



**Terms of Reference for  
Ebola Response Multi-Partner Trust Fund**  
(<http://mptf.undp.org/ebola>)

## **I. Ebola Response Multi-Partner Trust Fund**

1. The United Nations Secretary-General launched the United Nations System Response to the Ebola Outbreak to unite efforts of all concerned UN Entities and act as a platform for the global control of the Ebola Outbreak. The Strategic Objectives of the UN System Response to the Ebola Outbreak are:
  - 1) Stop the outbreak
  - 2) Treat the infected
  - 3) Ensure essential services
  - 4) Preserve stability
  - 5) Prevent outbreaks in countries currently unaffected
2. To generate and manage resources towards these Strategic Objectives, the UN Secretary-General has launched the **Ebola Response Multi-Partner Trust Fund** (hereafter referred to as the Ebola Response MPTF). These Terms of Reference (TOR) describe the key features of it. The Ebola Response MPTF is established for a period of two years (until 30 September 2016), to finance actions described in Section 2 of this TOR.
3. The UN Ebola Response MPTF will ensure:
  - 1) a coherent UN System contribution to the overall Ebola outbreak response through a common financing mechanism, building on specific UN Mission for Ebola Emergency Response (UNMEER) and UN Agency mandates and procedures;
  - 2) speedy, coordinated, and rapid UN action;
  - 3) mobilization of funding from Member States, regional legislative bodies, inter-governmental or nongovernmental organizations, businesses and individuals and establishment of an accountable, transparent and cost-effective financial instrument;
  - 4) a results-based management system to enable monitoring of the Fund's contribution to the Ebola response; and
  - 5) support for UN's efforts in establishing a global platform that facilitates the work of the other partners and stakeholders in the fulfillment of the Strategic Objectives.
4. The UN Ebola Response Fund aims to give the UN Secretary General's Special Envoy on Ebola, in consultation with the Fund's Advisory Committee (as further described below), the ability to allocate funds to priority needs, encourage early donor contributions and allow rapid response to unforeseen needs.
5. The Ebola Response MPTF will build upon the successful experience of the UN Central Fund for Influenza Action (CFIA), which united efforts of 13 UN Organizations. The CFIA has demonstrated that a coordinated funding mechanism can support the response to disease outbreaks and strengthen preparedness efforts.
6. Operational procedures of the Ebola Response MPTF are streamlined to facilitate rapid fund allocation processes.

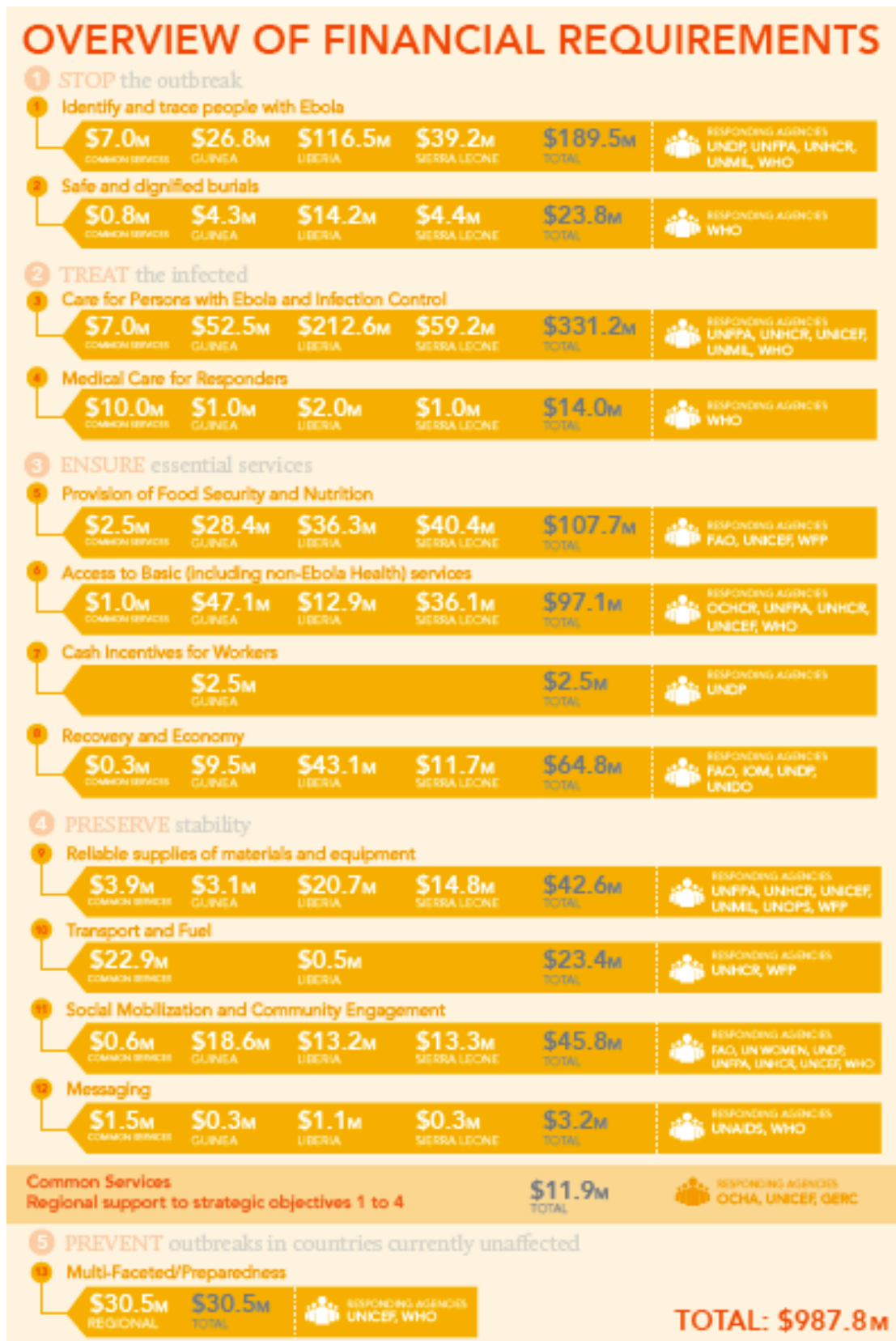
## II. Scope of Ebola Response MPTF

7. After having consulted widely with the presidents of the affected countries, with other global leaders and international epidemiological experts, a strategy that seeks to support the implementation of national response plans for the Ebola outbreak itself, as well as the broader societal, economic and political/ stability aspects of the current outbreak, has been developed by the UN Special Envoy on Ebola. This response strategy has been presented and further refined with the presidents and ministers of health in each of the intensely affected countries. The response strategy, laid out in the *Ebola Virus Disease Outbreak: Overview of Needs and Requirements*, is comprised of five Strategic Objectives and 12 + 1 Mission Critical Actions (MCAs) – see Figures 1 and 2. This response strategy will guide the Ebola Response MPTF.

**Figure 1**



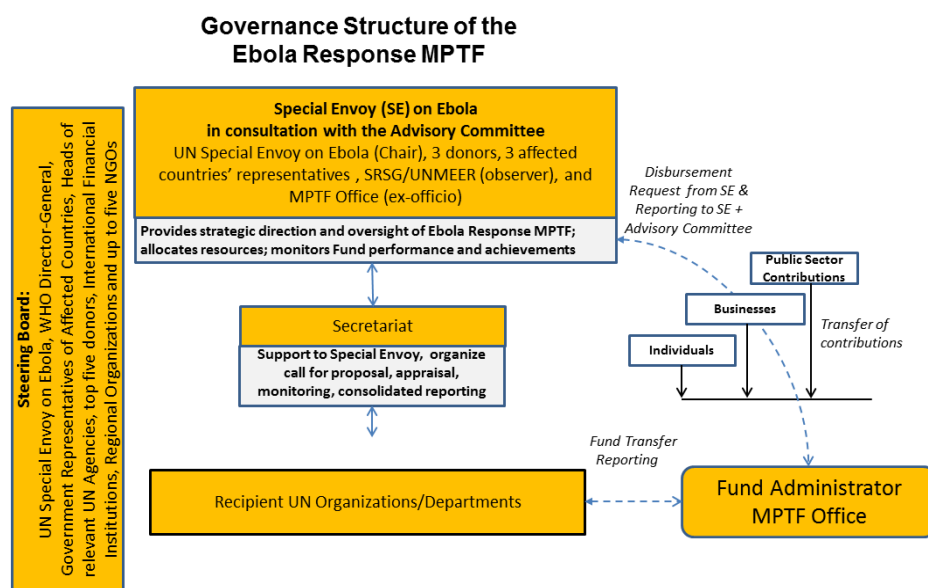
**Figure 2**



### III. Governance Structure and Procedures

8. The governance structure of the Ebola Response MPTF is presented in Figure 3 below.

**Figure 3**



#### ***Steering Board***

9. The Steering Board will provide the Secretary-General with periodic feedback, guidance and expert advice on the use of Ebola Response MPTF and ensure strategic and programmatic coherence with other financing instruments. This Board is co-chaired by the Special Envoy on Ebola and the Director-General of WHO. The Steering Board members include the Special Representative of the Secretary General for UNMEER, one senior government representative of each affected country, Heads of the relevant UN Agencies' Funds and Programmes, representatives of International Financial Institutions, five top donors to the Ebola Response MPTF, Regional Organizations, and up to five NGOs. The Steering Board will meet every six months.

#### ***Advisory Committee***

10. The objective of the UN Ebola Fund is to support the timely allocation and disbursement of donor resources to the most critical needs under the direction of the Special Envoy on Ebola, in consultation with an Advisory Committee.

11. The Advisory Committee will provide guidance to the Special Envoy in the management of the UN Ebola MPTF. The Advisory Committee will also serve as a forum for discussing strategic issues and sharing information on funding coverage.

12. The Advisory Committee will consist of the following members Special Envoy on Ebola (as a Chair), three representatives of contributing donors, three representatives of the affected

countries (one from each affected country), and the SRSG for UNMEER (observer). Three UN Ebola Crisis Managers<sup>1</sup> (one from each affected country) will serve as Resource Persons to the Advisory Committee. The MPTF Office will serve as ex-officio member of the Advisory Committee.

13. The Special Envoy, in consultation with the Advisory Committee, may invite other participants to the Advisory Committee meetings.
14. The Special Envoy on Ebola in consultation with the Advisory Committee will articulate the Ebola MPTF funding priorities, and make fund allocation decisions.
15. The Advisory Committee will meet every two-three weeks or anytime it should be required to do so, upon instruction from the Chair. The Advisory Committee will meet via video or teleconference.
16. In circumstances where an immediate emergency funding is required in order to respond to an urgent requirement that is in line with the *Overview of Needs and Requirements*, Special Envoy in consultation with the Advisory Committee may approve proposals electronically on the “no-objection” basis within 24 hours, as further described in the Rules of Procedure.
17. The Fund will develop and adopt Rules of Procedure.

#### ***Fund secretariat***

18. The Special Envoy will be supported by a small Fund secretariat based in the MPTF Office. Fund secretariat will provide the administrative support to the Advisory Committee; support the fund mobilization efforts led by the Special Envoy; organize calls for and appraisal of proposals; and monitor and report on Fund’s programmatic performance to the Advisory Committee. The costs of the Fund secretariat will be kept to a minimum and will be covered by the Ebola Response MPTF as direct costs, with budget submitted to the Special Envoy and Advisory Committee for approval.

#### ***Recipient Organizations***

19. The Ebola Response MPTF is designed to support and allocate resources to Recipient Organizations in undertaking specific activities and functions, aligned with the Special Envoy on Ebola’s 5 Strategic Objectives and 13 Mission Critical Actions, as was initially defined in *Ebola Virus Disease Outbreak: Overview of Needs and Requirements* document, as may be amended from time to time, and approved by the Special Envoy in consultation with the Fund’s Advisory Committee. **Recipient Organizations include UNMEER, UN Organizations and Departments, IOM and NGO Implementing Partners** (“the Implementing Partners”). One of the Recipient Organizations would serve as Recipient UN Organization for NGO implemented projects, performing functions of Managing Agent as further detailed in Rules of Procedure . The participating NGO will receive funds for approved projects from Managing Agent.
20. The Recipient Organizations sign a Memorandum of Understanding with UNDP’s MPTF Office as Administrative Agent. Non-UN Organizations with similar financial rules and

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<sup>1</sup> The UN Ebola Crisis Managers will consult with UN Resident Coordinator on relevant issues and will ensure that the development of proposals for consideration by the Special Envoy and Advisory Committee will involve consultation with Recipient Organizations.

regulations as Recipient UN Organizations, such as IOM, will be invited to participate in the Fund.

21. Each Recipient Organization shall assume full programmatic and financial accountability for the funds disbursed to it by the Administrative Agent. Such funds will be administered by each UN Organization in accordance with its own regulations, rules, directives and procedures. Each Recipient Organization shall establish a separate ledger account for the receipt and administration of the funds disbursed to it by the Administrative Agent.
22. Indirect costs of the Recipient Organizations recovered through programme support costs will be 7%. In accordance with the UN General Assembly resolution 62/208 (2007 Triennial Comprehensive Policy Review principle of full cost recovery), all other costs incurred by each Recipient Organization in carrying out the activities for which it is responsible under the Ebola Response MPTF will be recovered as direct costs.

#### ***Administrative Agent***

23. The Ebola Response MPTF is administered by the UNDP MPTF Office, acting as the Administrative Agent. The UNDP Multi-Partner Trust Fund Office is a UN Facility which administers over 100 UN common funding instruments (<http://mptf.undp.org>).
24. UNDP MPTF Office is responsible for Fund design and set-up, the maintenance of the Fund account, the receipt of donor contributions and the disbursement of funds upon instructions from the Special Envoy and provision of periodic consolidated reports. UNDP MPTF Office charges a standard one-time fee of 1% for pass-through services which will be deducted from the contributions to the Ebola Response MPTF at the time they are deposited.

#### ***Managing Agent***

25. One of the Implementing UN System Organization will act as Recipient UN Organization (RUNO) for NGO-implemented projects. [Name of Agency]'s responsibilities as the RUNO will be executed by [name of UN Agency] HQ and Country Offices in Affected Countries.

### **IV. Proposal development and approval**

26. The Ebola Response MPTF will allocate funds to Recipient Organizations based on Organizations' proposals. The Recipient Organizations and NGO Implementing Partners will be invited to submit proposals to the Ebola Crisis Managers of affected countries or SRSGs and/or UN Resident Coordinators/Humanitarian Coordinators, as applicable, of currently unaffected countries within 48 hours<sup>2</sup> upon issuance of a Call for Proposals, as follows:
  - **For affected countries:** The Ebola Crisis Manager of each affected country should submit within 48 hours to the UNMEER for further submission to the Advisory Committee proposals in a prioritized order after due consultation with the Lead and appropriate members of the UN Country Team with relevant expertise in Ebola response, and a senior government focal point. Due to the nature of the Ebola Response, this consultation process should not be at the expense of speedy action.
  - **For countries currently unaffected:** The SRSG and/or UN Resident Coordinator/UN Humanitarian Coordinator of currently unaffected countries could submit within 48 hours

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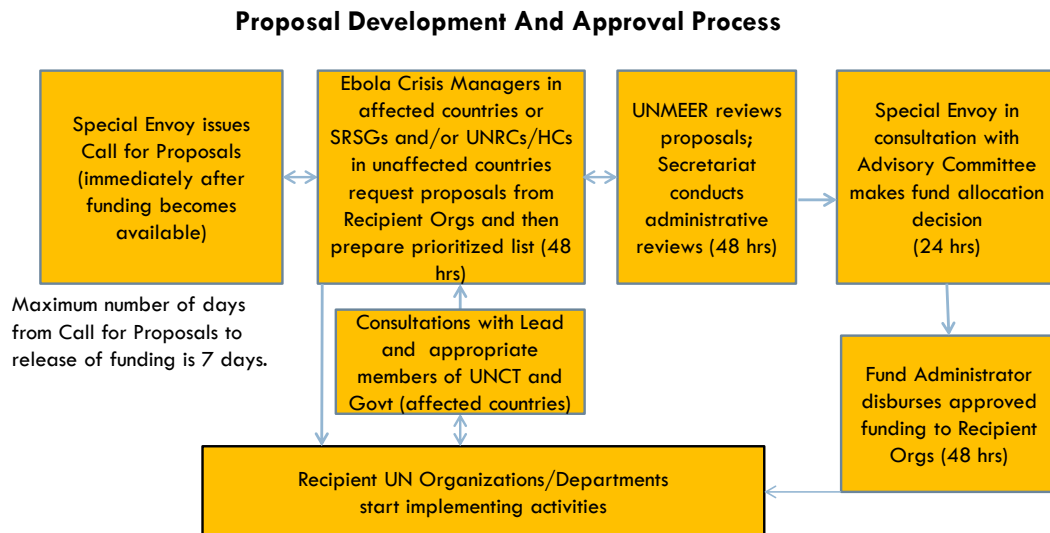
<sup>2</sup> This indicative time is the maximum time, and every effort will be made to shorten 48 hour timeframe.

to the UNMEER for further submission to the Advisory Committee high priority proposals, in line with MCA 13 “Multi-Faceted preparedness”.

27. The Ebola Crisis Managers or SRSGs and/or UN Resident Coordinators/Humanitarian Coordinators<sup>3</sup> will submit the prioritized proposals to the UNMEER for further submission to the Advisory Committee. Within 48 hours, the Fund secretariat will review the prioritized proposals, submitted by each Ebola Crisis Manager, to ensure that all the required information is included in the standard proposal before submission to the Special Envoy and Advisory Committee. The Special Envoy in consultation with the Advisory Committee will then review the proposals and either approve it, request further review or reject it. Upon approval of a proposal the Special Envoy will advise the Ebola Response MPTF Administrative Agent to disburse the authorized amount to the Recipient Organization. The request to transfer funds will be signed by the Chair of the Special Envoy and include all relevant documentation to enable a disbursement. The Administrative Agent will disburse the authorized amounts to a Recipient Organization within 48 hours of receiving all the required documentation and instructions from the Special Envoy.

28. The proposal approval process is summarized in Figure 4.

**Figure 4**



29. The Advisory Committee, with the support of the Fund secretariat and Administrative Agent, will review standard proposal forms to be used by all Recipient Organizations when submitting proposals to the Ebola Response MPTF.

30. In order to ensure that the operations of the Ebola Response MPTF allow for an adequate and timely response to any emergency need, and in particular to minimize the time needed for reviewing requests, the Advisory Committee, with the support of the Fund secretariat and the Administrative Agent, will every two months review its procedures and decide on any amendment deemed necessary to further fast track procedures.

<sup>3</sup> SRSGs and/or UN RCs/HCs of currently unaffected countries.



## **V. Contributions to the Ebola Response MPTF**

31. Contributions to the Ebola Response MPTF may be accepted from Member States, regional legislative bodies, inter-governmental or nongovernmental organizations, businesses and individuals. Since the Ebola Response MPTF will focus on Ebola response high priority activities, contributors are encouraged to provide un-earmarked contributions, which will be programmed by the Special Envoy in consultation with the Advisory Committee. If due to specific donor preferences the un-earmarked contributions are not feasible, donors may earmark their contributions to a specific affected country or Strategic Objective of Ebola Response.
32. To contribute to the Ebola Response MPTF, a donor needs to sign a Standard Administrative Arrangement (SAA). Contributions to the Ebola Response MPTF may be accepted in fully convertible currency or in any other currency that can be readily utilized. Such contributions will be deposited into the bank account designated by UNDP MPTF Office, as stated in the SAA.
33. The value of a contribution payment, if made in other than US dollars, will be determined by applying the United Nations operational rate of exchange in effect on the date of payment. Gains or losses on currency exchanges will be recorded in the Ebola Response MPTF account established by the Administrative Agent.

## **VI. Fund Management and Operational Principles**

34. Resources from Ebola Response MPTF will be utilized for the purpose of meeting the direct and indirect costs of proposals managed by Recipient Organizations. Details of such proposals, including respective budgets and implementation partners, will be as set out in the relevant proposal documents.
35. Whenever possible and to the extent that it does not jeopardize the privileges and immunities accorded to them and the safety and security of their staff, the Recipient Organizations will promote donor visibility on information, funded activity materials and at funded activity sites.
36. The Ebola Response MPTF will be operationally closed upon completion of all proposals funded through the MPTF and after satisfaction of all commitments and liabilities.
37. Any balance remaining in the Fund Account or in the individual Recipient UN Organizations' separate ledger accounts upon completion of the Ebola Response MPTF will be used for a purpose mutually agreed upon or returned to the donor(s) in proportion to their contribution to the Fund as agreed upon by the donors and the Special Envoy.

## **VII. Monitoring and Reporting**

38. To facilitate the monitoring and evaluation reporting of resources allocated by the Fund, Recipient Organizations applying for the Ebola Response MPTF will be required to disclose complementary funding received from other sources for the activities supported by the Fund.
39. For each proposal approved for funding from the Ebola Response MPTF, each Recipient Organization shall provide the Administrative Agent and the Fund secretariat with the following statements and reports prepared in accordance with the accounting and reporting procedures applicable to the Recipient Organization concerned.

- (a) Narrative progress reports for each twelve-month period, to be provided no later than three months after the end of the applicable reporting period;
  - (b) Annual financial reports as of 31 December each year with respect to the funds disbursed to it from the Ebola MPTF Account, to be provided no later than four months after the end of the applicable reporting period;
  - (c) A final consolidated narrative report and financial report, after the completion of the activities financed by the Ebola Response MPTF and including the final year of the activities, to be provided no later than 30 April of the year following the operational closing of the project activities;
  - (d) A final certified financial statement, to be provided no later than 30 June of the year following the financial closing of the project.
40. The Advisory Committee may agree upon the provision of additional reporting, such as monthly, quarterly or six monthly reports, including informal disbursement and commitment figures, if deemed necessary for effective resource mobilization and transparency of the Ebola Response MPTF.
41. The reports will be consolidated by the Fund's secretariat and provided to each donor that has contributed to the Ebola Response MPTF Account, to the Ebola MPTF Advisory Committee and Steering Board.
42. A dedicated public website is maintained by UN to provide a full range of information on the activities funded by the Ebola Response MPTF and will seek to communicate proactively with stakeholders on an ongoing basis.
43. The MPTF Office maintains the Ebola Response MPTF web-site (<http://mptf.undp.org/ebola>), and provides up-to-date programmatic and real-time financial information on contributions received and funds transferred and quarterly information on expenditure.
44. The Ebola Response MPTF will also carry out a "lessons-learned and review exercise" of the entire Ebola Response MPTF operation, as decided by the Special Envoy. UN Special Envoy on Ebola and Recipient Organizations will determine, through the Special Envoy in consultation with the Advisory Committee, the exact scope and objectives of the lessons learned and review exercise(s).