**Country/Region/Global: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Initiation Plan**

**Project Title :**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Expected UNSDCF/CPD Outcome(s) :** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Expected CPD Output(s) :** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Initiation Plan Start/End Dates :** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Implementing Partner :** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Programme Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Quantum Project Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Quantum Output Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Gender Marker: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total resources required \_\_\_\_\_\_\_\_\_

Total allocated resources: \_\_\_\_\_\_\_\_\_

* Regular \_\_\_\_\_\_\_\_\_
* Other:
  + Donor \_\_\_\_\_\_\_\_\_
  + Donor \_\_\_\_\_\_\_\_\_
  + Government \_\_\_\_\_\_\_\_\_

Unfunded budget: \_\_\_\_\_\_\_\_\_

In-kind Contributions \_\_\_\_\_\_\_\_\_

**Brief Description**

Agreed by UNDP:

# Purpose and Expected Output

*A short description justifying the need for an Initiation Plan for this project and the expected output.*

# Management Arrangements

*A short description of the individuals, organisations, and/or team structure required to conduct the activities of the Initiation Plan. If the size and scope of the Initiation Plan requires the establishment of a project board, describe the structure here and include a diagram if needed, drawing from the standard diagram provided in the full project document template.*

# Monitoring

*A description of the monitoring requirements for the Initiation Plan.*

*Please refer to how the output and associated activity results shall be monitored, reviewed and assessed, depending on the scope and duration of the Initiation Plan (i.e. an Initiation Plan with a 9 months duration to start-up pilot activities shall require the combination of various monitoring tools and mechanisms, as opposed to a short Initiation Plan established to hire a consultant for the finalization of the Project Document).*

*As minimum requirement, an Initiation Phase Report should be prepared at the end of the Initiation Plan in addition to attaching the full project document if developed or an explanation if initiation failed to produce a full project.*

# WORK PLAN

**Period[[1]](#footnote-2):**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **EXPECTED OUTPUTS**  *And baseline, indicators including annual targets* | **PLANNED ACTIVITIES**  *List activity results and associated actions* | **TIMEFRAME** | | | | | | **RESPONSIBLE PARTY** | **PLANNED BUDGET** | | |
| Q1 | Q2 | Q3 | Q4 | Q5 | Q6 | Funding Source | Budget Description | Amount |
| Output 1  *Baseline:*  *Indicators:*  *Targets:*  *Related CP outcome:* | 1. Activity Result  -Activity action  -Activity action |  |  |  |  |  |  |  |  |  |  |
| 2. Activity Result  -Activity action  -Activity action |  |  |  |  |  |  |  |  |  |  |
| 3. Activity Result  - Action  - Action |  |  |  |  |  |  |  |  |  |  |
| 4. Activity Result  -Action  -Action |  |  |  |  |  |  |  |  |  |  |
| TOTAL |  |  |  |  |  |  |  |  |  |  |  |

1. Maximum 18 months [↑](#footnote-ref-2)