**Project Title***- title that adequately captures what the project is about*

**Important Information**: This template is used to submit both the Concept Note and the full Project Document For the Concept Note, you do not need to complete the sections that have a grey background. For the full Project Document, all sections must be completed. Both the Concept Note and Project Document are to be accompanied by an associated budget (this can be submitted in Excel).

***(Delete the guidelines in blue after filling in the requested information under each numbered heading)***

|  |
| --- |
| EXECUTIVE SUMMARY |
| Project’s Objective |  |
| **Problem Description*** *General scope of the problem*
* *Specific aspects addressed by project*
 |  |
| **Strategies to solve problem*** *Summarize main strategies to address problem*
 |  |
| **Key partners*** *Specify key partners crucial to implementation*
 |  |
| **Main Expected Accomplishments*** *Outline main expected accomplishments*
 |  |

***Signature page***

|  |
| --- |
| Signature |
| **Director / Coordinator, Region/ Branch**Name:  | **Overall Project Approving Authority** Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_/\_\_\_\_\_\_/20\_\_ |

|  |
| --- |
| Signature |
| **Director, Project Office** Name:  | **Overall Project Approving Authority** Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_/\_\_\_\_\_\_/20\_\_ |

|  |
| --- |
| Signature |
| **Director, Office of Management**Name:  | **Project’s Financial Approving Authority** Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_/\_\_\_\_\_\_/20\_\_ |

For the Concept Note, please complete all sections except those that aregreyed out, for the full Project Document, please completeall sections.

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# Overview

|  |  |
| --- | --- |
| **Field** | **Value** |
| **Project Schedule** |
| **Expected Start Date** |  |
| **Expected End Date** |  |
| **Financial Overview** |
| **Total budget of project** |  |
| **Contributions** | **Donor** | **Financial** | **In-Kind** | **Programme Support %** |
|  | UN-Habitat |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | **Total**  |  |  |  |
| **Unsecured funds** *(Budget – Total Contributions)* |  |  |  |  |
| **Geographical Scope and Thematic Overview** |
| **Geographical Scope** | [Global, Regional, Country |  |
| **Countries** | [Pick list from list of countries] |  |
| **Towns/cities** | [Town 1, Town2, ] |  |
| **Project Themes ( max 3)** | [pick list from 7 themes] | Percentage |  |
| **Project Themes ( max 3)** | [pick list from 7 themes] | Percentage |  |
| **Project Themes ( max 3)** | [pick list from 7 themes] | Percentage |  |
| **Link to work programme Expected Accomplishments ( max 3)** | [pick list from sub-EAs] | Percentage |  |
| **Link to work programme Expected Accomplishments ( max 3)** | [pick list from sub-EAs] | Percentage |  |
| **Link to work programme expected accomplishments ( max 3)** | [pick list from sub-EAs] | Percentage |  |
| **SP Focus Areas ( max 3)** | [pick list from SP FAs] | Percentage |  |
| **SP Focus Areas ( max 3)** | [pick list from SP FAs] | Percentage |  |
| **SP Focus Areas ( max 3)** | [pick list from SP FAs] | Percentage |  |
| **Link to SDGs ( max 3)** | [pick list from SDGs] | Percentage |  |
| **Link to SDGs ( max 3)** | [pick list from SDGs] | Percentage |  |
| **Link to SDGs ( max 3)** | [pick list from SDGs] | Percentage |  |
| **Collaboration** |
| **Lead Branch / Region** | [Single choice drop down] | Not just thematic |
| **Lead Unit / Country** | [Multiple choice drop down] |  |
| **Collaborating Branches/ Offices/ Units** | [multiple choice drop down] |  |
| **External Partners (United Nations)** |  |  |
| **External Partners (Others)** |  |  |
| **Project Management** |
| **Proposed Project Leader** |  |  |
| **Proposed Project Administrator** |  |  |
| **Project BAC** |  |  |

# Situational Analysis

## Project Origin

* *Who requested the project e.g. Government, Local Authority?*

## Central issue addressed

* *What are the known causes of the problem?Why does the problem exist?*
* *Based on the problem, what are the root causes and barriers that this project trying to address?*
* *Which rights are we trying to address? (rights- based approach)*
* *Why is solving this problem a priority at this time? Why is the solution important?*
* *What existing literature has informed your thoughts in analyzing the problem?*

## Purpose

* *Based on the problem-what is the purpose of this project?*
* *What specific aspect of the problem is the project addressing?*
* *Who and how do target populations benefit directly from the project?*
* *How does project respond to real needs and high-priorities of the target group?*
* *What and how does your project aim to change/solve in regard to the identified problem?*
* *What are the proposed solutions for the problem and why are they the most appropriate to the problem?*
* *Who are the possible partners internal and external that will help in implementing the solution?*
* *Is UN-Habitat providing knowledge services or high-level policy advisory services?*

## Alignment

*(Is the project relevant to the development priorities of the country and the region? What policies and plans in the host country that will affect (enable or hinder) the problem and proposed solutions?*

|  |  |
| --- | --- |
| Local Priorities |  |
| National Priorities |  |
| Regional Priorities |  |
| Global Priorities |  |

## Reason for engagement

* *What is strategic advantage to UN-Habitat?*
* *What is UN-Habitat’s comparative advantage?*
* *How does project link with on-going or past UN-Habitat interventions*
* *What opportunities for leveraging on existing investments have been taken*

## Stakeholder analysis

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Key internal and external stakeholders directly involved in implementation** | **Role in intervention** | **What is benefit to stakeholder from involvement?** | **How important is stakeholder to the intervention** | **At what stage does stakeholder intervene** |
| What authorities will make decisions related to intervention |  |  | [low, medium, high] | [multiple choice: planning, implementation, monitoring, evaluation] |
| Who has direct responsibility for intervention |  |  |  |  |
| Target populations who benefit directly* Women
* Men
* Girls
* Boys
* Others [ please specify
 |  |  |  |  |

## Lessons/Best Practices

 *Provide supporting literature and evaluation references*

|  |  |
| --- | --- |
| Lessons learnt from other projects |  |
| Best practices applied from other projects |  |

# Implementation Strategy

## Implementation strategy (Explain how EAs and outputs will be accomplished and the role of Branches/Regions and partners

## Critical assumptions

* *Positive conditions that must exist be for the project to succeed*

## Strategy for sustainability

* *How will the target group/beneficiaries ‘own and further maintain the gains of the project?*
* *Ownership of project, staff capacity and institutional installed*

## PROJECT’S RISK REGISTER (Reference Enterprise Risk management Policy &Risk Universe table)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Indicate Possible Risks Events** | **Consequences** *(if risk was to materialize)* | **Likelihood** | **Implication** | **Risk Factor**  | **Risk Mitigation Strategy** | **Risk Owner** | **Reporting Frequency** | **Cost****Implication** |
| Partner Risks  |  | 1 | 4 | 4 |  |  | Monthly |  |
| 1. *For Example*
2. *Operational Risk*
 |  | 3 | 3 | 9 |  |  | Quarterly |  |
| 1. *Financial Risk*
 |  |  |  |  |  |  |  |  |
| 1. *Managerial Capacity*
 |  |  |  |  |  |  |  |  |
| 1. *Efficiency,*
 |  |  |  |  |  |  |  |  |
| 1. *Effectiveness*
 |  |  |  |  |  |  |  |  |
| 1. *Policy and legislative framework*
 |  |  |  |  |  |  |  |  |
|  |  | 3 | 2 | 6 |  |  | Annually |  |
| Economic |  | 4 | 5 | 20 |  |  |  |  |
| * *currency fluctuation,*
* *corruption*
 |  | 3 | 4 | 12 |  |  |  |  |
| Political E.g |  | 2 | 3 | 6 |  |  |  |  |
| * *Corruption*
 |  | 2 | 2 | 4 |  |  |  |  |
| * *Political will*
 |  |  |  |  |  |  |  |  |
| * *Armed conflict*
 |  |  |  |  |  |  |  |  |
| * *Security*
 |  |  |  |  |  |  |  |  |
| Social/cultural |  | 3 | 4 | 12 |  |  |  |  |
| *Any social, cultural and/or economic issues that affect project performance and results* |  | 3 | 3 | 9 |  |  |  |  |
| Environmental  |  | 3 | 3 | 9 |  |  |  |  |
|  *Natural disasters**Pollution**Safety/security* |  |  |  |  |  |  |  |  |
| Risks related UN-Habitat’s Reputation |  |  |  |  |  |  |  |  |

**Risk Colour coding**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EXTREME** | **HIGH** | **MEDIUM** | **MEDIUM -LOW** | **LOW** |
| **Risk factor Rating 20-25** | **Risk factor Rating 15-19** | **Risk factor Rating 10-14** | **Risk factor Rating 9-4** | **Below 4** |

**Risk Likelihood/Probability & Consequence/Implication Scale Rating: 1-5 Risk Factor: Likelihood x Implication or (Possibility x Consequence)**

## Environmental safeguards /Mainstreaming (Reference Climate Change Markers)

* *Environmental and ecological objective and impacts*
* *Safeguards to prevent negative environmental and social impact*
* *How will the ecological environment be preserved during and after the project?*

## Social safeguards (Pro-poor Strategy)

## Gender Mainstreaming Strategy (Reference Gender Markers)

* *How project improves status of women / gender equality*
* *Women participation in projects*
* *Benefits to women*
* *Specify gender responsive objectives/ actions in project*
* *Benefits aggregated by gender?*
* *Negative impact on women*
* *Resources set aside for gender issues*

## Human Rights Mainstreaming Strategy (Reference HR markers)

* *Outline human rights being upheld/realized*
* *What safeguards are in place to ensure human rights not violated, e.g. evictions, access to basic services, discrimination, disruption of livelihoods?*
* *What indicators will be used to monitor human rights related progress?*

## Youth Mainstreaming strategy (Reference Youth mainstreaming marker)

## Evaluation (Reference Evaluation Policy 2014)

* *Will project be evaluated*
* *When will evaluation take place*
* *Resources set aside for evaluation*

## Advocacy and Communication

* *Communication plans to publicise project and outcomes locally and globally*
* *Target audiences and methods*
* *Resources set aside for advocacy*

## ICT and Knowledge Management

* *Mechanism for capturing lessons learnt and best practices*
* *Platform for knowledge sharing among partners*
* *IT requirements; e.g. IT infrastructure, licences, internet access, computers, servers, bandwidth*
* *Archiving plans*
* *Resources set aside for IT and knowledge management*

## Reporting (Reference Project-Based Management Policy, 2012)

* *Frequency of reporting*
* *Resources set aside for reporting – progress on all activities, outputs and expected accomplishments must be entered in the Project Accrual and Accountability System to enable timely reporting*

## Audit

* *Get question from Mohamed Mohamed Robleh*

# Governance

## Governance Structure

Explain the arrangements of the parties in carrying out and oversight of project activities. Explain potential conflict of interest areas- if any

## Legal Instrument(s)

# Budget

* *Attach budget using standard template – see Annex 1*

# Logical Framework

*For each expected accomplishment, enter associated outputs; for each output, enter associated activities .*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Expected Accomplishment** | **Indicators of achievement** | **Baseline** | **Target** | **Data Source** | **Monitoring method** | **Monitoring Frequency** |
| Description of Expected accomplishment1 |  |  |  |  |  |  |
|  | **Outputs for expected accomplishment** | **No. of Units**  | **When achieved (Quarter, Year)** |  |  |  |
| Description of output 1.1 |  |  |  |  |  |
|  | **Activity** | **Start Date** | **End Date** |  |  |
| Activity 11.1 |  |  |  |  |
| Activity 1.1.2 |  |  |  |  |
|  |  |  |  |  |
| Description of output 1.2 | *No. of Units*  | *Quarter x, Year y* |  |  |  |
|  | **Activity** | **Start Date** | **End Date** |  |  |
| Activity 1.2.1 |  |  |  |  |
| Activity 1.2.2 |  |  |  |  |
|  |  |  |  |  |
| Description of output 1.3 | *No. of units* | *Quarter x Year y* |  |  |  |
|  | **Activity** | **Start Date** | **End Date** |  |  |
| Activity 1.3.1 |  |  |  |  |
| Activity 1.3.2 |  |  |  |  |
|  |  |  |  |  |
| **Expected Accomplishment** | **Indicators of achievement** | **Baseline** | **Target** | **Data Source** | **Monitoring method** | **Monitoring Frequency** |
| Description of Expected accomplishment 2 |  |  |  |  |  |  |
|  | **Outputs for expected accomplishment** | **No. of Units**  | **When achieved (Quarter, Year)** |  |  |  |
| Description of output 2.1 |  |  |  |  |  |
|  | **Activity** | **Start Date** | **End Date** |  |  |
| Activity 2.1.1. |  |  |  |  |
| Activity 2.1.2 |  |  |  |  |
|  |  |  |  |  |
| Description of output 2.2 | *No. of Units*  | *Quarter x, Year y* |  |  |  |
|  | **Activity** | **Start Date** | **End Date** |  |  |
| Activity 2.2.1 |  |  |  |  |
| Activity 2.2.2 |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Description of output 2.3 | *No. of units* | *Quarter x Year y* |  |  |  |
|  | **Activity** | **Start Date** | **End Date** |  |  |
| Activity 2.3.1 |  |  |  |  |
| Activity 2.3.2 |  |  |  |  |
|  |  |  |  |  |
| **Expected Accomplishment** | **Indicators of achievement** | **Baseline** | **Target** | **Data Source** | **Monitoring method** | **Monitoring Frequency** |
| Description of Expected accomplishment 3 |  |  |  |  |  |  |
|  | **Outputs for expected accomplishment** | **No. of Units**  | **When achieved (Quarter, Year)** |  |  |  |
| Description of output 3.1 |  |  |  |  |  |
|  | **Activity** | **Start Date** | **End Date** |  |  |
| Activity 3.1.1 |  |  |  |  |
| Activity 3.1.2 |  |  |  |  |
|  |  |  |  |  |
| Description of output 3.2 | *No. of Units*  | *Quarter x, Year y* |  |  |  |
|  | **Activity** | **Start Date** | **End Date** |  |  |
| Activity 3.2.1 |  |  |  |  |
| Activity 3.2.2 |  |  |  |  |
|  |  |  |  |  |
| Description of output 3.3 | *No. of units* | *Quarter x Year y* |  |  |  |
|  | **Activity** | **Start Date** | **End Date** |  |  |
| Activity 3.3.1 |  |  |  |  |
| Activity 3.3.2 |  |  |  |  |
|  |  |  |  |  |