

UN-REDD PROGRAMME



Food and Agriculture
Organization of the
United Nations



Empowered lives.
Resilient nations.



UN-REDD/EB1/4

Allocation of direct cost for Secretariat services 2018

UN-REDD PROGRAMME FIRST
EXECUTIVE BOARD MEETING

14-16 June 2017

Rome, Italy

In accordance with the decision of the previous Policy Board, hard copies of this document will not be printed so as to minimize the environmental impact of the UN-REDD Programme processes and contribute to climate neutrality. The UN-REDD Programme's meeting documents are available on the internet at: www.unredd.net.

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|---|--|
| UN-REDD Programme Fund: \$1,195,302 (Budget for 2018) Other source: Allocation to date: Additional Allocation: Total Direct Cost 2018: \$1,195,302 | |
| Duration: January – December 2018 Total duration (in months): 12 months | |

| UN organizations | |
|--|--|
| <i>Name of Representative :</i> Eva Muller Director, Forest Assessment, Management and Conservation Division Forestry Department <i>Signature</i> _____ <i>Name of Organization:</i> Food and Agriculture Organization of the United Nations <i>Date & Seal</i> | |
| <i>Name of Representative:</i> Nik Sekran <i>Title:</i> Director/ Chief of Profession -Sustainable Development Bureau for Policy and Programme Support <i>Signature</i> _____ <i>Name of Organization:</i> United Nations Development Programme <i>Date & Seal</i> | |
| <i>Name of Representative:</i> Mette Loyche Wilkie Title: Director, Ecosystems Division <i>Signature</i> _____ <i>Name of Organization:</i> United Nations Environment Programme <i>Date & Seal</i> | |

UN-REDD Programme Secretariat

1. FUNCTIONS:

Overall, the Secretariat supports the UN-REDD governing bodies and the overall operations of the Fund; leads on resource mobilization for contributions to the Multi-Partner Trust Fund, advises the Executive Board on strategic priorities, programmatic and financial allocations; and organizes the programming and appraisal processes. The Secretariat acts as the central point of contact for UN-REDD and liaises with other REDD+ relevant initiatives and partnerships.

The following are the four main functions:

1. Support the UN-REDD governing bodies
2. Manage external relations
3. Carry out resource mobilisation for the corpus of the UN-REDD Programme
4. Manage monitoring, reporting and evaluation
5. Coordinate programming

2. RESPONSIBILITIES:

a. Support governing bodies

The Secretariat is responsible for supporting the governing bodies in performing their functions; specifically:

1. Assembly: organize (preparation, facilitation, follow up) Assembly meetings, if so decided by the Executive Board and in accordance with its guidance
2. Executive Board (and temporarily Interim Committee): organize EB meetings/calls/emails (preparation, facilitation, follow up); support engagement of EB representatives with their constituencies; provide advice on strategic priorities, programmatic and financial allocations
3. National Steering Committees: Ensure consistency of standards across countries notwithstanding national circumstances

b. Manage external relations

The Secretariat acts as the central point of contact and is responsible for liaising and actively engaging with initiatives, organizations, processes on issues related to REDD+ with the view to share information, promoting the programme, strengthen relationships, develop synergy and carry out resource mobilization; specifically:

1. Liaising with relevant multilateral and bilateral initiatives (such as FCPF/BioCF/FIP, UNFCCC, Green Climate Fund, GEF, Tropical Forest Alliance, REDD Early Movers, etc.) to share information, promote/position the Programme and develop synergy
2. Liaising with relevant International Organizations to share information, promote/position the Programme and develop synergy
3. Liaising with other relevant processes (such as NDC, FLEGT, Bonn Challenge, etc.) to share information and explore strategic connections and development of synergy

c. Carry out resource mobilisation for the corpus of the UN-REDD Programme

The Secretariat is responsible for liaising with donors and carrying out resource mobilization for the corpus of the Programme as well as for coordination with the MPTF

1. Current donors (Denmark, European Union, Japan, Luxemburg, Norway, Spain, Switzerland)
2. Possible future donors (Canada, China, Germany, Italy, UK, Sweden, etc.)
3. MPTF (for coordination on Donor engagement)

d. Manage monitoring, reporting and evaluation

The Secretariat is responsible for the overall monitoring, reporting and evaluation of the programme progress and achievements against the agreed result framework; specifically:

1. Manages the finalization (and updating as needed) of the result monitoring and reporting framework and presents it to the Executive Board
2. Manages the overall financial and programmatic monitoring, ensures the consistency and accuracy of information provided by the Agencies, assesses value for money and risks and communicates them to the Executive Board
3. Manages the preparation of and presents reports to the Executive Board and provides an impartial assessment of the UN agencies' collective and individual progress in implementation of the agreed programme
4. Manages the planning and delivery of final and mid-term evaluations as needed and requested by the Executive Board.

e. Coordination of Programming

The Secretariat is responsible for the coordination of the overall programming of UN-REDD, specifically,

1. The identification, formulation and appraisal of UN-REDD joint programmes, work plans and budgets, harmonise them among the Agencies and present them to the Executive Board for consideration.
2. Facilitate joint planning of programme human resources

The budget for the Secretariat covers the period January – December 2018 and will be composed of the under listed personnel; for subsequent years, the size and functions will be further reassessed vis - a- vis the needs, size and level of capitalization of the Programme.

- 1) Head of Secretariat – Overall coordination/oversight
- 2) Programme Officer – Executive Board & Programme Support
- 3) Finance Officer – Finance & Operational Support
- 4) Programme Associate (50%)– Programme & Events
- 5) Consultancy support

Table 1 - Budget in USD

| Budget Description | FAO | UNDP | UNEP | Total |
|--|----------------|----------------|----------------|-------------------|
| Personnel & Staff cost | | 283,792 | 666,491 | 950,283 |
| Executive Board costs (costs for two meeting and related constituencies consultations) | 116,822 | | - | 116,822 |
| Travel | | - | 15,000 | 15,000 |
| Contractual services (ICT maintenance) | | 15,000 | | 15,000 |
| General operating & other direct costs (Rent & utilities) | | | 20,000 | 20,000 |
| Total Secretariat services | 116,822 | 298,792 | 701,491 | 1,117,105 |
| Indirect support costs 7% | 8,178 | 20'915 | 49'104 | 78,197 |
| Grand total | 125,000 | 319'707 | 750'595 | 1,195,302* |

- Approximately 4.9% of 2018 estimated capitalization (see table 2)

Table 2 - Estimation of 2018 capitalization (in USD)

| 2018 estimated capitalization | Amount |
|---|-------------------|
| National Programmes potential disbursement | 10'528'736 |
| Technical Assistance for REDD+ implementation | 9'298'001 |
| TA for ongoing commitments | 4'174'133 |
| Total | 24'000'870 |

Table 3 - 2018 Work plan in USD

| Deliverable | Indicative Activities | Q1 | Q2 | Q3 | Q4 | UNDG Budget Categories | Resource Allocation in USD | | | |
|---|---|----|----|----|--------------------|--|----------------------------|----------------|------------------|-----------|
| | | | | | | | FAO | UNDP | UNEP | Total |
| Secretariat Services to the UN-REDD Programme | 1.1 Support to governing bodies and overall operations of the Fund | | | | | Staff and other personnel costs | 21,215 | 283,792 | 666,491 | 971,498 |
| | 1.2 Manage and coordinate external and partnerships | | | | | Travel(including EB) | 89,532 | | 15,000 | 104,532 |
| | 1.3 Carry out resource mobilization for the corpus of the Programme | | | | | Contractual services | 4,206 | 15,000 | | 19'206 |
| | 1.4 Manage monitoring, reporting and evaluation | | | | | General Operating and other Direct Costs | 1,869 | | 20,000 | 21,869 |
| | 1.5 Coordinate the programming activities | | | | | Total cost | 116,822 | 298,792 | 701,491 | 1,117,105 |
| | | | | | | indirect support cost (7%) | 8,178 | 20,915 | 49,104 | 78,197 |
| | | | | | Grand total | 125,000 | 319,707 | 750,595 | 1,195,302 | |

Figure 1 – Annual Secretariat cost to annual Programme cost, 2009 – 2018 (USD)

