



Information Session

2022 CALL FOR CONCEPT NOTES

1. OVERVIEW

In accordance with the application guidelines for the 2022 Call for Concept Notes, the UNRSF Secretariat will organize an information session for selected concept notes. Selected concept notes, criteria for participation and other details about the information session will be made available on the UNRSF website in consultation with the technical road safety expert panel. The information session will be moderated by member(s) of the panel, who will specify any related recommendations which the project team shall take into account in the detailed project document.

2. WHAT?

The information session is a virtual meeting to present, discuss and clarify critical project requirements and expectations prior to advancing from the project idea/concept to the full project plan and subsequent execution. The discussion will specifically cover:

- Partners
 - Role of different partners
 - Government involvement
 - CSOs/ NGOs involvement
 - Additional partners recommended
- Timescale
- Budget
- Risks
 - Risks to success and mitigation strategies
 - Identifying wider benefits and how to maximize these
- Baseline data
 - Discussion on available project specific baseline information
- Results monitoring and stakeholders' communications
- Other project specific issues

3. WHEN?

The information session succeeds the selection of a concept note by the UNRSF Steering Committee, following the Stage 1 submission of project goals, objectives, scope, risks, issues, budget, timescale and approach.

4. WHY?

This is perhaps the most important stage of any project because it defines the terms of reference within which the project will be executed. If the project development stage is not properly designed, the project will have a high probability of failure. The information session stage is where the business case, the project scope and stakeholder expectations are openly elaborated and determined by all relevant stakeholders.

5. WHO?

The information session is convened by identified project partners, prospective project partners who were overlooked at the project idea/concept stage, an RBM expert, UNRSF independent evaluators, government focal points, UN resident coordinator and the UNRSF Secretariat.

6. HOW?

Ahead of the information session, project teams receive the road safety expert evaluation/comments on their appraised concept note and an offline copy of the full project plan template (which includes requirements on results based monitoring and communication).

The table below outlines the key aspects covered during the information session.

2022 Information Session for Selected Proposal (2 hours)	
<p>I. Concept note presentation by project manager (30 minutes)</p>	<ol style="list-style-type: none"> 1. Recall the main challenge to be addressed with the project (<i>referring to baseline data or how such baseline data will be acquired</i>) 2. Describe major activities and sequencing by respective partners (<i>including government and civil society partners</i>) 3. Explain how the challenge will be improved upon by the project activities 4. Clarify how, how often and by whom would progress be measured and reported/communicated (<i>including to the UNRSF secretariat</i>) 5. Provide a high-level overview on allocation of UNRSF and complementary financing for the project activities 6. Highlight important risks and how these may be mitigated
<p>II. Project scope discussions by pre-identified and potential project partners (45 minutes)</p>	<p>Interactive discussion on the project manager's presentation (<i>see section 2 above on discussion topics</i>)</p>
<p>III. Presentation by RBM Expert on recommendations for the project plan (15 minutes)</p>	<p>Recommendations to ensure project plan is elaborated taking into account RBM good practice (<i>with specific reference to project results framework, monitoring and evaluation and communications reporting</i>)</p>
<p>IV. Conclusion and wrap-up by External Evaluator (30 minutes)</p>	<p>Recommendations to ensure project plan is elaborated taking into account road safety technical expertise (<i>with specific reference to project scope, baseline data and related activities and results, project sustainability, stakeholder engagement and risk management</i>)</p>

**If a key member of the project team or project partner is unable to attend the information session, they may provide written input to the Secretariat at unrsf_secretariat@un.org at least 24 hours before the scheduled meeting.*

**The secretariat will provide a written summary of guidance (mandatory and recommended) to the project manager following the information session.*

**Upon request, RBM support will be available to project managers following the information session.*