Annex 13

**Project change request (PCR) No.**

Project number:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Q | S | F |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| Project title |  |

The CFP Coordinator submits the following PCR:

|  |
| --- |
| *1 Current project plans, objectives* *and KPIs (as approved by the QSF Board)* |
|  |

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| --- |
| *2 Change requested to the project plans, objectives and KPIs (indicate each change separately)* |
|  |

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| --- |
| *3 Reason(s) for change* |
|  |

Project number:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Q | S | F |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| Project title |  |

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
|  |  |  |
| The requested change affects: |  |  |
| a the approved QSF budget | ❑ | ❑ |
| ❑ additional request of USD  (i.e. a total QSF budget of USD instead of USD)  ❑ reduction by USD  (i.e. a total QSF budget of USD instead of USD) |  |  |
| b the approved time schedule | ❑ | ❑ |
| ❑ project duration extended by months  (i.e. a total duration of months instead of months) |  |  |
| c the approved project team | ❑ | ❑ |
| ❑ changes to core project team members |  |  |
| d the approved payment conditions | ❑ | ❑ |
| ❑ acquisition via the UNDP  ❑ direct payment to the supplier(s)  ❑ changes in allocation of funds |  |  |
| e other aspects (*may include changes in the location, objectives and KPIs of the project, as well as any other substantial changes to the project plan)* | ❑ | ❑ |
| ❑  ❑  ❑ |  |  |

|  |  |
| --- | --- |
| Date | Place |
| Name of the CFP Coordinator | |
| Signature of the CFP Coordinator | |