\_\_\_.

1. *Consultant travel*

(No. of missions) by consultants 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. **Travel of Staff (115): $** \_\_\_\_\_\_ **(Total)**
2. *UN Staff from the implementing entity*

(No. 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 entities collaborating in 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) = $\_\_\_\_\_\_.

1. **Contractual services (120): $** \_\_\_\_\_\_ **(Total)**

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.

1. **General operating expenses (125): $** \_\_\_\_\_\_ **(Total)**
2. *Communications*

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

1. *Other general operating expenses*

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

1. **Grants and Contributions (145): $** \_\_\_\_\_\_ **(Total)**
2. *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)