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

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 note for Quantum position type

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.

**IMPLEMENT**

**MONITOR & REPORT**

**TOOLS**

Budget Template - multi-year workplan
PPM Project Document Template
Workload Study Survey Template
Annual Position Proforma
Guidance note for Quantum position type to be developed soon
User guide for DES (DPC) Entries in Quantum
User guide on DPC account codes

**GUIDANCE**

Annex 1: Direct & Indirect Cost table
User guide on DES (DPC)
Entries in Quantum
User guide on DPC account codes
Ensure accurate recovery of Delivery Enabling Services

Review and clear DES (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.

MONITOR & REPORT

COST RECOVERY