



**Terms of Reference for  
UN Secretary-General's  
Zika Response Multi-Partner Trust Fund  
(Zika Response MPTF)**

## **I. UN Secretary-General's Zika Response Multi-Partner Trust Fund**

1. Health emergencies and serious public health events undermine health and health systems, threaten human development progress, and have implications beyond an affected State's national borders, including endangering international stability. A resource platform for the global, regional and country level inter-agency response to health emergencies, uniting and enabling efforts of all concerned UN entities, can reduce the risk of international spread of disease and minimize their social, economic, and environmental impacts.
2. The current Zika virus outbreaks and their association with an increase in microcephaly, other congenital malformations and neurological conditions (including Guillain-Barre syndrome) have caused increasing alarm in countries across the world, particularly in the Americas. Brazil announced a national public health emergency in November 2015. An International Health Regulations (IHR 2005) Emergency Committee met on 01 February 2016, and WHO declared the recent clusters of microcephaly and other neurological disorders in Brazil a Public Health Emergency of International Concern (PHEIC).
3. As at April 2, 2016, the virus has been detected in 62 countries and territories with local transmission in 41, with 6906 cases of microcephaly. In the context of Zika virus circulation 13 countries or territories worldwide have reported increased GBS incidence and/or laboratory confirmation of a Zika virus infection among GBS cases.
4. WHO, in consultation with partner agencies and international epidemiological experts, developed a dedicated strategy, the Zika Response Framework that seeks to support the implementation of national response plans for a specific health emergency or outbreak, as well as the broader societal, economic and political stability aspects. The over-arching goal of this strategy is to investigate and respond to the cluster of microcephaly and other neurological complications that could be linked to Zika virus infection, while increasing preventive measures, communicating risks and providing care to those affected.
5. To generate and manage resources towards this goal, the UN Secretary-General in collaboration with UN Agencies, Funds and Programmes (UN AFP) has launched the **UN Zika Response Multi-Partner Trust Fund** (hereafter referred to as the Zika Response MPTF). These Terms of Reference (TOR) describe its key features.
6. The aim of the proposed **UN Zika Response MPTF**, an inter-agency pooled funding mechanism, is to rapidly resource UN system responses to Zika virus, in accordance with the overview of needs and requirements and relevant strategic response framework, developed under the leadership of the World Health Organization (WHO) and line with the International Health Regulations (2005). The Overview of Needs and Requirements, which is updated as required under the leadership of the WHO, forms the basis for defining the resource requirements of the UN System.
7. The UN Zika Response MPTF aims to give the the Special Adviser to the UN Secretary-General on the 2030 Agenda for Sustainable Development and Climate Change (serving as the Chair of the Advisory Committee), in consultation with the Advisory Committee and WHO, as the lead for the health emergency response in the UN, (as further described below), the ability to allocate funds to priority needs, encourage early donor contributions and allow

rapid response to unforeseen needs. It will ensure a coherent UN System contribution through a common financing mechanism, building on specific UN Agencies, Funds, and Programmes (UN AFP) mandates, existing procedures, partnerships, and comparative advantages.

8. Operational procedures of the MPTF are streamlined to facilitate rapid fund allocation processes.
9. The UN Zika Response MPTF will ensure:
  - 1) a coherent UN System contribution to the overall outbreak response through a common financing mechanism, building on specific UN AFP mandates and procedures;
  - 2) speedy, coordinated, and rapid UN action;
  - 3) mobilization of funding from Member States, regional legislative bodies, inter-governmental organizations, and philanthropic organizations, 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 outbreak 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 inter-agency actions.
10. The UN Zika Response MPTF will build upon the successful experience of the UN Ebola Response MPTF, UN Central Fund for Influenza Action (CFIA), which together united efforts of more than 13 UN Agencies, Funds and Programmes and a UN Mission. The Ebola Response MPTF and CFIA have demonstrated that a coordinated funding mechanism can support the response to disease outbreaks and strengthen preparedness efforts.

## II. Scope and Governance Structure of the UN Zika Response MPTF

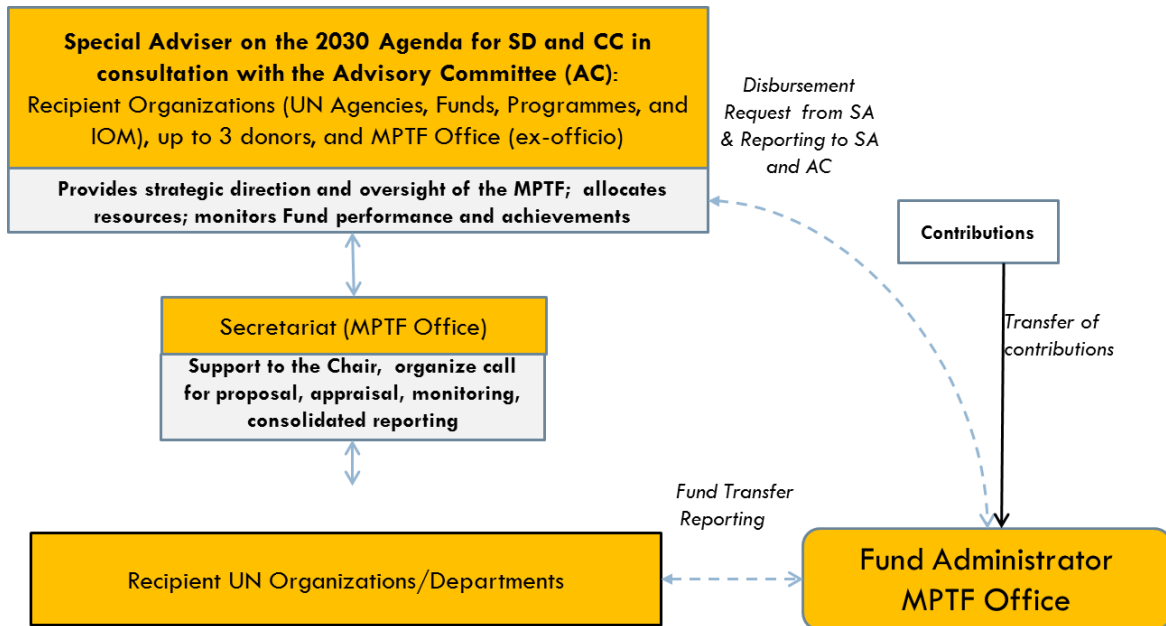
11. The scope of the UN Zika Response MPTF is to support the UN System in providing strategic response to Zika virus, as described in Figure 1, which may be amended from time to time.

**Figure 1:**

Strategic Response – ZIKA Virus	
<b>1. SURVEILLANCE</b>	
<i>Provide up- to- date and accurate epidemiological information on Zika virus disease, neurological syndromes and congenital malformation</i>	
1	Surveillance
2	Laboratories and diagnostics
3	Rapid response
<b>2. RESPONSE</b>	
<i>Engage communities to communicate the risks associated with Zika virus disease and promote healthy behaviours, reduce anxiety, address stigma, dispel rumours and resolve cultural misperceptions and engage in response activities</i>	
4	Public health risk communication
5	Community engagement
6	Health care personnel
<i>Increase efforts to Control the spread of the Aedes mosquito as well as provide access to personal protection measures</i>	
7	Vector control
8	Personal protection
<i>Provide guidance and mitigate the impact on pregnant women and girls and those considering pregnancy, as well as families with children affected by Zika virus</i>	
9	Clinical guidance and protocols
10	Care for those affected
11	Pre-pregnancy, maternal and post-natal care
<b>3. RESEARCH</b>	
<i>Investigate the reported increase in incidence of microcephaly and neurological syndromes, including their possible association with Zika virus infection</i>	
12	Public Health Research
<i>Fast-track the research and development of new products (e.g. rapid diagnostics, vaccines, therapeutics)</i>	
13	Research and product development agenda

12. The Pan-American Health Organization (PAHO) has developed a region-specific strategy that complements the global Zika Response Framework.
13. The governance structure of the UN Zika Response MPTF is presented in Figure 1.

**Figure 1: Governance Structure of the UN Zika Response MPTF**



**Advisory Committee**

14. The objective of the UN Zika Response Fund is to support the timely allocation and disbursement of donor resources to the most critical needs under the direction of the Chair of the Advisory Committee, in consultation with the Advisory Committee.
15. The Advisory Committee will provide guidance to the Chair in the management of the UN Zika Response MPTF. The Advisory Committee will also serve as a forum for discussing strategic issues and sharing information on funding coverage
16. The Advisory Committee will consist of the following members: Special Adviser on the 2030 Agenda for Sustainable Development and Climate Change (as a Chair), Recipient Organizations (UN Agencies, Funds, Programmes, and IOM), and up to three donors. The MPTF Office will serve as ex-officio member of the Advisory Committee.
17. WHO Health Emergencies Programme, as the programmatic lead for the health emergency response, will support and advise the Chair of the Advisory Committee on strategic issues for the Fund and technical health issues.
18. The Chair in consultation with the Advisory Committee will articulate the funding priorities, review and approve proposal submissions by recipient organizations. Prior to calls for proposals, the Chair of the Advisory Committee may decide on the country-level funding envelopes, if applicable, in line with the framework of the overview of needs and requirements, which may be updated from time to time. The Advisory Committee will ensure that the nature of the requests meets the established funding priorities and that their scope conforms to the needs.

19. The Advisory Committee will meet anytime it should be required to do so, upon invitation from the Chair. The Advisory Committee will meet physically, via video or teleconference.
20. 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 and/or funding priorities of the Fund, the Chair, in consultation with the Advisory Committee, may approve proposals electronically on the “no-objection” basis within 24 hours.
21. The Chair, in consultation with the Advisory Committee, supported by the Fund Secretariat and Administrative Agent, will develop and adopt Rules of Procedure, which will include all relevant templates.

#### ***Fund Secretariat***

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

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

23. The UN Zika Response MPTF is designed to support and allocate resources to Recipient Organizations in undertaking specific activities and functions, aligned with the actions of the Strategic Response, as may be amended from time to time, and approved by the Chair, in consultation with the Advisory Committee. Recipient Organizations of the Fund will include **UN Funds and Programmes, and UN Specialized Agencies, 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. The participating NGO will receive funds for approved projects from Managing Agent.
24. The Recipient Organizations sign a Memorandum of Understanding with Multi-Partner Trust Fund Office (MPTF Office) of the UNDP, serving as Administrative Agent. Non-UN Organizations with similar financial rules and regulations as Recipient UN Organizations, such as IOM, will be invited to participate in the Fund.
25. 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 Agency, Fund, and Programme 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.
26. Indirect costs of the Recipient Organizations recovered through programme support costs will be 7%. All other costs incurred by each Recipient Organization in carrying out the activities for which it is responsible under the UN Zika Response MPTF will be recovered as direct costs.

### *Administrative Agent*

27. The UN Zika Response MPTF will be administered by the MPTF Office, acting as the Administrative Agent. The MPTF Office is a UN Facility which administers over 100 UN common funding instruments (<http://mptf.undp.org>).
28. 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 Chair in consultation with the Advisory Committee and provision of periodic consolidated reports. The MPTF Office charges a standard one-time fee of 1% for pass-through services of the UN pooled funds, which will be deducted from the contributions to the UN Zika Response MPTF at the time they are deposited.

### *Managing Agent*

29. 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.

### **III. Proposal development and approval**

30. The UN Zika 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 Secretariat upon issuance of a Call for Proposals, as follows:
  - Recipient Organizations should submit to the Secretariat proposals after due consultation with the Lead in country or global and appropriate members of the UN Country Team with relevant expertise in Health Emergency Response, and a senior government focal point.
31. The Fund Secretariat will review the proposals submitted by Recipient Organizations to ensure that all the required information is included in the standard proposal before submission to UN Resident Coordinators for review and vetting, as further described in the Rules of Procedure, and then for the final decision to the Chair, in consultation with the Advisory Committee. The Chair, in consultation the Advisory Committee will then review the vetted proposals and either approve it, request further review or reject it. Upon approval of a proposal the Advisory Committee Chair will advise the Zika 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 Advisory Committee 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 Chair of the Advisory Committee.
32. The proposal approval process and the timelines of the allocation cycle will be described in the Rules of Procedure.
33. The Chair, in consultation with 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 UN Zika Response MPTF.

34. In order to ensure that the operations of the UN Zika 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 Special Adviser, in consultation with the Advisory Committee, with the support of the Fund Secretariat and the Administrative Agent, will review its procedures and decide on any amendment deemed necessary to further fast track procedures.

#### **IV. Contributions to the UN Zika Response MPTF**

35. Contributions to the UN Zika Response MPTF may be accepted from Member States, regional legislative bodies, inter-governmental organizations, businesses, and individuals. Contributors are encouraged to provide un-earmarked contributions into the Zika Response MPTF, which will be programmed by the Chair 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 the Fund.
36. To contribute to the UN Zika Response MPTF, a donor needs to sign a Standard Administrative Arrangement (SAA). Contributions to the UN Zika 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.
37. 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 UN Zika Response MPTF account established by the Administrative Agent.

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

38. Resources from the UN Zika 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.
39. 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.
40. The UN Zika Response MPTF will be operationally closed upon completion of all proposals funded through the MPTF and after satisfaction of all commitments and liabilities.
41. Any balance remaining in the Fund Account or in the individual Recipient UN Organizations' separate ledger accounts upon completion of the UN Zika 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 Chair, in consultation with the Advisory Committee.

#### **VI. Monitoring and Reporting**



42. To facilitate the monitoring and evaluation reporting of resources allocated by the Fund, Recipient Organizations applying for the Zika Response MPTF will be required to disclose complementary funding received from other sources for the activities supported by the Fund.
43. For each proposal approved for funding from the UN Zika 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 Zika Response 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 Zika 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 31 May of the year following the financial closing of the project.
44. The Chair, in consultation with the Advisory Committee may agree upon the provision of additional reporting, such as quarterly or six monthly reports, including informal disbursement and commitment figures, if deemed necessary for effective resource mobilization and transparency of the UN Zika Response MPTF.
45. The reports will be consolidated by the Fund's secretariat and provided to each donor that has contributed to the Zika Response MPTF Account, to the Chair and the Advisory Committee.
46. A dedicated public website is maintained by UN to provide a full range of information on the activities funded by the Zika Response MPTF and will seek to communicate proactively with stakeholders on an ongoing basis.
47. The MPTF Office maintains the Zika Response MPTF web-site (url to be established), and provides up-to-date programmatic and real-time financial information on contributions received and funds transferred and quarterly updates.
48. The Zika Response MPTF will also carry out a "lessons-learned/evaluation exercise" of the entire Zika Response MPTF operation, as decided by the Chair in consultation with the Advisory Committee. The Chair in consultation with the Advisory Committee will determine the exact scope and objectives of the lessons learned and review exercise(s).

## **VII. Other Operational Aspects**

49. The Zika Response MPTF is established for an initial period of one year to finance actions described in Paragraph 14 of this TOR. If the Chair, in consultation with the Advisory Committee, deems necessary to extend the Fund beyond the initial one year it can extend the fund through a decision of the Chair in consultation with the Advisory Committee.

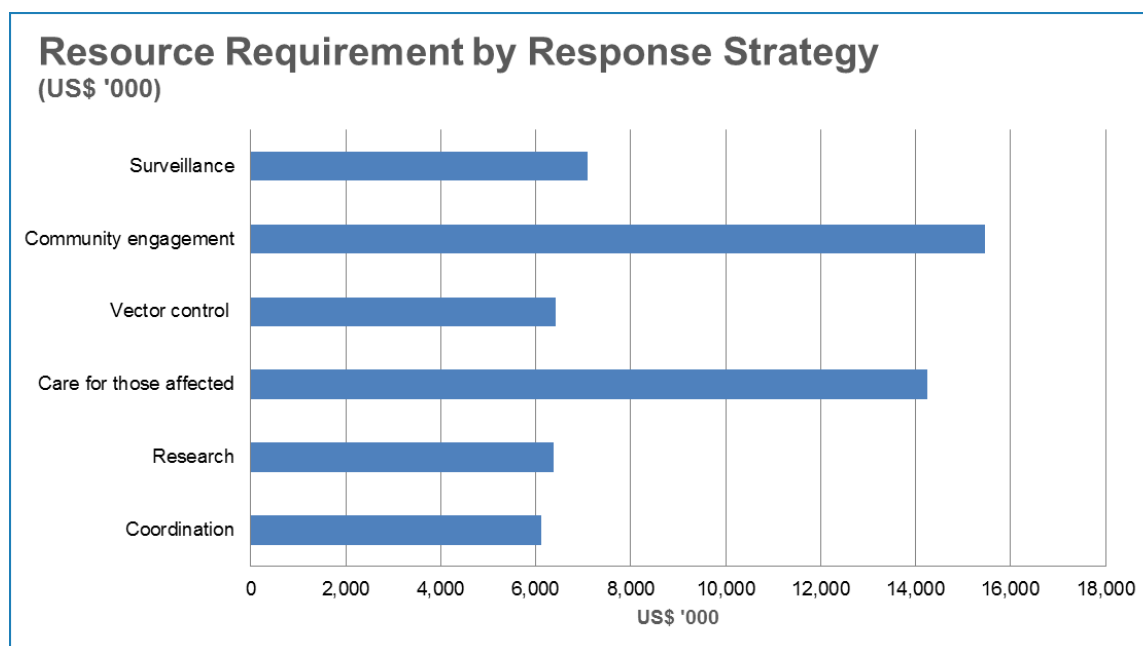
50. In the event of a health threat of classification Level 2 or 3 (WHO Emergency Response Framework 2013) and/or PHEIC, the Chair, in consultation with the WHO and concerned Recipient UN Organizations, may consider opening a distinct window in the Fund to rapidly resource UN system responses to such a health threat. If a new window is opened, it will be governed by new Terms of Reference.
  
51. There may be a public health event, or conditions that threaten public health, which require timely and coordinated UN action, even if they do not fulfill criteria for a PHEIC if it is determined that the threat could undermine health security. The Chair, in consultation with the WHO and concerned Recipient UN Organizations, may consider opening a distinct window in the Fund to rapidly resource UN system responses to such a threat. If a new window is opened, it will be governed by new Terms of Reference.

## Annex I

### Resource Requirements of the Response Strategy (April 2016)

For January – June 2016 the specified objectives, which are expected to be updated periodically, for an inter-agency response are as follows:

- Provide up to date and accurate epidemiological information on Zika virus disease, neurological syndromes and congenital malformations.
- Investigate the reported increase in incidence of microcephaly and neurological syndromes including their possible association with Zika virus infection.
- Fast-track the research and development (R&D) of new products (e.g. diagnostics, vaccines, therapeutics).
- Engage communities to communicate the risks associated with Zika virus disease and promote protective behaviors, reduce anxiety, address stigma, dispel rumors and cultural misperceptions.
- Increase efforts to control the spread of the *Aedes aegypti* and potentially other mosquito species as well as provide access to personal protection measures equipment and supplies.
- Provide guidance and mitigate the potential impact on women of childbearing age and those who are pregnant, as well as families with children affected by Zika virus.



## Resource Requirement by Organization (US\$ '000)

