**DELIVERY ENABLING SERVICES**

**PLAN**

- **Estimate full Direct Costs at the project design**
  - Prepare Fully Costed Budgets for Projects

- **Prepare Project Budgets**
  - Major Budget lines - Personal and Other Operational Costs

- **Establish Annual Work Plan (AWP)**
  - Guidelines on UNDP Country Office Workload Survey
  - Estimate number of transaction-based services applying the Use of UPL and LPL
  - A project may also share personnel costs on any contractual modality for shared services in the office

**Tools**

- Budget Template - multi-year workplan
- PPM Project Document Template
- Workload Study Survey Template

**Guidance**

- Annual Position Proforma
- Annex 1: Direct & Indirect Cost table

**IMPLEMENT**

- Delivery Enabling Services can be implemented with the following methodologies
  - Follow Planning and Paying for Service Delivery to Projects
  - Use Multiple Funding Lines for Positions
  - Use the Atlas HR module to minimize transaction costs
  - Guidance note for Atlas position type
  - Use DPC Stand-alone project (Annex 1)
  - If the funding source for staff to provide project services is unknown at the time of payment, an interim pre-funding line may be used.

**TOOLS**

- Guidance note for Atlas position type
- User guide on DPC account codes

**MONITOR & REPORT**

- Annex 1: Direct & Indirect Cost table
Ensure accurate recovery of Delivery Enabling Services

Review and clear DPC accounts exceptions regularly
- 64397 - Services to projects – CO staff
- 74596 - Services to projects - GOE
- 64399 - Expert Advisory Services - HQ staff

Review and clear expenses in DPC Pre-financing fund code 11309.
- The GL expenses in the Fund 11309 must be zeroed out for the current year, attributing all expenses to the appropriate development projects via GLJE.

Tools and Guidance at Glance

Atlas DPC queries Name & Navigation on to the frequently used queries
(Atlas Finance > reporting tools > query > query viewer >)
1. UN_DPC_CHARGES
2. UN_DPC_PRE_FINANCING_GL