



TOOLS

GUIDANCE

- 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

Budget Template - multi-year workplan

PPM Project Document Template

Workload Study Survey Template

Annual Position Proforma

Annex 1: Direct & Indirect Cost table

Delivery Enabling Services can be implemented with the following methodologies

- Follow Planning and Paying for Service Delivery to Projects Main Document
- Use Multiple Funding Lines for Positions
 - Use the HR module to minimize transaction costs
 - Guidance note for Quantum position type

Guidance note for Quantum position type to be developed soon

Use DES (DPC) Stand-alone project

If the funding source for staff to provide project services is unknown at the time of payment, (Annex 1) an interim pre-funding line may be used.

User guide for DES (DPC) Entries in Quantum

Use UPL and LPL attributing to delivery enabling services when offices find it impractical to charge the operations unit staff time through a position with multiple-funding lines.

- User guide on DPC account codes

User guide on DES (DPC) account codes

MONITOR & REPORT