**A picture containing text, businesscard, envelope

Description automatically generatedMarch, 2022 Version**

**PRC PROJECT DOCUMENT TEMPLATE**

**PROJECT/PROGRAMME TITLE:**

**PRC PROJECT STAGE: CONCEPT or FULL PROJECT**

**(Choose one)**

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**Project Document**

**For Concept Notes: please complete sections 1,2,3,4, and attach Theory of Change & ESSS Screening report**

**For Project Documents: please complete all the sections below and attach all the required annexes**

# Project Summary

**Preamble**

The Project Summary section captures all essential information of UN-Habitat projects. Some if this information is mandatory in IPMR, some additional critical information will be stored outside IPMR. This allows a bird’s eye view during the approval process, allows to identify the linkages with UN-Habitat instruments (ex. Strategic Plan, Work Programme and Budget, Results Framework, ESSS, etc.) and contributes to our capacity to analyse UN-Habitat’s portfolio against our Strategic Plan.

The Project Summary section **must be completed** for any project, even when using the donor’s template.

**IMPORTANT NOTE: the sections highlighted in blue are part of the sections required in IPMR.**

## Project Information

|  |  |
| --- | --- |
| **Project Title** |  |
| **Project Number (from IPMR)** | {projectNumber} *(complete this section only if the project has already been created in IPMR)* |
| **Project Objective** |  |
| **Project Outcomes** | Outcome 1:  *Indicators*  Outcome 2:  *Indicators*  Outcome 3:  *Indicators*  *Add any additional outcomes* |

## Links to the SDGs

*Tag & rank each Outcome against the SDG,* ***at target level****. The full list of SDGs & their targets can be found* [*here*](https://sdgs.un.org/goals)

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **OUTCOME 1** |  | SDG1 | SDG2 | SDG3 | SDG4 | SDG5 | SDG6 | SDG7 | SDG8 | SDG9 |
| *Targets* |  |  |  |  |  |  |  |  |  |
|  | SDG10 | SDG11 | SDG12 | SDG13 | SDG14 | SDG15 | SDG16 | SDG17 |  |
| *Targets* |  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
|  |  |
| **OUTCOME 2** |  | SDG1 | SDG2 | SDG3 | SDG4 | SDG5 | SDG6 | SDG7 | SDG8 | SDG9 |
| *Targets* |  |  |  |  |  |  |  |  |  |
|  | SDG10 | SDG11 | SDG12 | SDG13 | SDG14 | SDG15 | SDG16 | SDG17 |  |
| *Targets* |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **OUTCOME 3** |  | SDG1 | SDG2 | SDG3 | SDG4 | SDG5 | SDG6 | SDG7 | SDG8 | SDG9 |
| *Targets* |  |  |  |  |  |  |  |  |  |
|  | SDG10 | SDG11 | SDG12 | SDG13 | SDG14 | SDG15 | SDG16 | SDG17 |  |
| *Targets* |  |  |  |  |  |  |  |  |  |

*(Please copy and paste the tables for the additional outcomes, if any)*

## Links to the New Urban Agenda

*Please copy below the paragraphs of the NUA your project is linking to.*

*The New Urban Agenda is accessible* [*here*](https://habitat3.org/the-new-urban-agenda/)*.*

In the [*New Urban Agenda Illustrated Handbook*](https://unhabitat.org/the-new-urban-agenda-illustrated)*,* the NUA paragraphs are being referred to by theme.

|  |
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|  |

## Link to the Strategic Plan 2020 - 2023

*Rank each Project Outcome against Subprogramme outcomes.*

*The List of Subprogramme Outcomes can be found* [*here*](https://unhabitat.org/sites/default/files/documents/2019-09/strategic_plan_2020-2023.pdf) *(summary on page 82).*

0 = no contribution 1 = primary outcome (direct contribution), 2 = secondary outcome (indirect, partial contribution)

The planned budget distribution should be rounded up to 5% focusing on the main subprogrammes.

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Subprogramme 1 | | | Subprogramme 2 | | | Subprogramme 3 | | | Subprogramme 4 | | |
|  | 1.1 | 1.2 | 1.3 | 2.1 | 2.2 | 2.3 | 3.1 | 3.2 | 3.3 | 4.1 | 4.2 | 4.3 |
| Out. 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Out. 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Out. 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| […] | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **Planned budget distribution** | **X %** | | | **X %** | | | **X %** | | | **X %** | | |

|  |
| --- |
| **Projection of budget towards**  Gender Equality |
| **X%** |

**Cross-cutting thematic areas & Social inclusion issues** *(several options possible)*

Human Rights  Gender  Children, Youth and Older persons  Disability

Resilience  Safety

**Related UNH Communities of practice** *(several options possible)*

CoP Land, Housing and Shelter CoP Human rights & Social Inclusion

CoP Urban Basic Services  CoP Planning, Finance and Economy

CoP Climate Change  CoP Policy, Legislation & Governance

## ESSS Overview

**Risk category of the project**

*Please select below what is the risk category resulting from the ESSS Screening Report. Please nsure to open this document on the app.*

|  |
| --- |
| Choose an item. |

**Overview of the ESSS Principles on which the project might have an impact**

P1: Labour and working conditions

P2: Zero-carbon development, Pollution prevention and resource efficiency

P3: Climate Change, community health, safety and security

P4: Displacement and involuntary resettlement

P5: Biodiversity conservation and sustainable management of living natural resources

P6: Indigenous people

P7: Cultural Heritage

P8: Compliance with law

## Results Framework: Relevant indicators to be monitored

*Select the section of the Results Framework (RF) in the first column and complete the indicators in the second column.*

*Core indicators are highlighted in the Results Framework* [***here***](https://unhabitat.org/sites/default/files/2020/09/english-9-rev1.pdf) ***.***

|  |  |  |
| --- | --- | --- |
| **Section of the RF**  ***(Please select)*** | **Indicator(s)**  ***(Please complete according to RF)*** | **Comment** |
| Choose an item |  |  |
| Choose an item |  |  |
| Choose an item |  |  |
| Choose an item |  |  |
| Choose an item |  |  |
| Choose an item |  |  |
| Choose an item |  |  |

## Links to UN-Habitat’s Annual Work programmes and Budget

*Please, complete the deliverables that the project will cover, as described in* [*UN-Habitat’s Work programme and Budget*](https://documents-dds-ny.un.org/doc/UNDOC/GEN/N21/093/63/pdf/N2109363.pdf?OpenElement) *for the relevant years.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Indicate year** | **Subprogramme No.** | **Deliverables** | **Details** | **Quantity** |
|  | Choose an item. | Choose an item. |  |  |
|  | Choose an item. | Choose an item. |  |  |
|  | Choose an item. | Choose an item. |  |  |
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|  | Choose an item. | Choose an item. |  |  |
|  | Choose an item. | Choose an item. |  |  |
|  | Choose an item. | Choose an item. |  |  |

## Alignment with UN reform

|  |  |
| --- | --- |
| **Delivery on relevant EAs/outcomes of UNSDCFs** |  |
| **Collaborating UN Agencies** |  |

## Basic Project information

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project Type | Choose an item. | | | |
| Project Scale | Choose an item. | | | |
| Location (main) |  | | | |
| Countries/Regions |  | | | |
| Responsible UN-Habitat office (leading office) |  | | | |
| Other collaborating UN-Habitat offices |  | | | |
| Target group(s) |  | | | |
| External partner(s) |  | | | |
| Project Manager |  | | | |
| Programme Management Officer (PMO) |  | | | |
| Estimated Start and End Dates |  | | | |
| Actual Start and End Dates |  | | | |
| Overall budget / Total project budget  **(in USD only)** |  | | | |
| Sources of funding/Contributions  *(add lines if multiple donors)* | Donor(s) | Financial | In Kind | Programme Support (%) |
| UN-HABITAT |  |  |  |
| Third Party/Other:  *Please specify here* |  |  |  |
| **Total:** |  | **In kind:** |  |
|  |  |  |  |
| Funds to be secured  (Budget – Total Contributions) |  | | | |
| Potential Donor(s) |  | | | |

## Executive summary of the project

*(Description, Approach and Main Expected Accomplishment)*

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# Full project document

IMPORTANT NOTE – sections/fields highlighted in blue are part of the sections in IPMR

## Problem and Situation Analysis

*Identifies key problems (of the target groups and final beneficiaries), constraints, opportunities and risks, which determine cause and effect relationships.*

*Problem/situation analysis should include gender, youth and human right situation*

|  |
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## Stakeholder analysis and capacity assessment

Capacity assessment of relevant stakeholders – *Provide a short summary of government*  
*agency/legal environment in which the project operates, as well as resource capacity of*  
*Government/other actors.*

*Stakeholders include: Agencies, organizations, groups, or individuals who have a direct or  
indirect interest in the intervention or its evaluation.*

|  |
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## Lesson Learned (Link to Evaluation report data base)

|  |
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# Project Implementation methodology/strategy

IMPORTANT NOTE – sections/fields highlighted in blue are part of the sections in IPMR

Please find [here](https://unhabitat.org/2020-catalogue-of-services) the link to the Catalog of services, providing the normative tools available.

## Detailed step-by-step description of how Project will be Implemented

|  |
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## Logical framework

| **RESULTS** | **Indicators** | **Risks**  **(which could prevent the achievement of the objective/outcome/output/…)** |
| --- | --- | --- |
| **Objective:** | **Indicator**:  **Means of Verification:**  **Interval**:  **Baseline**:  **Target**:  **Interim targets:**  **Description:**  **Interval**:  **Value**: | **Risk:**  **Impact:**  **Mitigation Plan:** |
| **Outcome** | **Indicator:**  **Means of Verification:**  **Interval**:  **Baseline**:  **Target**:  **Interim targets:**  **Description:**  **Interval**:  **Value**: | **Risk:**  **Impact:**  **Mitigation Plan:** |
| **Output** | **Indicator:**  **Means of Verification:**  **Interval**:  **Baseline**:  **Target**:  **Interim targets:**  **Description:**  **Interval**:  **Value**: | **Risk:**  **Impact:**  **Mitigation Plan:** |
| **Activity** |  |  |

## Stakeholders (Internal, External and Others)

*Agencies, organisations, groups or individuals who have a direct or indirect interest in the intervention or its evaluation.*

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## Strategic alignment / Relevance to the UN Agency

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# Social Inclusion Issues, Cross Cutting Thematic Areas, Environmental and Social Safeguards

IMPORTANT NOTE – sections/fields highlighted in blue are part of the sections in IPMR

**At the Concept Note stage, the Screening Report should be attached.**

**At the ProDoc stage, the Screening Report and Scoping Report should be attached.**

More info on the ESSS as well as templates for the Screening and Scoping Report [can be found here](https://unitednations.sharepoint.com/:w:/r/sites/UN-Habitat-ESS/Shared%20Documents/ESSS%203.0%20policy%20document%20and%20templates/Appendix%202%20-%20ESSS%20Scoping%20Report.docx?d=wad417ec8544d42fe948b161f1fe28203&csf=1&web=1&e=IDzl3k).

## Social Inclusion Issues

### Human Rights

**Describe the issue identified in the project**

|  |
| --- |
|  |

**Identify risks and impacts – overview** (the details are provided in the Screening report)

Marker: Choose an item.

|  |
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|  |

**Management of the risks** (methodology & monitoring)

|  |
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|  |

### Gender

*Please find the policy* [*here*](https://unhabitat.org/policy-and-plan-for-gender-equality-and-the-empowerment-of-women-in-urban-development)

**Describe the issue in the project**

|  |
| --- |
|  |

**Identify risks and impacts – overview** (the details are provided in the Screening report)

|  |
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|  |

**Management of the risks** (methodology & monitoring)

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### Children, Youth and Older Persons

**Describe the issue in the project**

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**Identify risks and impacts – overview** (the details are provided in the Screening report)

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**Management of the risks** (methodology & monitoring)

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### Disability

**Describe the issue in the project**

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**Identify risks and impacts – overview** (the details are provided in the Screening report)

|  |
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|  |

**Management of the risks** (methodology & monitoring)

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## Cross-Cutting Thematic Areas

### Resilience

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Marker: Choose an item.

|  |  |
| --- | --- |
| Risks triggered |  |

### Safety

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|  |

|  |  |
| --- | --- |
| Risks triggered |  |

## ESSS Principles

This section describes the ESSS principles that were triggered during the completion of the Screening (project concept note) and Scoping (project proposal) Report from the 9 principles listed in the ESSS 3.0. Please refer to the [ESSS Screening](https://unitednations.sharepoint.com/:w:/r/sites/UN-Habitat-ESS/Shared%20Documents/ESSS%203.0%20policy%20document%20and%20templates/Appendix%201%20-%20ESSS%20Screening%20Report.docx?d=w63971960978548efbc20ba20c9c68ad7&csf=1&web=1&e=ZpM6gg) or [Scoping Report](https://unitednations.sharepoint.com/:w:/r/sites/UN-Habitat-ESS/Shared%20Documents/ESSS%203.0%20policy%20document%20and%20templates/Appendix%202%20-%20ESSS%20Scoping%20Report.docx?d=wad417ec8544d42fe948b161f1fe28203&csf=1&web=1&e=IDzl3k) for further details.

|  |  |
| --- | --- |
| **Principles** | **Brief description of risks and impacts regarding the triggered Principle, if not triggered insert n/a and explain why** |
| Principle 1: Labour and Working Conditions |  |
| Principle 2: Pollution Prevention and Resource Efficiency |  |
| Principle 3: Community Health, Safety and Security |  |
| Principle 4: Displacement and Involuntary Resettlements |  |
| Principle 5: Biodiversity, Conservation and Sustainable Management of Living Natural Resources |  |
| Principle 6: Indigenous Peoples |  |
| Principle 7: Cultural Heritage |  |
| Principle 8: Compliance with the Law |  |
| Principle 9: Access and Spatial Justice |  |

# Project Management

IMPORTANT NOTE – sections/fields highlighted in blue are part of the sections in IPMR

## Detailed Project Annual Workplan

|  |
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## Coordination arrangements (with internal and external stakeholders)

*Any formal or informal arrangements that the project is entering into with relevant stakeholders in order to ensure progress toward the project objective.*

|  |
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## Governance arrangements

*Formal arrangements with national counterparts, end beneficiaries, funding partners to provide overall guidance for project implementation.*

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## Resource Mobilization

*Please find UNH Resource Mobilization Strategy* [*here*](https://unhabitat.org/sites/default/files/2020/01/draft_resource_mobilization_strategy_january_2020_.final_.pdf)

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## Sustainability and exit Strategy

*Please describe below the mechanisms in place to ensure that the gains from the project are sustainable even after the project is completed.*

|  |
| --- |
|  |

## Project Replication and Scaling up

|  |
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## Risk Management (Including Risk Analysis table)

*Please describe here the measures in place to manage the risks identified* ***in the logframe****.*

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## Monitoring Plan and Reporting Strategy

*The plan should describe the methodology used to monitor the indicated* ***in the logframe****.*

*Please find* [*here*](https://habnet.unhabitat.org/sites/default/files/documents/RBM%20Policy.pdf) *the UNH Results Based Management Policy*

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## Budget and staffing table

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# Evaluation

IMPORTANT NOTE – sections/fields highlighted in blue are part of the sections in IPMR

## Evaluation Plan

*Please find* [*here*](https://unhabitat.org/sites/default/files/2014/04/UN-Habitat-evaluation-policy-2013.pdf) *UNH Evaluation Policy and UNH Evaluation Manual* [*here*](https://unhabitat.org/sites/default/files/2018/07/UN-Habitat-Evaluation-Manual-April-2018.pdf)

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## Advocacy, Communication and Outreach plan

*Please find the Donor Visibility Guideline* [*here*](https://habnet.unhabitat.org/sites/default/files/documents/Donor%20Visibility%20Guideline.pdf)

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## Knowledge Management and lessons learned

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## Innovation

*Please, find* [*here*](https://unhabitat.org/sites/default/files/2021/01/innovation_guidance_note_final.pdf) *the guidance note on Fostering Innovation in urban programmes and projects*

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## Capacity Building (link with UN-Habitat’s Capacity Building Strategy)

*Please find here the CB strategy as well as the...*

|  |
| --- |
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# Project Team

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Names | Level | Role | Part of the House | Contribution | % of staff time |
| 1. Project Manager |  | P5 | Lead | Nairobi  Urban Basic services/ urban Planning | In-kind  *(SIDA Funds)* | 10% of staff time |
| 1. Other members of project team[[1]](#footnote-2) |  | P4 | Project technical team |  | In-kind,  UNV | 25% of staff time |
|  | P4 | Project technical team |  | In-kind,  PSC | 10% of staff time |
|  | P3 | Project technical team |  | In-kind, | 25% of staff time |
| 1. Supervisor of Project Manager[[2]](#footnote-3) |  | D1 | Director, |  | In-kind,) | 5% of staff time |
| 1. Person(s) who formulated the ProDoc | , | P5, P4 & P3 | Project technical team supporting UNHABITAT activities for this project |  | In-kind | 10% of staff time for Takehiro and 25% for the others |

# Checklists of Documents to be Submitted

*This template should be attached as a Word document.*

*All the annexes should be uploaded or attached as pdf, with the exception of Annex D and the ESSS reports.*

**Checklist of documents to be submitted to the PRC Working Group at Concept Note stage:**

Current template – with sections 1,2,3 & 4 completed

ESSS Screening Report – completed

Annex 1a: Project Team's response to recommendations made during CONCEPT co-creation –signed by team leader

Theory of Change (no Template)

**Checklist of documents to be submitted to the PRC Working Group at full Prodoc stage:**

Current Project template – with all the sections completed

Theory of Change (no Template)

Project budget (use UN-Habitat budget template)

Detailed Project Annual WorkPlan

Staffing table (No template-guidance from MACS)

Staff Terms of Reference (No template-to be created by project teams)

Annex 1b: Response to PRC recommendations at Concept – signed by team leader

Annex D: Project Submission Checklist – signed by team leader, PMO, submitting branch leader or regional representative, chief of Urban Practices Branch or Regional Programme Division, and chief of Programme Development Branch

ESSS Screening Report – reviewed and endorsed

ESSS Scoping Report – completed (if project risk falls under categories A, B1, B2, or C)

ESIA report – completed (if project is high risk A or B1) OR ESAP (project low risk B2, C & E)

*(for projects in category D, no ESIA or ESAP to be submitted)*

**Final approval:**

Annex 2: Teams Reponses to PRC WG inputs – completed and signed by the team leader, PRC WG Secretary, and PRC WG Chair (this template may vary whether the project is reviewed by PRC-HQ WG or any of the LWG).

1. Project team members can be staff and/or consultants. [↑](#footnote-ref-2)
2. ##### Supervisor must be a UNEP staff member, not a consultant.

   [↑](#footnote-ref-3)