|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| STOCK TAKE OF CURRENT SERVICES **(WITH OR WITHOUT A BOS)** | | | | | | | | |
| A | B | C | D | E | F | G | H |
| Common Services Lines  (Outcome Areas) | Common Services (Outputs) | Managing Entity (Service Manager) | Clients  (Agencies using the service) | Key Performance Indicators (KPIs)  Indicator  Baseline  Target | **Performance Ranking against KPI**  ●target met  ●target not met but progress  ●target not met and no progress | Modality (Outsourced or  In-house) | Recommended Action Continue as is Scale up Scale down Discontinue Modify |
| **Common Services – WITHIN AN EXISTING BOS** | | | | | | | | |
| Common Procurement |  |  |  |  |  |  |  |
| Common ICT |  |  |  |  |  |  |  |
| Common Human Resources |  |  |  |  |  |  |  |
| Common Finance |  |  |  |  |  |  |  |
| Common Logistics |  |  |  |  |  |  |  |
| Common Facility  (inc. Common Premises) |  |  |  |  |  |  |  |

**TEMPLATE 1 – STOCK TAKE**

**TEMPLATE 2 – NEEDS & OPPORTUNITIES ANALYSIS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NEEDS & OPPORTUNITIES ANALYSIS** | | | | |
| **A** | **B** | **C** | **D** |
| **COMMON SERVICES LINES  (OUTCOME AREAS)** | **COMMON SERVICE** | **NEEDS STATEMENT  (THE ‘WHAT’ AND ‘WHEN’)** PROGRAMMATIC AND NON-PROGRAMMATIC NEEDS | **KEY PERFORMANCE INDICATOR (KPI)**  COST AVOIDED  QUALITY OF SERVICE |
| **COMMON PROCUREMENT** |  | BACKGROUND:  NEED (WHAT; WHEN): | KPI (COST):  KPI (QUALITY): |
| **COMMON ICT** |  |  |  |
| **COMMON HUMAN RESOURCES** |  |  |  |
| **COMMON FINANCE** |  |  |  |
| **COMMON LOGISTICS** |  |  |  |
| **COMMON FACILITY** (INC. COMMON PREMISES) |  |  |  |

**TEMPLATE 3 – COST BENEFIT ANALYSIS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| COST-BENEFIT ANALYSIS | | | | | | |
| A | B | C | D | E | F | G |
| **COMMON SERVICE LINES (OUTCOME)** | **PROPOSED (NEW) COMMON SERVICES (OUTPUT)** | **TOTAL DIRECT** **COST**  **(MONETARY & LABOR)** | **TOTAL DIRECT BENEFIT  (MONETARY & LABOR)** | **PRIORITY RATIO:**  **TOTAL BENEFIT/ TOTAL COST (D/C)** | **OTHER CONSIDERATIONS** | **FINAL PRIORITIZATION OF SERVICES** |
| **PROCUREMENT SERVICES** |  |  |  |  |  |  |
| **ICT SERVICES** |  |  |  |  |  |  |
| **HUMAN RESOURCE SERVICES** |  |  |  |  |  |  |
| **FINANCE SERVICES** |  |  |  |  |  |  |
| **LOGISTICS SERVICES** |  |  |  |  |  |  |
| **FACILITY SERVICES (INCLUDING COMMON PREMISES)** |  |  |  |  |  |  |

**TEMPLATE 4 – RESULTS FRAMEWORK**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **BOS OUTCOME AREA 1: COMMON PROCUREMENT** | | | | | | | | |
| **LEAD ENTITY** | *< Reflect the inter-agency group/coordination mechanism responsible for outcome area 1 >* | | | | | | | |
| **PARTICIPATING UN AGENCIES** | *< Reflect agency names participating in outcome area 1 >* | | | | | | | |
| **OUTCOME BUDGET** | *< Reflect the estimated total budget for this outcome >* | | | | | | | |
| **OUTCOME BUDGET GAP** | *< Reflect the budget gap = required resources minus available resources for this outcome >* | | | | | | | |
| **OUTCOME 1** | *< Reflect the outcome 1 statement >* | | | | | | | |
| **OUTCOME INDICATORS**  **COST**  **QUALITY** | **SOURCE OF DATA** | **BASELINE** | **TARGET YEAR 5** | **RISK AND ASSUMPTIONS** | | | | |
|  |  |  |  |  | | | | |
|  |  |  |  |
| **OUTPUT 1.1** | *< Reflect the output 1.1 statement >* | | | | | | | |
| **LEAD AGENCY** | *< Reflect name of the agency leading for this output >* | | | | | | | |
| **OUTPUT INDICATORS**  **COST**  **QUALITY** | **SOURCE OF DATA** | **BASELINE** | **TARGET YEAR 1** | **TARGET YEAR 2** | **TARGET YEAR 3** | **TARGET YEAR 4** | **TARGET YEAR 5** | **RISK AND ASSUMPTIONS** | |
|  |  |  |  |  |  |  |  |  | |
|  |  |  |  |  |  |  |  |  | |
| **OUTPUT 1.2** | *< Reflect the output 1.2 statement >* | | | | | | | |
| **LEAD AGENCY** | *< Reflect name of the agency leading for this output >* | | | | | | | |
| **OUTPUT INDICATORS**  **COST**  **QUALITY** | **SOURCE OF DATA** | **BASELINE** | **TARGET YEAR 1** | **TARGET YEAR 2** | **TARGET YEAR 3** | **TARGET YEAR 4** | **TARGET YEAR 5** | **RISK AND ASSUMPTIONS** | |
|  |  |  |  |  |  |  |  |  | |
| **OUTCOME 2** | *< Reflect the outcome 2 statement >* | | | | | | | |
| **OUTCOME INDICATORS (MAX 1-2)**  **COST**  **QUALITY** | **SOURCE OF DATA** | **BASELINE** | **TARGET YEAR 5** | **RISK AND ASSUMPTIONS** | | | | |
|  |  |  |  |  | | | | |
|  |  |  |  |  | | | | |
| **OUTPUT 2.1** | *< Reflect the output 2.1 statement >* | | | | | | | |
| **LEAD AGENCY** | *< Reflect name of the agency leading for this output >* | | | | | | | |
| **OUTPUT INDICATORS**  **COST**  **QUALITY** | **SOURCE OF DATA** | **BASELINE** | **TARGET YEAR 1** | **TARGET YEAR 2** | **TARGET YEAR 3** | **TARGET YEAR 4** | **TARGET YEAR 5** | **RISK AND ASSUMPTIONS** | |
|  |  |  |  |  |  |  |  |  | |

**TEMPLATE 5 – BUDGETARY FRAMEWORK**

|  |  |  |  |
| --- | --- | --- | --- |
| **A** | **B** | **C** | **D** |
| **OUTCOME AREA** | **COST PER OUTCOME** | **TOTAL UN RESOURCES COMMITTED** | **BUDGET GAP BOS** |
| PROCUREMENT |  |  |  |
| HUMAN RESOURCES |  |  |  |
| ICT |  |  |  |
| LOGISTICS AND TRANSPORT |  |  |  |
| FINANCE |  |  |  |
| FACILITY SERVICES |  |  |  |
| **TOTAL** |  |  |  |

**TEMPLATE 6 – ANNUAL WORK PLANNING AND REPORTING**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Coordination Mechanism** | *<Reflect the coordination/governance mechanism- usually UNCT-OMT-Task Team working on Common Procurement>* | | | | | | | | |
| **BoS Outcome 1:** | *<Reflect the Common Procurement outcome 1 statement from the BOS results framework >* | | | | | | | | |
| **BOS Outcome 1 indicators** (max 1-2) | *<Reflect the Common Procurement outcome 1 indicators from the BOS results framework >* | | | | | | | | |
| **BoS Output 1.1** | *<Reflect the Common Procurement output 1.1 statement from the BOS results framework>* | | | | | | | | |
| **BOS Output 1.1 indicators** (max 2-5) | *<Reflect the Common Procurement output 1.1 indicators from the BOS results framework >* | | | | | | | | |
| **Key activity description** | **End year Status of activities**  ● Achieved ● In Progress ● Not started | **Timeline** (start date/end date) | | **Lead Agency** | **Annual Budgetary Framework** | | | |
| Start Date | End Date | Budget Amount (estimate) | Funded | Budget Gap | End of Year Expenditure (actual) | |
|  |  |  |  |  |  |  |  |  | |
|  |  |  |  |  |  |  |  |  | |
|  |  |  |  |  |  |  |  |  | |
|  |  |  |  |  |  |  |  |  | |
| **BoS Output 1.2** | *<Reflect the Common Procurement output 1.2 statement from the BOS results framework>* | | | | | | | | |
| **BOS Output 1.2 indicators** (max 2-5) | *<Reflect the Common Procurement output 1.2 indicators from the BOS results framework >* | | | | | | | | |
| **Key activity description** | **End year Status of activities**  ● Achieved ● In Progress ● Not started | **Timeline** (start date/end date) | | **Lead Agency** | **Annual Budgetary Framework** | | | |
| Start Date | End Date | Budget Amount (estimate) | Funded | Budget Gap | End of Year Expenditure (actual) | |
|  |  |  |  |  |  |  |  |  | |
|  |  |  |  |  |  |  |  |  | |
|  |  |  |  |  |  |  |  |  | |
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