PROCESS TO ESTABLISH
UN COMMON PREMISES

PROJECT REQUIREMENTS

- Need for UN Common Premises/UN House
- Inform the UNDG & TTCP
- Appoint internal focal point to oversee the process – UNCT
- TTCP to provide preliminary space calculations. Tables 1 and 2 or 3 to UNCT
- Establish Preliminary Project area requirement (m2/SF) based on Headcount → Contact TTCP for guidance

EXPLORE OPTIONS AND FUNDS

- Inter-Agency letter of interest
- Contact host Government for suitable premises based on area requirements
  - Explore options
  - Negotiate terms

  - Host Government has building ready to move in or requires renovations
  - Host Government has land and requires development
  - Host Government has no properties to offer

- Explore funding options / Including PPP
- Retain PM (consulting firm) to provide guidance to UNCT on options TTCP to advise on funding for PM
- Perform real estate market survey → Contact TTCP for guidance
- Submit MOA →
- Explore commercial real estate market

SECURITY ASSESSMENT AND PROJECT VIABILITY

- Perform preliminary MOSS assessment (focusing on critical/major security elements) to select est option
- Select potential option(s)
- Establish project viability and availability funds determine agencies contribution
- DSS assessment of building and site: Define major cost impact to meet MOSS
- Cost benefit analysis CBA / CBA user manual

PROJECT APPROVAL AND IMPLEMENTATION

- Project status update / report submit documents to UNDG & TTCP
- Submit to TTCP for final approval to proceed to design and construction documents
  - Construction budget approval
  - Tool project budget approval
- Inter-Agency MOU (English / French)
- Retain consulting firm to perform design and construction administration services → Contact TTCP for guidance
- Retain PM (scope to be define) to liaise between UNCT - Consultant - General contractor / UNOPS (optional)
- Contract with a general contractor / UNOPS to construct the project