



Terms of Reference (ToRs) for the Uruguay One UN Coherence Fund for the One UN Programme 2007-2010 “Building capacities for development” within the framework of the reform pilot process “Delivering as One”

I.- For background information, please see part VI of the One UN Programme.

II.- ToRs for the Coherence Fund Steering Committee of the One UN Programme.

Members: The Coherence Fund Steering Committee will be integrated by the Director of the Planning and Budget Office (OPP, for its Spanish acronym), the Minister of Foreign Affairs, the Resident Coordinator and the Representatives or Directors of the signatory Agencies to the One UN Programme.

The Director of the OPP, at his/her discretion may invite the authorities from other governmental organizations.

Presidency: The Coherence Fund Steering Committee will be co-chaired by the Director of the OPP and the Resident Coordinator. Before each session, the Director of the OPP and the Resident Coordinator will decide which one of them will assume the Presidency of the session.

Competencies. Key tasks and Responsibilities:

- The Coherence Fund Steering Committee’s competencies are identified in the One UN Programme document.
- It will establish the eligibility criteria for the projects.
- It will promote the necessary measures to achieve the common framework and procedures for execution by the Agencies and their national associates in the implementation.
- It will review and approve the Terms of Reference and Rules of Procedures, based on the generic Steering Committee Terms of References, and update and/or modify them, as necessary, in case of compelling requirements.
- For un-earmarked funds, (1) it will review and approve the criteria for the allocation of available MDTF resources; (2) it will allocate available resources to thematic projects, making sure that the

allocations are aligned with the strategic development framework of the country and approved national priorities.

- It will review and approve proposals from Agencies for funding; ensure their conformity with the requirements of the Multi Donor Trust Fund (MDTF) agreements (MoUs, LoAs). To ensure the quality of proposals to receive funding from the MDTF.
- It will define Terms of Reference and composition for the Management Committees of the projects.
- It will ensure appropriate consultative processes take place with key stakeholders at the country level through the Coherence Fund Consultative Committee, so as to avoid duplication or overlap between the MDTF and other funding mechanisms.
- It will review and approve the periodic progress reports (programmatic and financial) consolidated by the Administrative Agent based on the progress reports submitted by the Participating Agencies. Consolidated annual reports should include a section on the activity of the Coherence Fund Steering Committee.
- It will review findings of the summary audit reports consolidated by the internal audit service of the Administrative Agent. It will highlight lessons learnt and periodically discuss follow up by Participating Agencies on recommended actions that have MDTF-wide impact.
- It will agree (in consultation with the HQ Fiduciary Management Oversight Group) on the scope and frequency of the independent commissions from the Coherence Fund Steering Committee that will draft the “lessons-learned and review” of the MDTF.
- It will review the draft/final reports on lessons learnt, ensure the implementation of recommendations and identify critical issues for consideration by the HQs Fiduciary Management Oversight Group (to be brought up to the Assistant Secretary-General Group, when necessary).

Sessions: The Coherence Fund Steering Committee will meet three times a year in regular sessions.

The Director of the OPP and the Resident Coordinator will hold regular meetings to track the progress of the One UN Programme and the “Delivering as One” pilot programme.

The projects will be developed by a Drafting Committee and will be submitted to the Coherence Fund Steering Committee jointly by the Director of the OPP and the Resident Coordinator.

Adoption of Resolutions: The resolutions by the Coherence Fund Steering Committee will be adopted by consensus. The Resident Coordinator is responsible for the final decision regarding the allocation of funds from the “Uruguay One UN Coherence Fund.” Decisions of the Coherence Fund Steering Committee shall be duly recorded.

Specific role of the Resident Coordinator as Co Chair of the Coherence Fund Steering Committee:

- Ensure that the decisions taken by the Coherence Fund Steering Committee are in accordance with the regulatory requirements and frameworks of the Participating Agencies and agreements with the programme country and donors.
- Ensure that the decisions taken by the Coherence Fund Steering Committee are duly recorded and promptly communicated to the members of the Coherence Fund Steering Committee, including Participating Agencies, the programme country, and donors, as appropriate.
- Monitor the implementation of the decisions of the Coherence Fund Steering Committee.

- Report to the MDTF Fiduciary Management Oversight Group on the evolving risks and to flag issues that may affect the implementation of the decisions of the Coherence Fund Steering Committee or otherwise impede the operations of the Fund.
- The Coherence Fund Steering Committee co-Chair that represents the United Nations is accountable to the Chair of the MDTF Fiduciary Management Oversight Group, representing the Committee, for the inter-agency fiduciary issues related to the Participating UN Agencies on issues related to funding through the UN for the MDTF activities.

Receipt of Reports: In accordance with paragraph 6.12 of the One UN Programme, the Resident Coordinator of the United Nations in Uruguay will receive copies of the narrative and financial reports that the Participating UN Agencies generate and transmit to their respective Headquarters, or to the Administrative Agent, in relation to the joint projects financed through the “Uruguay One UN Coherence Fund,” the funds received for their execution or the levels of spending. These reports will be shared by the Resident Coordinator with the Director of the OPP.

Secretariat: The Resident Coordinator’s Office (RCO) will perform the functions of secretariat for the Coherence Fund Steering Committee.

III.- ToRs for the Coherence Fund Consultative Committee of the One UN Programme.

Background: In order to institutionalize a consultative mechanism for the Coherence Fund Steering Committee with the United Nations Country Team and the donors, in accordance with paragraph 6.10 of the One UN Programme, a Coherence Fund Consultative Committee is constituted.

Members: The Coherence Fund Consultative Committee will be integrated by the Director of the OPP, the Resident Coordinator, representatives from the Agencies of the UN System that are not part of the Coherence Fund Steering Committee, a representative from each donor country, and representatives from civil society (National Association of Non-Governmental Organizations [ANONG, the Spanish acronym], Uruguayan Federation of Cooperatives [CUDECOOP, for its Spanish acronym], and the National Association of Micro and Small Businesses [ANMYPES, for its Spanish acronym]).

If the Government, through the OPP, should consider it advisable, the relevant Ministries will become part of the Coherence Fund Consultative Committee as permanent members or *ad hoc*.

The Coherence Fund Consultative Committee may invite other representatives from other sectors of society, such as academia, foundations, private sector, or trade unions.

Presidency: The Coherence Fund Consultative Committee will be co-chaired by the Director of OPP and the Resident Coordinator. Before each session, the Director of the OPP and the Resident Coordinator will decide which one of them will assume the Presidency of the session.

Competency: The Coherence Fund Consultative Committee is the body where opinions will be expressed and heard from the stakeholders whom are not responsible for the implementation of projects financed through the Uruguay One UN Coherence Fund, given that these stakeholders are not involved in the development of the projects or the Uruguay One UN Coherence Fund.

The Coherence Fund Consultative Committee will not make any decisions about the allocation of resources from the “Uruguay One UN Coherence Fund” – this competence belongs solely to the Coherence Fund Steering Committee – recommendations, however, may be made on such matters.

The Coherence Fund Consultative Committee will be informed by the Coherence Fund Steering Committee about the development of activities carried out under the framework of the One UN Programme.

Sessions: The Coherence Fund Consultative Committee will meet every six months.

Adoption of resolutions: The Coherence Fund Consultative Committee will issue its opinions or recommendations in the manner it considers appropriate.

Secretariat: The RCO will perform the functions of secretariat for the Coherence Fund Consultative Committee.



COHERENCE FUND STEERING COMMITTEE OF THE ONE UN PROGRAMME

RULES OF PROCEDURES FOR THE URUGUAY ONE UN COHERENCE FUND

Preamble

1. These Rules of Procedures provide guidance on the functioning of the One UN Programme Steering Committee and its related mechanisms. They are based on best practices from the Multi Donor Trust Fund (MDTF) administered by the United Nations Development Programme (UNDP), and have been adopted to the specific conditions and needs of the One UN Coherence Fund.

Review and Approval of the One UN Coherence Fund TOR

2. The One UN Programme Steering Committee will periodically review and approve the One UN Coherence Fund Terms of Reference in response to evolving socio-economic, political and security issues in the country. The Steering Committee holds ongoing consultations with the One UN Programme stakeholders within the prevailing country level mechanisms.

Strategic Allocation of Resources

3. The One UN Programme Steering Committee will periodically determine and update the resource allocations to carry out the One UN Coherence Fund Terms of Reference on the basis of a Funding Framework¹ that would be prepared by the Administrative Agent.

¹ The Funding Framework provides information on the funds available as required by the Steering Committee for approval of new programmes, along with earmarking and related donor conditions. It also includes supplementary information on total receipt of contributions and their utilization to date.

Programme Submission and Approval Process

4. Programme² proposals will be jointly developed with relevant national and other partners and submitted by Participating UN Organizations to the Steering Committee, through the Resident Coordinator's Office, using the appropriate and approved templates and forms.
5. The Resident Coordinator's Office will review the submission and ensure the technical review.
6. Upon ensuring the completeness of the programme submission, the Resident Coordinator's Office will distribute to members of the Steering Committee at least three days prior to the date of the scheduled One UN Programme Steering Committee meeting, the programme submission forms, including the programme document and any background documentation.
7. The One UN Programme Steering Committee will review the proposals, along with the recommendations, and the Resident Coordinator's Office and may decide to:
 - a. Approve
 - b. Approve with modification/condition
 - c. Defer/Return with comments for further consideration; or
 - d. Reject with brief justification.

Notification and Transfer of Funds

8. The Resident Coordinator's Office will submit the approved programme to the Administrative Agent based on the approval of the One UN Programme Steering Committee, and the signature of the Submission Form and Programme Documents by the duly authorized parties within five (5) days.
 - a. An approval notification will be provided by the Administrative Agent, unless approval notification is made by a One UN Programme Steering Committee co chair, or by the Resident Coordinator's Office, to the designated official in the concerned Participating UN Organisation with a copy to the Participating UN Organisation's Country Representative.
 - b. The Administrative Agent will ensure consistency of the approved programme with the applicable provisions of the Standard Administrative Arrangements (SAA) entered between donors and the Administrative Agent, and the Memorandum of Understanding (MOU) between the Participating UN Organizations, the United Nations Resident Coordinator and the Administrative Agent.
 - c. A payment notification will be provided by the Administrative Agent to the designated official in the concerned Participating UN Organisations, with a copy to the Participating UN Organisation's Country Representative.

² The term "programme" is used for projects, programmes and joint programmes.

Progress Reports and Updates

9. If required and approved by the One UN Programme Steering Committee, Participating UN Organizations will submit Quarterly Progress Updates to the One UN Programme Steering Committee, for review and action as appropriate, through the Resident Coordinator's Office, and the Administrative Agent.
10. In line with the MOU, the Participating UN Organizations will submit annual narrative and financial progress reports to the Administrative Agent, as per standard UNDG financial and progress reporting formats, modified as appropriate.
11. Subsequently, in accordance with the MOU and the SAA, the Administrative Agent will submit consolidated narrative and financial reports to all One UN Coherence Fund Donors. Standard UNDG financial and progress reporting formats, modified as appropriate, will be utilised. The AA will also submit to donors a certified annual financial statement (Source and Use of Funds).

Communication

12. The One UN Programme Steering Committee will advise the Administrative Agent, and vice versa, on related issues that may arise.

Public Disclosure

13. Information given to the press, to the beneficiaries of the One UN Coherence Fund, all related publicity material, official notices, reports and publications, will acknowledge the role of the Government of Uruguay, the Donors, the Resident Coordinator, the Participating UN Organizations, the Administrative Agent and any other relevant entities.
14. The Administrative Agent, in consultation with the One UN Programme Steering Committee and the Participating UN Organizations, will ensure that decisions regarding the review and approval of the One UN Coherence Fund programmes as well as periodic reports on the progress of their implementation, and associated external evaluations are posted, where appropriate, for public information on the websites of the UN in Uruguay (www.onu.org.uy) and the Administrative Agent (www.undp.org/mdtf). Such reports and documents may include One Programme Steering Committee approved programmes and programmes awaiting approval, fund level annual financial and progress reports and external evaluations, as appropriate.
15. The One UN Programme Steering Committee and the Administrative Agent will take all reasonable steps to ensure the accuracy of such documents and that confidential materials are not posted on the website.