**ANNEX I**

**Concept Note Template**

**UNDP Internal Review and Clearance Process**

The 1-3 page Concept Note should be well developed, defendable and drafted in conjunction with the Practice Director/Leader or designated senior advisor. It will be submitted to the Knowledge CAP for approval and form the basis for discussion in the CAP meeting.

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**Type of Product/Publication:**

*Policy Series*

□ Practice Strategy

□ Practice Note

□ Policy Note/Brief

*Practitioner Series*

□ Guidance Note

□ How-To-Guide

□ Analytical Tool

□ Practice Toolkit

*Research Series*

□ Case Study

□ Report or Study

□ Discussion Paper

*Knowledge Management Series*

□ Comparative Experiences

□ Good Practice or Lessons Learned

*Advocacy and Communications Series*

□ Advocacy Material

□ Other

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**Date of Submission to KCAP:\_\_\_\_\_\_\_\_\_\_**

**Title of Product/Publication:**

**Team:**

**Focal Point/Primary Author:**

**Format(s) of Product/Publication:**

**Key Result Area(s) and indication of product complements the existing knowledge base if none why:**

**Estimated Timeline for Submission of Complete Draft to Peer Review:**

**Estimated Length of Product/Publication:**

**Estimated Cost for Development and Dissemination and Source of Funds (if identified):**

**Abstract of Content:**

**Intended Outcome and Expected Use of the Product/ Publication (including discussion of rationale/expressed demand and linkages to client functions/business processes):**

**Target Audience(s):**

**Potentially Sensitive Issues/Content:**

**Methodology for Development (e.g. planned consultation and collaboration – in-house and UN, use of existing knowledge products, identification of cross-practice linkages or drivers, etc):**

**Potential Peer Reviewers (names and areas of expertise):**