

ANNEX 1: SE4ALL Multi-Partner Trust Fund
 Programme Submission Document Template & Guidelines¹

A. Cover page

Recipient Organization: UNOPS											
Programme Manager: Name: Vitaly Vanshelboim DED & COO Telephone: +45 4533 7520 or 3017 7520 E-mail: vitalyv@unops.org	Main Implementing Partners (if any): Name of Organization: Name: Telephone: E-mail:										
Programme Title: Sustainable Energy for All	Programme Number:										
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Signatures of Recipient Organization and Chief Executive

I.	Name of Representative:	Vitaly Vanshelboim
	Signature:	
	Name of Recipient Organization:	UNOPS
	Date:	24 July 2013
II.	Kandeh Yumkella, SRSG/Chief Executive, SE4ALL	
	Signature:	
	Date:	24 July 2013

¹ The template is provisional, and subject to change in the future.

² The official start date of any approved project/programme occurs when funds are transferred by MPTF Office.

B: Description of proposal

Recipient Organization:	UNOPS				
Main Implementing Partner(s):					
Programme Number:					
Programme Title:	Sustainable Energy for All				
Total Approved Programme Budget:	US\$ 1,407,050				
Location:	Global				
CEO Approval Date:	24 July 2013				
Programme Duration:	15 months	Starting:	5 August 2013	Completion:	30 Oct 2014

Executive Summary
<p>The Sustainable Energy for All (SE4ALL) initiative — a global multi-stakeholder energy partnership launched by UN Secretary General Ban Ki-moon — intends to catalyze action in all countries for achieving the following inter-related goals by 2030.</p> <ul style="list-style-type: none"> • Ensuring universal access to modern energy services • Doubling the global rate of improvement in energy efficiency • Doubling the share of renewable energy in the global energy mix <p>Since its inception in 2011, SE4ALL has established itself as a fully-fledged partnership with action on the ground and a vast array of supporters in every corner of the world. It now seeks to put in place an organization and business plan that realizes the necessary actions and commitments towards the goals. The role of the SE4ALL leadership and the Global Facilitation Team (GFT) would be political advocacy, and to mobilize ideas, actions, funding and programs with public, private and civil society organizations (CSO) and with public and private entities and stakeholders. They will thus act as facilitators and catalysts rather than direct implementers, originating commitments, tracking actions and results, intermediating knowledge and capacity, mobilizing funding, and trouble-shooting as needed. This is a formidable task in itself, given the considerable geographic spread of the campaign and its scope across three inter-linked energy access and sustainability goals. The primary objective of the proposed project will be to support the implementation of the Secretary-General’s Sustainable Energy for All initiative, with particular focus on:</p> <p>1) Scaling up action by supporting the successful development, facilitation and execution of plans for country action and crosscutting, thematic high-impact opportunities (HIOs). This entails, inter alia, support for:</p> <ul style="list-style-type: none"> • identification, convening and mobilization of stakeholders among government, UN, international organizations, civil society, and private sector leaders; • formalization of stakeholder relationship with SE4ALL • development of work plans to facilitate country action and HIOs; • report and manage progress, including knowledge management, country action guides, HIO guides, lessons learnt, status reports and accountability framework. <p>2) Mobilization of all stakeholders, through, among other, support for:</p> <ul style="list-style-type: none"> • effective internal and external communications, including global awareness-raising initiatives; • knowledge-management; • development and roll-out of effective communications for driving global awareness related to energy initiatives in cooperation with main stakeholders. <p>Professional staff at relevant levels and consultants will be hired to support the above. All activities and resources pertaining to above proposed programme are in line with the SE4ALL 2013 – 2015 Strategic Work Program.</p>

C. The Proposed Programme budget, including Results framework/logframe and budget

Budget: (budget submitted in Excel as annex 2) (logframe submitted as annex 1).

This budget in table 3 below must be prepared for funding requested from the SE4ALL MPTF and preferably be accompanied by a detailed budget for each line item, providing a description of the item and the calculation of cost.

PROGRAMME BUDGET (SE4ALL MPTF Funds only)

SE4ALL MPTF PROJECT BUDGET*	
CATEGORIES	AMOUNT
1. Staff and other personnel costs	500,000
2. Supplies, Commodities, Materials	0
3. Equipment, Vehicles and Furniture including Depreciation	0
4. Contractual Services	740,000
5. Travel	50,000
6. Transfers and Grants Counterparts	0
7. General Operating and Other Direct Costs	25,000
Total programme cost	1,315,000
8. Indirect Support Costs (7 per cent)	92,050
TOTAL (USD)	1,407,050

***The following definitions are as per the F&BN WG paper, which form part of the approved decision**

Staff and other personnel costs: Includes all related staff and temporary staff costs including base salary, post adjustment and all staff entitlements.

Supplies, Commodities, Materials: Includes all direct and indirect costs (e.g. freight, transport, delivery, distribution) associated with procurement of supplies, commodities and materials. Office supplies should be reported as "General Operating".

Equipment, Vehicles and Furniture including Depreciation: For those reporting assets on UNSAS or modified UNSAS basis (i.e. expense up front) this would relate to all costs to put asset into service. For those who do donor reports according to IPSAS this would equal depreciation for period.

Contractual Services: Services contracted by an organization, which follow the normal procurement processes. In IPSAS terminology this would be similar to exchange transactions. This could include contracts given to NGOs if they are more similar to procurement of services than a grant transfer.

Travel: Includes staff and non-staff travel paid for by the organization directly related to a project.

Transfers and Grants to Counterparts: Includes transfers to national counterparts and any other transfers given to an implementing partner (e.g. NGO) which is not similar to a commercial service contract as per above. In IPSAS terms this would be more similar to non-exchange transactions.

General Operating and Other Direct Costs: Includes all general operating costs for running an office. Examples include telecommunication, rents, finance charges and other costs, which cannot be mapped to other expense categories.

Indirect support cost: should be in line with the rate of 7%, as specified in the SE4ALL MPTF TOR and MOU and SAA, Section II- Financial Matters.

E. Monitoring, evaluation, and reporting

It is expected that a narrative report will be produced annually for sharing with the Members of the Programme Review Committee and for possible publishing on the web.