THE SECRETARY-GENERAL'S PEACEBUILDING FUND

Guidance Note



Reducing the cost of resources used for an activity, with a regard for maintaining quality.

Increasing output for a given input, or minimising input for a given output, with a regard for maintaining quality.

SEPTEMBER 2020 GUIDANCE NOT

(annexed to each project document)

Does the project have a budget narrative justification, which provides additional project specific information on any major budget choices or higher than usual staffing, operational or travel costs, so as to explain how the project ensures value for money?			
Are unit costs (e.g. for travel, consultancies, procurement of materials etc) comparable with those used in similar interventions (either in similar country contexts, within regions, or in past interventions in the same country context)? If not, this needs to be explained in the budget narrative section.	1 1 1 1 1 1 1 1 1 1 1		
Is the proposed budget proportionate to the expected project outcomes and to the scope of the project (e.g. number, size and remoteness of geographic zones and number of proposed direct and indirect beneficiaries)? Provide any comments.	1 1 1 1 1 1 1 1 1 1 1 1		
Is the percentage of staffing and operational costs by the Receiving UN Agency and by any implementing partners clearly visible and reasonable for the context (i.e. no more than 20% for staffing, and no more than another 15-20% for all other operational costs, including travel, direct operational costs and indirect project costs) unless well justified in narrative section)?			
Are staff costs proportionate to the amount of work required 8 Tw Tml,	f.1 me	s wat u	unle.
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