B) FULL-FLEDGED PROJECT PROPOSAL STAGE

The applying entities, positively notified of the approval of funding from the 2030 Agenda Sub-Fund one of their CN proposals, will be invited to develop a full-fledged project document using the Sub-Fund templates (see Annex 3). The full-fledged project should further define the details of the intervention in line with the results-based management (RBM) policy as defined in General Assembly resolutions 67/226 and 75/243 on the quadrennial comprehensive policy review of operational activities for development of the United Nations system.

It should be expected that one or two rounds of consultations with the PMU of the 2030 Agenda Sub-Fund can take place for quality assurance and finalization of the project documentation prior to the signature of an agreement enabling the disbursement of the first tranche of the approved contribution.

2. PROJECT REVISION

While every effort should be made by the implementing entities to implement the project as per appr strategic framework; when changes to the project logframe, workplan and budget are necessary implementing entities should inform the PMU of the 2030 Agenda Sub-Fund and obtain approval.

Generally, revisions can be categorized as follows:

a. A "no-cost" extension to extend the duration of a project without any change to approve framework and budget breakdown. In such cases, the lead implementing entity is required to submit a request at least three (3) months prior to the project end date and preferably throu the last due progress report (see Annex 4). The request must be accompanied by an upda

All the above-mentioned revisions should be documented both in the progress report(s) covering the period prior to when changes are expected to occur, and in the final narrative report. Financial reallocations made without prior approval will not be accepted and funds may have to be reimbursed to the 2030 Agenda Sub-Fund.

3. MONITORING AND EVALUATION

The RBM approach is mainstreamed throughout the present guidelines and annotated annexes, from project formulation, planning and budgeting, to monitoring and review during the established bi-annual reporting cycles, and evaluation at completion. The progress reporting is treated as a monitoring function, which (es)70(ni)lminaatV( )102sng elm 66.-0.022 i-3(N2 0 Td)2(o7(i)6(naat)12(1.78 0 Tc 0 Tw 2.47 0

6. If an external or internal audit of the concerned implementing entity contains observations on the Sub-Fund funded project, the Sub-Fund Management Unit will be informed and involved in drafting the management response. Likewise, for any cases of suspected fraud.

Geographical Focus	Country focus (if this is selected, please inclu pilot/beneficiary countries name/s below) Regional focus Interregional Global
Target countries and population groups:	If country focus Please list countries name and category group (LDCs/LLDCs/SIDS). Please also specify the population group (disadvantaged, minority, discriminated population)
Executing UN Entity (Lead role):	Please include .2(ci)- 286.92 684.12-3( )]TJ0 11

- Strengthening the statistical capacities of ESCWA Member Countries in producing and disseminating short-term economic indicators for economic growth.
- Enhancing knowledge and capacity of [name of the institutional/national authority or population group's beneficiary]

d) Further to the above, particularly (a) and (c), explain how the proposal can add value to and/or build on ongoing and past initiatives; and
e) Elaborate about the implementation arrangements with other entities of the UN Secretariat (is the initiative under the umbrella of inter-agency task forces, working groups, inter-departmental capacities) and the broader UN System, where appropriate. If the partnership is to be created as a by-product of the project, this should be clearly stated and input in the planning of the project.

All the above points should be computed when elaborating the planning and budgeting to ensure the proposal is manageable, achievable, realistic and time bound.

3. Relationship to the Strategic Framework, the Sustainable Development Goals, the existing operational framework

This section should explain how the project links to the entity's Strategic Framework (or comparable planning document) with specific reference to the Programme, Sub Programme, and the relevant 6(-6(c)-2.h090-3(d-3.1(h)4.5(e)-3-9.1.6(gw) po)-6.6(a2.3(o5(o)-6(o)-c)9(o)-6.7(w Ti6.6(n)2.3( )-c)9(o)-2.3(m)-6.415.5(a

approach and with consideration given to the Sustainable Development Goals. EOs should be achievable within the project's timeframe, budget, and should be specific enough to be measured by the associated indicators of achievement as specified further down. In developing the EOs, it is important to assess whether the activities will concretely achieve what is defined in the EO. Most projects contain two EOs, but projects with complex logical framework of intervention may exceptionally have three EOs.

Examples:

- Enhanced technical capacities of selected countries to regularly produce a comprehensive set of environment statistics;
- Improved capacity of policymakers in beneficiary countries to identify regulatory and institutional gaps in the field of sovereign debt governance;
- Improved capacity of public and private stakeholders to identify and select sectors for national production and export of green/sustainable products;
- Strengthened national capacity of beneficiary countries to develop policies for sustainable housing;
- Strengthened capacity of policymakers to formulate cross-sectoral policies that enhance effective participation of youth in economic, social, and political life;
- Enhanced engagement between policymakers and youth groups in jointly designing, amending, and implementing youth

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6. For activities where Staff and Other Personnel Costs are foreseen, in the description, please ensure to clearly specify whether it is for (a) project personnel; (b) other staff costs for short-term GTA; (c) consultants and experts. With regard to consultants and experts, ensure to specify if it is international consultants, or national/regional consultants. If travel is required, please ensure to budget it as travel cost of consultants or staff in the specific activity. Please be reminded that as general guiding principle: whenever feasible, national and regional consultants instead of international should be preferred in order to promote sustainability and local/national capacity development in the country. Moreover, all staff for the management/coordination of the project activities should be listed under "Other Project Costs" (at the end of the table); while contractors/consultants/experts should be budgeted under the relevant activities for which their service/specialized expertise is required

7. For activities where Contractual Services are foreseen, provide in the description the type of national, regional, or international institutions, companies, IGOs, or NGOs. Whenever feasible, national and regional institutions instead of international should be preferred in order to promote sustainability and local/national capacity development in the country

8. Under Other Project Requirements please specify not only the staffing requirements, but also project's associated costs to run the office responsible for the implementation of the project, e.g., rental (include % of the overall cost), communication (include % of the overall cost), supplies monitoring evaluation cost (2-3% of the operational project cost, see tables).

9. Please remove the red font tips throughout the table when the consolidate budget document is ready for submission.

>> For applying Non-UN Secretariat Entities, budget requirements should be formulated in close consultations with their own financial teams/experts at HQ level to ensure that budgetinr br b(in6wh)5.3(CS

Guidance for Annex 2 Table 2. Budget by reporting class (next page):

This table will generate automatically by completing Table 1. It should be noted once the project document and associated budget are approved, this table will be used for the review of the financial reporting submitted

Geographical Focus	Country focus (if this is selected, please inclu pilot/beneficiary countries below) Regional focus • Interregional Global
Target countries and population groups:	If country focus Please list countries name and economic category (LDCs/LLDCs/SIDS). Please also specify the population groups (disadvantaged, minority, discriminated population)
UN Executing Entity (Lead role):	Please include the Project Officer/Manager an Finance Officer names and contacts
Other UN Implementing Entities:	If the project is a joint initiative, please include here the other entities within the UN who will b involved in the design, formulation and implementation of the project towards the proposed Expected Outcomes. If any entity is co-implementing, the understanding is that a portion of the contribution will be transferred to it. Please ensure consistency with the budget and consultation with your Finance Experts.
Business Partner (BP) #:	This row is only for UN Secretariat Entities usir UM

II. ANALYSIS

1. Problem Analysis

This section should expand on the information provided in the background and map out the anatomy of cause and effect around the issues that the project attempts to address. Focus should be on the problem rather than how the project will tackle it. It is recommended the

Table 1 –Country/Regional/Sectoral analysis

Description of the Issues to be addressed	Status of affairs /Baseline	Realistic Outcomes/Target
1. Country/Region/Sector #1	How does the problem identified in 2.1 play out in the selected country/region/sector? This is where the baseline of your performance indicators should be clearly provided (quantitative or qualitative). If the group of "pilot countries" have different challenges and/or capacity, this is where the difference should be made since in the logframe you will provide the overall project approach, methodology and the specificity of each country will be lost. So, please be specific in here.	… What will this project be able to achieve in the country/region/sector within the timeframe available? What tangible outcomes/ outputs are foreseen? Outcomes should be specific enough to be measured by the associated indicators of achievement.
2. Country/Region/Sector #2	..	…
3. Country/…	…	…

3.

4. Proposed Solution Path and Response

This section should describe the rationale of intervention or theory of change (ToC)[1]. A theory of change helps to identify solutions to effectively address the causes of problems that hinder progress and guide decisions on which approach should be taken, considering UN comparative advantages, effectiveness, feasibility and uncertainties that are part of any change process. A theory of change also helps to identify the underlying assumptions and risks that will be vital to understand and revisit throughout the process to ensure the approach will contribute to the desired change. Ideally, a ToC

achieve results in an area where other partners work will most likely hinder the achievement of the ultimate objective

After the elaboration of the two above-mentioned aspects, the manager should highlight:

- How the above process (ToC) and action (logframe) are different from or building on past and ongoing global/regional/country's initiatives/programmes.
- How lessons learned of past interventions are integrated and fed into this project design and formulation.
- How innovative is the project in accordance to the 2030 Agenda Sub-Fund guiding principles of "Coordination and partnership-building" (E) and "Innovative Approaches" (F) - Please refrain from general statements and be specific to the project.
- How the project relates to the Sub-Fund's principle (A to I).

Figure 1

2. Logical Framework Matrix

In filling in the table below, please be sure to maintain consistency with the information reported in

3. Risks Assessment and Mitigation Actions

Please provide an analysis of the possible risks, key factors outside the direct control of project managers, that may affect the success of the project and the actions/corrective measures that may be taken to mitigate their impact in the implementation.

Table 4 – Risks and mitigation actions

Risks What conditions/factors outside the direct control of project manager may hinder the achievement of the project objectives and outcomes? Each risk including economic/financial, environmental,technical,and social or set of risks should be listed on a separate row.	

4. Monitoring and Evaluation

In this section, the manager should narrate the monitoring mechanism (how and what data to collect for logframe indicators, who will be responsible for maintenance and monitoring throughout the project duration), the evaluation plans and budgeting to be supported by Annex 2 "Budget Details" (3% of operational project cost). In addition, the implementing entity should ensure that said monitoring mechanism and proper project file management are

In addition, the proposal should have an exit strategy outlining

ANNEX 4 – PROGRESS REPORT TEMPLATE WITH GUIDANCE FOR COMPLETION

Project title	
Project Reference no.	PDF-SDG-xxxx-xx [ask Management Unit of 2030 Sub-Fund if needed]

accompanied by a revised project document and associated workplan and budget which clearly highlight the proposed changes and elaborate in much details on all the questions listed in page 3 above for each proposed change. Project Manager should refrain making general statements. The request will go through the formal review including the Steering Committee and the SG.

6. FINANCIAL INFORMATION

In this section the manager should share its review and consideeee22(w 0i)-3.3(e5.1(r/Subtype /He6)10.2(e)-2

Below is a snapshot of annex

Category of outputs	Breakdown	Cumulative Number (count)	Number during current reporting cycle (count)	Autoverification		Comment (if necessary, but required if a new category is added in any of the preset items)
	Workshop: knowledge sharing					
	Training					
	Study tours: Capacity Development					
	Regional Conference - Sector Focused					
	Global Conference - Sector Focused					
	If none of the above, pls add a category with concise description in here and why none of the above do not fit in column N (right end).					
	Central government					
	Local government					
	CSO / NGO (in E, if no national, indicate: regional or global)					
	Academia					
	Private business/stakeholders					
	Observers: International (no UN)					
	Others (specify in the column N)					
	Total participants	0	0			
	Woman					
	Man					
	Prefer no to answer					
	Total by gender	0	0			
	Reports					
	Online Training Materials					
	Guidance materials					
	Website/Platform					
	National Review					

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Below is a snapshot of annex (d)

Enter Project Title and Project Number (PDF-SDG-20XX-XXX)													
Enter Implementing Entity													
Output#	Activity Name	Activity Category	Activity Date	Full Name of Participant/Stakeholder	Gender	Nationality	Organization	Functional Title	Organization Category	Email (Office)	Email (Personal)	Country Code	Telephone

ANNEX 5 – FINAL REPORT TEMPLATE WITH GUIDANCE FOR COMPLETION

- The Final report is not a recounting of the activities or a summary of the evaluation, but rather a much more grounded and operational assessment of the project from the manager. It is equivalent to a handover to peers either for the concerned entities and stakeholders to continue the momentum or build on the established outcomes (blocks) of the project
- The manager should share what works well, and not well, in what contexts and the causes with the purpose of enhancing the future performance of the entity. The objective is to serve as an operational management tool for learning and institutional memory, and to support other programme managers building on the achievements of past projects or designing new projects.
- While the manager could prepare his self-assessment prior to the independent and external evaluation to provide input and a source of information to the evaluator, once the evaluation is submitted to the project manager and evaluation office, the final report should incorporate the management response and action plan to the evaluation recommendations
- The below template provides a path with questions that could assist in this exercise. The generated learning can be the catalyst for innovation and continuous

Project Title:	
Project Duration	As per signed agreement and any amendment.
Budget:	$ _____ Total budget inclusive of program suppo
Co-funding	If the proposal was supplementing existing programmes/mandates/framework for which contribution was pre-existent and/or co-existent, please specify the source and further elaborate the relevant sections of this report
Mobilized Resources:	Report here if the project seeded money for its logframe activities or to ensure continuation of th development trajectory after completion.
SDG(s)	Please include only the SDG directly addressed by this project. If there is a need to add any interlinkage with other SDGs in the medium/long-term, please make the distinction between direct and indirect/secondary SDGs.

Cross

Co-

2. REVIEW OF PROJECT: RELEVANCE, EFFICIENCY, EFFECTIVENESS, IMPACT,

9 Wherever relevant, cross-cutting issues such as gender equity, environmental impact and good

ANN

Findings	Conclusions	Lessons	Recommendations
Project generation and design			

Findings	Conclusions	Lessons	Recommendations