## TEMPLATE FOR CONCEPT NOTES FOR THE 17TH TRANCHE OF THE DEVELOPMENT ACCOUNT

1. **Background (max. 1 page)**
2. **Fascicle Note (from title through budget summary, max. 1 page)**

**Title**

(Add title here)

|  |  |
| --- | --- |
| Implemented by (Implementing Entity) jointly with (joint implementing entities) and in collaboration with (collaborating implementing entities) and resident coordinator offices ($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) |

**Objective**

(Add objective here)

**Project plan**

(Paragraph 1)

(Paragraph 2- this paragraph must 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 must start with the following text: This work is expected to contribute to (objective, including number of countries and in which regions), which would be demonstrated by (highest indicator of achievement).)

|  |
| --- |
| *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** |

1. **Additional data needed for the fascicle**

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

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

Will this project support countries in the following regions?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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-4)** | **UN System (excluding resident coordinator offices)** | **Resident Coordinator offices (required for all projects)** | **Other international/regional organizations** |
| (Yes or no) | (Yes or no) | Yes | (Yes or no) |

Summary of consultancy requirements

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of consultants** | **Number of consultants** | **Number of work-months** | **Cost (Thousands of USD)** |
| **International** | (#) | (#) | (##.#) |
| **Regional** | (#) | (#) | (##.#) |
| **National** | (#) | (#) | (##.#) |
| **Total** | (#) | (#) | (##.#) |

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) |

1. **Outcomes and outputs**

OC1: (add text)

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

OC2: (add text)

* OP2.1: (add text)
* OP2.2: (add text)
* OP2.3: (add text)
* Etc.
1. **UN system coordination**

### **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 # 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 # 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 # of) national 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. ***Consultant travel***

(Total # of missions) by consultants for the purpose of (if possible indicate countries), in support of outputs OP#.# (# of missions), OP#.# (# of missions), OP#.# (#. of missions), and OP#.# (# of missions). ($ average mission cost) x (total no. of missions) = $ .

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