



## Submission Form for Programme<sup>1</sup>/Budget Revision

Part A: Programme Summary (To be completed by the Participating UN Organization)					
<b>Date of Submission:</b>	21 June 2024				
<b>From the Participating UN Organization:</b>	UNDP				
<b>Contact:</b>	<a href="mailto:nchidzi.smarts@un.org">nchidzi.smarts@un.org</a>				
<b>Programme Number:</b>	<a href="#">00140460</a>				
<b>Programme country:</b>	Botswana				
<b>Programme Title:</b>	Inception phase				
<b>Total Approved Programme Budget:</b>	US\$ __ 70,000 _____				
<b>Amount and percentage of indirect costs requested (7% of direct costs):</b>	US\$ _4,579 _____ _7 _____ %				
<b>[Steering Committee] Approval Date:</b>	11 August 2023				
<b>Programme Duration:</b>	8 months	<b>Starting Date:</b>	1 November 2023	<b>Completion Date:</b>	30 June 2024

### 1. Type of Programme/Budget Revision Requested

- ☐ Variation of budget lines (more than 25% of the total programme budget)  
☒ Extension of programme duration. New completion date: \_\_ 31 December 2024 \_\_\_\_

<sup>1</sup> The term "programme" is used for projects, programmes and joint programmes.

2. Programme Expenditure to date: as of /insert date/

- ☐ Total Commitments US\$\_\_17,000 [June 2024] \_\_\_\_\_
- ☐ Total Disbursements US\$\_\_7,000 [June 2024] \_\_\_\_\_

3. Reason revision is being requested.

In order to sequence the situational analysis to after the induction training, which we seek to conduct the week of 12 August 2024.

3.1 Please also indicate briefly how activities will be readjusted according to the new deadline.

1. 1-31 July 2024: Logistics (accessible venue procurement, printing in accessible formats, development of participants’ list, identification of resource persons including OPDs, internal capacitation workshop, development of new TOR for situational analysis)

2. 15-31 July 2024: circulate pre-training questionnaire to all participants

3. 12-16 August 2024: delivery of induction training

4. 19 August – 19 October: Prepare and deliver training report based on template

5. 19 August-19 October: revision of situational analysis based on induction training


6. 19 October-2 November: situational analysis with UNPRPD for review

7. 2 November-30 November: incorporation of UNPRPD feedback on situational analysis and final reporting

4. Documents Attached:

- ☐ Revised Budget (*for change in programme budget*)
- ☒ Revised Workplan of Inception Phase

Part B: Signature			
(To be completed by the Participating UN Organization)			
On behalf of Participating UN or Non-UN Organization:	Signature	Date	Name/Title
UN RCO	<div></div>	09/07/2024	Zia Choudhury Resident Coordinator

<b>Part C: Administrative Review<sup>2</sup></b> <i>(To be completed by the [Fund/JP] Secretariat)</i>	
<b>5. [UNPRPD] Technical Secretariat Comments:</b>	
<b>6. [UNPRPD] Technical Secretariat Recommendation:</b>  NCE request upto December 2024 approved.	
<b>7. Manager of the Technical Secretariat</b>	
<div>DocuSigned by:  FF748A187F2E48E... Signature</div>	<div>16-Jul-2024 ..... Date</div>

<b>Part D: Approval (as relevant)</b>	
<b>7. Decision of the Management Committee</b>	
<div><input type="checkbox"/> Approve <input type="checkbox"/> Approve with modification/condition <input type="checkbox"/> Defer</div>	
<b>Comments (if any):</b>	
<div>..... <b>Chair of the Management Committee</b>  ..... <div><div>Signature</div><div>Date</div></div></div>	

<sup>2</sup> According to SOF 2020-2025 TS will approve NCE below 9 months.

