

RULES OF PROCEDURE OF THE UN EBOLA RESPONSE MULTI-PARTNER TRUST FUND (MPTF)

1. Introduction

The Ebola Response MPTF is designed to support and allocate resources to Implementing UN System Organizations (called Recipient Organizations¹ in the TOR and MOU) and NGO Implementing Partners² in undertaking specific activities and functions, aligned with five Strategic Objectives and 13 Mission Critical Actions of the Ebola Response Plan and Budget in the affected countries and currently unaffected countries.

The UN Ebola Response Multi-Partner Trust Fund is overseen and coordinated by the Special Envoy on Ebola in consultation with the Advisory Committee.

2. The objectives for the UN Secretary General's Ebola MPTF

To respond to the Ebola outbreak the UN Secretary-General has launched the Ebola Response Multi-Partner Trust Fund (MPTF), which will ensure:

- A coherent UN System contribution to the *Ebola Response Plan and Budget* through a common financing mechanism;
- Speedy, coordinated, and rapid UN action;
- Mobilization of funding from Member States, regional legislative bodies, inter-governmental or nongovernmental organizations, businesses and individuals;
- A results-based management system to enable monitoring of the Fund's contribution to the Ebola response
- Support for UN's efforts in establishing a global platform that facilitates the work of other partners and stakeholders in the fulfillment of the Strategic Objectives (STEPP).

3. Role, Structure and Composition of the Advisory Committee

The Advisory Committee will provide advice to the Special Envoy on strategic guidance and oversight as well as on the fund allocation decisions.

Members:

The members of the Advisory Committee will include:

- UN Secretary General's Special Envoy (Chair)
- three representatives of contributing donors
- three representatives of the affected countries (one from each affected country)

Observers:

- Special Representative of the Secretary General, UNMEER

Resource Persons

- UN Ebola Crisis Managers for Guinea
- UN Ebola Crisis Managers for Liberia

¹ All UN Entities that joined the Trust Fund by signing the MOU and the IOM.

² NGOs will access funding through one of the Recipient Organizations, that would serve as a Managing Agent.

- UN Ebola Crisis Managers for Sierra Leone

Ex-officio members:

- Administrative Agent of the Ebola Response MPTF
- Fund’s secretariat

Representatives of the Implementing UN System Organizations, IOM and NGO Implementing Partners may be invited to participate in Advisory Committee meetings as observers for specific meetings. Decisions to invite observers shall be made by the Chair.

The overall management of the Ebola UN MPTF will be led by the Special Envoy, advised by the Advisory Committee. The primary responsibilities of the Special Envoy on Ebola in the Ebola Trust Fund are:

- Mobilizing resources;
- Allocating Ebola MPTF resources according to agreed procedures;
- Facilitating timely allocation of Ebola MPTF resources to programmes;
- Authorizing disbursements for approved programmes;
- Reporting to donors on Ebola MPTF operations in accordance with these Terms of Reference; and
- Chairing the Advisory Committee.

The Advisory Committee members will support the Special Envoy on Ebola in:

- Reviewing of the Terms of Reference of the Fund and Rules of Procedures and updating and/or modifying them, as necessary.
- Ensuring that UN Ebola Response MPTF funds are utilized in full alignment with identified needs and will have maximum beneficial impact on the international response to the Ebola outbreak.
- Ensuring appropriate consultative processes takes place with key stakeholders at the country level to avoid duplication or overlap between the UN Ebola Response MPTF and other funding mechanisms.
- Reviewing and advising on programme proposals and funding requests submitted by Implementing UN System Organisations and NGO Implementing Partners.
- Reviewing and approving the periodic progress reports prepared by the Fund’s secretariat and Administrative Agent (Multi-Partner Trust Fund Office) that are based on the programme periodic progress reports submitted by the Implementing UN System Organizations.

The Advisory Committee will meet every two-three weeks or anytime it should be required to do so by video/teleconference.

The agenda and supporting documentation shall be prepared and disseminated by the secretariat, in consultation with the Chair. Advisory Committee members may make requests for items to be included on the agenda.

4. Managing Agent

NGO Implementing Partners can receive funding from the Fund. 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. The Managing Agent will undertake the following activities:

- a. Assume programmatic and financial accountability for funds received from the Administrative Agent;
- b. Undertake capacity assessments of implementing NGO partners;
- c. Prepare and sign legal documents and Proposals for NGO implemented projects, in accordance to the decisions of the Special Envoy;
- d. Ensure timely fund disbursement on a quarterly basis to NGOs in line with the disbursement schedules;
- e. Ensure financial follow-up through regular collection of financial reports based on approved budgets;
- f. Provide financial reports to the Administrative Agent in accordance with the MOU; and
- g. Provide consolidated inputs on achievements of the NGO-funded projects to the periodic reports of the Ebola Response MPTF operation.

5. Principle for allocation of funds, proposal requests and approval process:

As initially stated, the purpose of the Ebola MPTF is to be a flexible and rapid mechanism to deploy financial resources in order for relevant partners to implement the Ebola Response Plan.

Principles for funding;

- Funding from the MPTF should be the last resort i.e. implementing partners need to show what other resources are already available or pledge as direct contributions;
- Priority should be given to the immediate action needed to stop the outbreak according to the strategy and plan;
- Funding could be provided to different implementing partners (governments, UN, CSO and private sector partners) through Implementing UN System Organizations. Priority should be given to partners who are assessed to be able to most effectively implement the required actions;
- Proposal review process shall be undertaken by UNMEER.

The Special Envoy on Ebola in consultation with the Advisory Committee will articulate the Ebola MPTF funding priorities, and approve proposal submissions by Implementing UN System Organizations and NGO Implementing Partners.

The critical unfunded priorities of each affected and currently unaffected country will be determined by the ECM (for affected countries) and SRSG or RC/HC for currently unaffected countries.

The Ebola Response MPTF will approve funding to Implementing UN System Organizations and NGO Implementing Partners based on Organizations' request. The Implementing UN System Organizations and NGO Implementing Partners will be invited to submit requests 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 upon issuance of a Call for Proposals, as follows:

- **For affected countries:** The Ebola Crisis Manager of each affected country should submit

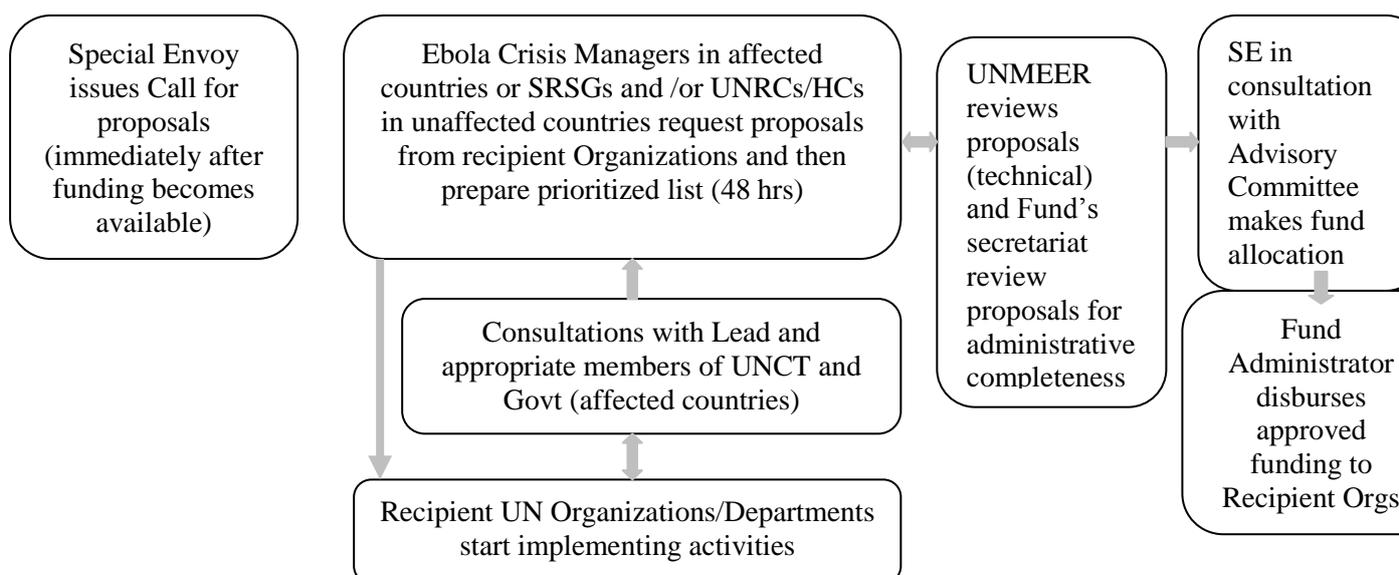
within 48 hours to UNMEER for further submission to the Advisory Committee of the MPTF proposals in a prioritized order after due consultation with the Lead and appropriate members of the UN Country Team with relevant expertise in Ebola response, and a senior government focal point. Due to the nature 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 to UNMEER for further submission to the Advisory Committee high priority proposals, in line with MCA 13 “Multi-Faceted preparedness”.

The Ebola Crisis Managers (for affected countries) or SRSGs and/or UN Resident Coordinators/Humanitarian Coordinators (for currently unaffected countries) will submit the prioritized proposals for review to UNMEER (the Office of SRSG) for further submission to the Advisory Committee with a full copy of the proposal to the Fund’s secretariat. Within 48 hours, UNMEER will review the prioritized proposals, submitted by each Ebola Crisis Manager, and provide its assessment and recommendation. Within the same 48 hours, the Fund secretariat to ensure that all the required information is included in a standard proposal before submission of it along with the UNMEER’s recommendation to the Advisory Committee.

The Special Envoy on Ebola, 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 Implementing UN System Organization. The request to transfer funds will be signed by the Special Envoy and include all relevant documentation to enable a disbursement. The Administrative Agent will disburse the authorized amounts to an Implementing UN System Organization within 48 hours of receiving all the required documentation and instructions from the Special Envoy.

The Special Envoy in consultation with the Advisory Committee will undertake the fully cycle of resource allocation – from a Call for Proposals to the release of funding – within 7 days.



6. Proposal Submission and Approval Process

Recipient Organizations shall submit their proposals (ANNEX 1) through the ECMs.

Proposals shall be submitted to UNMEER for review and simultaneously to the secretariat for review of administrative completeness of the submission.

The Proposal Appraisal Form (ANNEX 2) shall be completed by UNMEER and shall indicate for each programme, inter alia:

- a. How they reflect the Ebola Response Plan and Budget priorities
- b. How they fit in the five Strategic Objectives and 13 MCAs;
- c. Nature of involvement of national authorities;

UNMEER shall assess submitted programme proposals for:

- Its capacity and success to address urgent needs;
- Programme implementability, given delivery capacity of the Recipient Organization or NGO Implementing Partner
- Review of programme submission against Fund's Results Framework/DASHBOARD (ANNEX 3)

The Secretariat shall consolidate the review of proposals by UNMEER with administrative review and send the consolidated package (programme proposals and the appraisal sheets) to the Advisory Committee one day prior to the date of the scheduled meeting.

The Special Envoy and the Advisory Committee will be informed by the Fund Administrator of donor earmarkings through Funding Framework, which are consistent with the Standard Administrative Arrangement entered between a donor and the MPTF Office, UNDP. The Advisory Committee shall base its decisions for earmarked funding consistently in line with the Standard Administrative Arrangement.

6. Decisions

The Special Envoy, in consultation with the Advisory Committee, will make a funding decision on any request within a maximum of one day of its receipt by the secretariat after review by UNMEER, assuming that all required information has been provided.

The Special Envoy in consultation with Advisory Committee shall review the programme proposals that will be presented by the Recipient Organization or NGO Implementing Partner, along with the appraisal of the UNMEER and take decisions to:

- a) Approve,
- b) Approve with conditions,
- c) Defer project;
- d) Return with comments for further consideration
- e) Reject

Decisions of the Special Envoy and Advisory Committee shall be duly minuted.

Based on the decision of the Special Envoy and Advisory Committee, the Fund's secretariat shall prepare the Minutes of the meeting accompanied by the Fund Allocation Matrix (FAM), Annex 3, duly signed by the Chair of the MC.

Based on the (1) approval of the Special Envoy (as documented in Minutes and FAM), (2) the signature of the Programme Documents by the duly authorized parties, the Executive Coordinator, MPTF Office, shall transfer approved funds for programme implementation to the particular Recipient UN Organisation, after ensuring consistency with the applicable provisions of the Standard Administrative Arrangement (SAA) entered between donors and MPTF Office. The funds should be transferred within two days after the decision of the Special Envoy in consultation with the Advisory Committee provided that all required documentation has been received by MPTF Office.

Subsequent Special Envoy and Advisory Committee approval of future allocation and/or approval of funding as per these Rules of Procedures shall be “performance based”, with performance criteria established by the Advisory Committee.

7. Emergency Facility

The Fund will maintain the Reserve of US\$ 15,000,000 for unforeseen or emergency circumstances. Implementing UN System Organizations and NGO Implementing Partners will be eligible to access the Emergency Reserve at any time.

In circumstances where an immediate emergency funding is required in order to respond to an urgent requirement that is in line with the the Ebola Response Plan, the Special Envoy in consultation with the Advisory Committee members may approve proposals electronically on the “no-objection” basis within 24 hours.

The Advisory Committee Chair has an authority to approve up to US\$ 5,000,000 for emergency needs using a 24 hour Advisory Committee consultation process, without going through the approval of the full Advisory Committee.

8. Secretariat

The Fund’s secretariat shall be based in the Multi-Partner Trust Fund Office, UNDP. The secretariat will report to the Special Envoy on Ebola and will support and facilitate the work of the Advisory Committee.

The Fund’s secretariat shall be responsible for, *inter alia*:

- Calling and organising meetings of the Advisory Committee.
- Developing and circulating meeting agendas and minutes.
- Documenting, communicating and ensuring timely follow-up of the Advisory Committee’s feedback particularly ensuring submission of appropriately signed and complete documentation on approved projects to the Administrative Agent.
- Reviewing proposals to ensure administrative acceptability of proposals received for funding from eligible organisations
- providing guidance to Implementing UN System Organizations and NGO Implementing Partners on common methodology for programme costing, staffing, results-based management and related issues.
- Liaise with UNMEER to obtain its technical review of proposals
- Periodically reviewing the Rules of Procedures and recommending changes or revisions

to the Advisory Committee.

9. Reporting

In line with the Fund's Terms of Reference and Memorandum of Understanding (MOU) between the Administrative Agent and Recipient Organizations, the latter shall submit on the annual basis (1) narrative reports to the Fund's secretariat and the MPTF Office, and (2) financial reports to the MPTF Office. The MPTF Office provides opportunity to Recipient Organizations to upload the periodic financial reports up to 3 times a year via UNEX, an interface for report submission.

Subsequently, in accordance with the SAA entered between Donors and the Fund Administrator shall in turn submit consolidated Fund level reporting to all Fund Donors, after receiving approval of the consolidated report by the Advisory Committee.

The Advisory Committee may agree upon the provision of additional reporting, such as monthly or quarterly reports, including informal disbursement and commitment figures, if deemed necessary for effective resource mobilization and transparency of the Ebola Response MPTF.

10. Public Disclosure

The Advisory Committee and the Executive Coordinator of the MPTF Office shall ensure that decisions regarding approved programmes as well as periodic reports on the progress of implementation of such programmes, associated external evaluation are posted for public information on the Ebola MPTF web sites. Such reports and documents may include, record of decisions, summary sheets of both approved and pipeline projects, fund level annual financial and progress reports, summary of internal and external programmatic evaluation reports.

The Advisory Committee and the MPTF Office Executive Coordinator shall take all reasonable steps to ensure the accuracy of such documents and that confidential materials are not posted on the website.

The Recipient Organizations shall also take reasonable steps to ensure the accuracy of their postings on their respective websites regarding their Ebola MPTF operations and activities which would be cross-linked to the Ebola MPTF web-site (<http://mptf.undp.org/ebola>).



EBOLA RESPONSE MULTI-PARTNER TRUST FUND PROPOSAL
(To be completed by the Recipient Organization)

Proposal Title:	Recipient UN Organization(s):
Proposal Contact: Address: Telephone: E-mail:	Implementing Partner(s) – name & type (Government, CSO, etc):
Proposal Location (country): Please select one from the following <input type="checkbox"/> Guinea <input type="checkbox"/> Liberia <input type="checkbox"/> Sierra Leone <input type="checkbox"/> Common Services	Proposal Location (provinces):
Project Description: <i>One sentence describing the project's scope and focus.</i>	Requested amount: USD [amount] Other sources of funding of this proposal: UNMEER budget: Other sources (indicate): Government Input:
	Start Date: End Date: Total duration (in months):
<p>STRATEGIC OBJECTIVES AND MISSION CRITICAL ACTIONS to which the proposal contributes. The SO and MCAs to which each project contributes should be identified. For proposals responding to multiple Mission Critical Actions (MCAs) within one or more Strategic Objectives (SOs), [usually one only] please select the primary MCA to which the proposal contributes.</p> <p> <input type="checkbox"/> SO 1 Stop Outbreak MCA1: Identifying and tracing of people with Ebola <input type="checkbox"/> SO 1 Stop Outbreak MCA2: Safe and dignified burials <input type="checkbox"/> SO 2 Treat Infected People MCA3: Care for persons with Ebola and infection control <input type="checkbox"/> SO 2 Treat Infected People MCA4: Medical care for responders <input type="checkbox"/> SO 3 Ensure Essential Services MCA5: Provision of food security and nutrition <input type="checkbox"/> SO 3 Ensure Essential Services MCA6: Access to basic services <input type="checkbox"/> SO 3 Ensure Essential Services MCA7: Cash incentives for workers <input type="checkbox"/> SO 3 Ensure Essential Services MCA8: Recovery and economy <input type="checkbox"/> SO 4 Preserve Stability MCA9: Reliable supplies of materials and equipment <input type="checkbox"/> SO 4 Preserve Stability MCA10: Transport and Fuel <input type="checkbox"/> SO 4 Preserve Stability MCA11: Social mobilization and community engagement <input type="checkbox"/> SO 4 Preserve Stability MCA12: Messaging <input type="checkbox"/> SO 5 Prevent Further Spread MCA13: Multi-faceted preparedness </p>	

Recipient UN Organization(s)³	Special Envoy on Ebola:
Name of Representative Signature Name of Agency Date & Seal	Dr. David Nabarro Signature Date:

NARRATIVE (Max 2 Pages)

- a) **Rationale for this project:** *This section summarizes briefly why this project is the best way to achieve/contribute to the relevant Strategic Objective (SO) and the associated mission critical actions (MCA).*
- b) **Coherence with existing projects:** *This section lists any of the projects which are supporting the same SO or MCA in the same country or area of operation*
- c) **Capacity of RUNO(s) and implementing partners:** *This section should provide a brief description of the RUNO capacity in the Country, including the overall current emergency budget and the staff deployed. It should include its expertise in the targeted area of support. This section should also outline any additional implementing partners, including their role and experience and how the RUNO will provide quality assurance.*
- d) **Proposal management:** *This section identifies the oversight structure or mechanism responsible for the effective implementation of the project and for the achievement of expected results. If need be, an organogram can be included to help understand the structures.*
- e) **Risk management:** *This section sets out the main risks that may jeopardize project implementation, their likelihood, severity, and risk management, including responsibility for risk management/ mitigation.*

Table 5 – Risk management matrix

Risks to the achievement of SO in targeted area	Likelihood of occurrence (high, medium, low)	Severity of risk impact (high, medium, low)	Mitigating Strategy (and Person/Unit responsible)

- f) **Monitoring & Evaluation:** *This section sets the M&E arrangements and responsibilities for the proposal, including who will be responsible for the collection and analysis of data required in the result framework.*

³ If there is more than one RUNO in this project, additional signature boxes should be included so that there is one for every RUNO.

PROPOSAL RESULT MATRIX

Proposal Title:					
Strategic Objective to which the Proposal is contributing⁴					
Effect Indicators	Geographical Area (where proposal will directly operate)	Baseline⁵ In the exact area of operation	Target	Means of verification	Responsible Org.
<i>Only insert relevant Result indicators for your proposal (source Fund Result Matrix, MPTF Office can provide)</i>					
MCA []⁶					
Output Indicators	Geographical Area	Target⁷	Budget	Means of verification	Responsible Org.
<i>Insert specific Project output indicator Number of ebola Beds Number of flights between xxx and xxx</i>					
MCA []					
Output Indicators	Geographical Area	Target	Budget	Means of verification	Responsible Org.
<i>Insert specific Project output indicator</i>					
Coordination Fees⁸			XX%		
<i>Staffing</i>					
<i>Data collection</i>					
<i>Equipment & Supply</i>					
<i>Indirect Cost max 7 %</i>					
Total Project Cost in USD					

⁴ Proposal can only contribute to one Strategic Objective

⁵ If data are not available please explain how they will be collected.

⁶ Project can choose to contribute to all MCA or only the one relevant to its purpose.

⁷ Assuming a ZERO Baseline

⁸ Should not exceed 20% including the indirect cost

Project budget by UN categories

PBF PROJECT BUDGET			
CATEGORIES	Amount Recipient Agency	Amount Recipient Agency (if more than 1)	TOTAL
1. Staff and other personnel (include full details)			
2. Supplies, Commodities, Materials (include full details)			
3. Equipment, Vehicles, and Furniture (including Depreciation) (include full details)			
4. Contractual services (include full details)			
5. Travel (include full details)			
6. Transfers and Grants to Counterparts (include full details)			
7. General Operating and other Direct Costs (include full details)			
Sub-Total Project Costs			
8. Indirect Support Costs*			
TOTAL			

* The rate shall not exceed 7% of the total of categories 1-7, as specified in the Ebola Response MOU and should follow the rules and guidelines of each recipient organization. Note that Agency-incurred direct project implementation costs should be charged to the relevant budget line, according to the Agency's regulations, rules and procedures.

ANNEX 2



Proposal Appraisal

[THIS TEMPLATE NEEDS TO BE FURTHER STRENGTHENED]

To be completed by UNMEER

Provide concise summary evaluation of proposal against:

	<i>General principles and selection criteria</i>	
(a)	Must be explicitly based on the Ebola Response Plan and Budget	Yes <input type="checkbox"/> No <input type="checkbox"/>
(b)	Must address high priority activities that have significant impact, and by nature must address timing imperatives and considerations.	Yes <input type="checkbox"/> No <input type="checkbox"/>
(c)	UNMEER confirms that Recipient Organization is unable to meet high or urgent priority needs with existing level of funding (both core funding and bilateral funding.)	Yes <input type="checkbox"/> No <input type="checkbox"/>
(d)	Must support national strategies	Yes <input type="checkbox"/> No <input type="checkbox"/>
(e)	Must demonstrate Recipient Organizations comparative advantage for specific intervention	Yes <input type="checkbox"/> No <input type="checkbox"/>
(f)	The organization must have the appropriate system to deliver the intervention	Yes <input type="checkbox"/> No <input type="checkbox"/>
(g)	The Proposal must be effective, context-sensitive, cost-efficient and the outputs are tangible and sustainable	Yes <input type="checkbox"/> No <input type="checkbox"/>
(h)	Must avoid duplication of and significant overlap with the activities of other actors	Yes <input type="checkbox"/> No <input type="checkbox"/>
(i)	Must use strategic entry points that respond to immediate needs and yet facilitate longer-term improvements	Yes <input type="checkbox"/> No <input type="checkbox"/>
(g)	Must build on existing capacities, strengths and experience	Yes <input type="checkbox"/> No <input type="checkbox"/>
(k)	Does not overlap with ongoing programmes of UNMEER or other UN entities	Yes <input type="checkbox"/> No <input type="checkbox"/>

Overall review of programme submission

Elaborate

Name of UNMEER Representative:

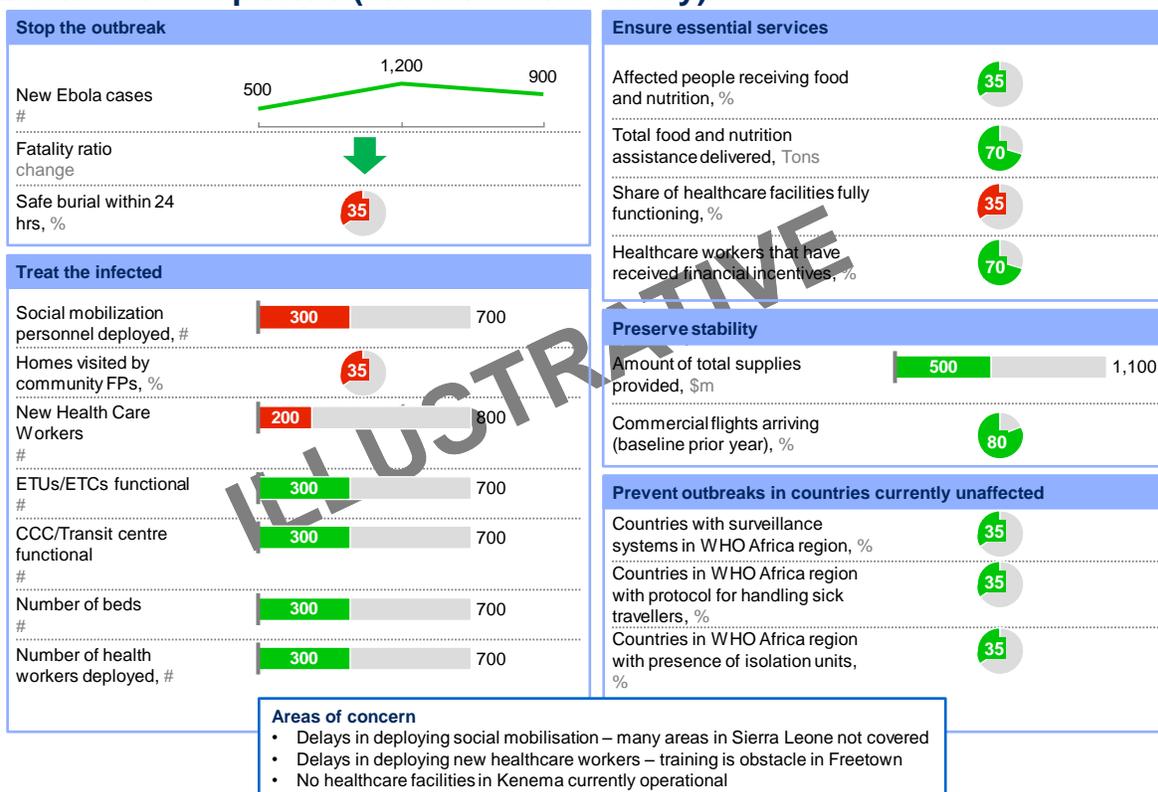
Title of UNMEER Representative :

Signature

Date

Dashboard – option 1 (one for each country)

■ Metric on track to achieve goal
 ■ Metric behind schedule



Source: UNMEER dashboard