Premises Proposal Checklist

Background
- Overview of current premises situation
- Rationale for the project

Agency Requirements
- List of Agencies participating in the project
- Letter of Interest, signed by all participating Agencies
- Projected space requirements per each Agency, according to JIU standards
- MOSS requirements
- Common Services and other Agency-specific needs

Building Options
- List of available options
UNCT Preference

☐ The UNCT’s first, second and third choice of the available options listed above
  ☐ Description of the selection criteria used to establish this list of options

☐ Details of each option:
  ☐ Description of the building location
  ☐ Description of the building’s general condition
  ☐ A layout of the building/compound
  ☐ Indicate whether the building was originally constructed for office accommodation or residential purposes
  ☐ Indicate the gross size of the building/compound in square meters
  ☐ Indicate whether the size of the building can accommodate all participating Agencies, taking into account any future expansions
  ☐ An itemized list of the renovation needs plus preliminary cost estimates
  ☐ Security requirements for the building/compound
  ☐ Other information, as advised by the WGCP (e.g. seismic study, soil stability study, etc.)

Financial Component

☐ The Standard WGCP Cost-Benefit Analysis (CBA) for the three preferred options, outlining the expected cost savings, if any
  ☐ One-time costs for the UN Agencies should be included in the CBA
  ☐ One-time costs should be annualized
  ☐ A narrative detailing expected benefits, which may or may not be quantifiable (this is optional and in addition to the decision-making matrix in the CBA)

☐ For options where the Government provides the building – Details of technical and financial support provided by the Government, i.e.:
  ☐ Whether or not the building is provided rent-free
  ☐ How long the UN is allowed to occupy the premises
  ☐ Itemized list of renovation works and associated costs, paid by the Government / UN Agencies

☐ If commercial premises – Details regarding the new lease, i.e.:
  ☐ Length of lease period
  ☐ Rental rate; indicate how does this rate compare to the local market rate
  ☐ Specify the list of technical renovation works and associated costs that the lessor will perform
  ☐ Indicate whether the lessor is the owner, a sub lessee, or an agent
  ☐ Indicate whether the lease agreement complies with the principle terms and conditions of the UN Standard Lease. If not, indicate specific differences

☐ Details of the current premises arrangement, e.g.:
  ☐ The expiry date of current lease(s)
  ☐ Legal & financial obligations to terminate current lease(s)
  ☐ Details of the MOA with the Government (where applicable)
  ☐ Details if premises owned by a UN Agency
Security

☐ A DSS report of the preferred site(s), including DSS recommendations to bring the building up to MOSS¹, along with a Security & Risk Assessment of your country and duty station
  ☐ An itemized list of security measures recommended by DSS and their cost estimates
  ☐ A DSS Security & Risk Assessment of the country

Agencies’ Endorsement

☐ The proposal should be agreed upon and signed off by all Heads of Agencies involved

Other items, which may be submitted at a later stage

☐ Inter-agency MOU
  ☑ Complete and signed MOU², including all Annexes

☐ MOA between Government and UN system (where applicable)
  ☑ Complete MOA³, including all Annexes

¹ Please remember to clearly identify any security-related works, and separate these from other renovation and/or construction works.
² The draft MOU needs to be reviewed and agreed on by the respective HQs of all participating Agencies, before submitting it to the WGCP.
³ The draft MOA needs to be reviewed and agreed on by the respective HQs of all participating Agencies, before submitting it to the WGCP.