

## Guideline NHDR Modules

### Module 2a

#### Concept note

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# **Concept Note** **[country] National Human Development Report** **[tentative year]:** **[working title: state the theme]**

**[Authors of the Concept Note: for example, a UNDP unit or other institution]**  
**[date of circulation]**

The concept note for a National Human Development Report is meant to inform colleagues and other stakeholders in the NHDR process about the scope of the report, the specific objectives, the anticipated methodologies and the resources. This includes a description of the theme that has been identified, the related issues to be addressed and the consultative processes that are expected to contribute to a high-quality, influential report. The description of the report's strategic elements should cover the following:

- Critical guidelines to help the national team negotiate all steps required in the preparation of the report from the beginning; these should highlight especially any considerations of a local nature, such as policy implications, gender impacts and effects on human development
- Anticipated NHDR milestones so that the Human Development Report Office, the Regional Bureau and the UNDP Country Office may share relevant experiences and provide timely, targeted support

The note does not need to be exhaustive, but it should enable UNDP management and other advisors to understand the envisaged content and process without burdening them with all details. The suggested length is three to eight pages.

A flexible approach should therefore be adopted in applying the points in the following sections, which lay out the main headings of the concept note.

## **1. The description of the context**

Briefly describe the context, including previous NHDRs and the reception they obtained, the rationale for the selection of the proposed theme and the consultations already undertaken. The following are the key issues that should be addressed:

- Why has the theme been chosen? How is it relevant to national stakeholders, including the government? Why is it critical and timely for the country? For timeliness, be sure to indicate