

MEMORANDUM

To: Regional Directors and
Branch Coordinators
UN-Habitat

Reference: AB/tm

From: Alioune Badiane
Ag. Director
Programme Division

Date: 08 July 2015



Subject: **Regional Directors and Branch Coordinators -Memo for two tier process**

Following yesterday's discussion on how to strengthen the quality of our project reviews and approval processes, (well in advance of the signing of Income Agreements), the Project Approval Stage will follow the agreed two-step process.

Step 1: Submission of a Concept Note to the Programme Division (with a copy to PAG Coordinator) at the earliest stage of project inception.

Step 2: Submission of Project Document to PAG for review and Approval.

The Project Concept process will be a valuable front-end information and advice gathering process which should **precede** donor negotiations. The concept review stage will give an opportunity to relevant parties to inject knowledge and positively influence the fundamentals of the project, facilitating real choice between alternative strategies. Further, discussions at Concept stage will help the project team explore responses to project risks and uncertainties well in advance of the submission, review and approval of the Project Document.

Attached see the official template for submission of all Concepts, and a sample filled out Concept to guide you.

This directive takes effect this day 8th of July 2015.

Cc: Andrew Cox
Jane Nyakairu
Saidou Ndow
Rosa Muraguri-Mwololo