## TEMPLATE FOR CONCEPT NOTES FOR THE 12TH TRANCHE OF THE DEVELOPMENT ACCOUNT

1. **Title**
2. **Implementing Entity and UN partners**
3. **Background** *(Approximately one page)*
4. **Most significant planned result** *(max. 250 words)*
5. **Relationship to the Strategic Framework for the period 2020 and the SDG targets** *(short references, limited text)*
6. **Objective***(Max 1)*
7. **Expected Accomplishments***(Max 3)*

EA1

EA2

EA3

1. **Indicators of Achievement***(Min 1, Max 2 per EA; coding should be clearly linked to EAs)*

IA1.1

IA1.2

IA2.1

1. **Activities***(Coding should be clearly linked to the EAs)*

**A1.1** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

**A1.2**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

**A1.3**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

**A2.1**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

**A2.2**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

**A2.3**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

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

Temporary assistance to perform the tasks of\_\_\_\_\_\_, in support of activities:

A#.#(no. of work months) x ( $\_\_\_\_\_\_per work month) = $\_\_\_\_\_\_.

A#.#. (no. of work months) x ( $\_\_\_\_\_\_per work month) = $\_\_\_\_\_\_.

A#.#. etc…

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

(Provide separate breakdown by national/regional consultants and international consultants)

1. *International consultants*

International consultants for the task(s) of \_\_\_\_\_\_, in support of activities A#.# (no. of work-months), A#.#(no. of work-months) and A#.#. (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 activities A#.# (no. of work-months), A#.# (no. of work-months) and A#.#. (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 activities A#.# (no. of missions), A#.# (no. of missions), A#.# (no. of missions), and A#.# (no. of missions). ($\_\_\_\_\_\_average mission cost) x (total no. of missions) = $\_\_\_\_\_\_.

1. *Expert Group Meetings*

A provision of $\_\_\_\_\_\_is required for \_\_\_\_\_\_ (no. of meetings) expert group meetings:

In support of activity A#.#: \_\_\_\_\_\_ (title of meeting), \_\_\_\_\_\_ (possible country of venue), \_\_\_\_\_\_ (duration), \_\_\_\_\_\_ number of participants-if applicable), \_\_\_\_\_\_number of experts= $\_\_\_\_\_\_

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 activities A#.# (no. of missions), A#.# (no. of missions), A#.# (no. of missions), and A#.# (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 activities A#.# (no. of missions), A#.# (no. of missions), A#.# (no. of missions) and A#.# (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 activities A#.# : 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 A#.#, A#.#, and A#.#. = $\_\_\_\_\_\_.

1. *Other general operating expenses*

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

1. ***Workshops / Study Tours*** **(Grants and Contributions)** **(145): $** \_\_\_\_\_\_ **(Total)**
2. *Workshops & seminars\**

Seminar / Workshop on (title of seminar) \_\_\_\_\_\_, in support of A#.#. 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)

1. *Study Tours\**

Study tours for the purpose of (\_\_\_\_\_\_) in country \_\_\_\_\_\_, in support of A#.#. Study tour duration: \_\_\_\_\_\_days; ($\_\_\_\_\_\_per study tour) x (no. of participants) x (no of study tours) = $\_\_\_\_\_\_.