



DELIVERY ENABLING SERVICES



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
- Use Multiple Funding Lines for Positions
 - Use the HR module to minimize transaction costs
 - Guidance for position Management in Quantum
- 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.
- 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

Guidance for Position Management in Quantum

User guide for DES (DPC) Entries in Quantum

User guide on DES (DPC) account codes

MONITOR & REPORT