



Operational Guidance Note for the Participating UN Organizations

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Section 1 OVERVIEW

1.1 Objectives

The Operational Guidance Note describes how the Joint Program *Accelerating Progress towards the Economic Empowerment of Rural Women (RWEE)* manages different activities and steps of the fund implementation cycle. It provides an overview of the funds objectives, describes the structure and roles of the various actors, and the processes for accepting contributions, allocations and fund transfers, project revisions, reporting and closure.

1.2 Background

The Joint Programme on “Accelerating Progress towards the economic empowerment of rural women” is implemented in Ethiopia, Guatemala, Kyrgyzstan, Liberia, Nepal, Niger and Rwanda. The coalition of FAO, IFAD, UNWOMEN and WFP is expected to generate synergies that capitalize on each agency’s mandate, comparative advantage and institutional strength to generate more lasting and wider-scale improvements in the living conditions and rights of rural women and girls in the context of sustainable rural development. The JP focuses on four key outcomes:

1. Improved food and nutrition security,
2. Increased incomes to sustain livelihoods;
3. Enhanced leadership and participation in rural institutions and in shaping laws, policies and programmes,
4. More gender-responsive policy environment for the economic empowerment of rural women.

The seven countries covered by the programme were selected based on, among others, the following criteria: strong agency presence, a conducive environment, Government’s commitment for gender equality and women’s empowerment, economic profile, existence of ongoing programmatic initiatives on which the programme can build on, and pilot countries for the Purchase for Progress (P4P) programme.

1.3 Administration of the Multi Donor Trust Fund

The Participating Organizations of the JP RWEE have appointed UNDP to act, through its MPTF¹ Office, as the Administrative Agent (AA) for the JP in accordance with the terms and conditions set out in Terms of Reference of the MPTF and in the standard Memorandum of Understanding signed between the AA and the Participating Organizations on 16 April, 2013. The administration of the programme follows the “Pass-Through” Fund Management Option². UNDP performs the AA functions through the MPTF Office in accordance with the planning and financial procedures explained in the undg Guidance Note on Joint Programming. As per these guidelines, the arrangements for management, review and coordination should be documented, including the roles and responsibilities of the Administrative Agent (AA).

¹ UN Multi-Partner Trust Fund

² UNDP’s Accountability when acting as Administrative Agent in MDTFs and/or UN Joint Programmes using the pass-through fund management modality.

Section 2 GOVERNANCE ARRANGEMENTS

2.1 International Steering Committee³

An International Steering Committee (ISC) has been established to oversee the allocation of funds and to provide strategic vision and direction to the implementing partners, establish requirements and priorities, including coordination with other relevant initiatives. The ISC is chaired by a Senior Official from one of the four Participating Agencies. The Chair is selected on a rotational basis for a period of one year. Secretariat services will be provided by the JP RWEE Coordinator. The ISC makes decisions by consensus of the members, and, as necessary, endorses decisions virtually through electronic platforms.

2.2 Technical Advisory Committee⁴

The role of the Technical Advisory Committee is principally to provide operational support to the International Steering Committee (ISC) by providing all the necessary information needed for the ISC to take decisions on the RWEE. Specifically, the TAC, together with the JP RWEE Coordinator, will review project proposals and budgets proposed by the National Steering Committees to (i) determine whether proposals are eligible for funding, and (ii) among those eligible, suggest approval of the proposed allocation of budget among project proposals, based on previous country performance iii) review country financial and narrative reports to assess the work plans' implementation status, so as to measure the programme's performance.

2.3 Lead Agencies

The lead agency in a country coordinates activities related to the consultative process for the roll out of the programme at country level, including the engagement with the Government and local donors; it is also responsible for the consolidation of the country narrative annual report. The JP RWEE Coordinator will consolidate the Global narrative annual report based on the inputs from the Country Offices. The MPTF Office as AA will submit the narrative and financial reports to Donors.

Country	Lead agency
ETHIOPIA	UNWOMEN/IFAD
GUATEMALA	WFP
KYRGYZSTAN	UNWOMEN
LIBERIA	UNWOMEN
NEPAL	UNWOMEN
NIGER	FAO
RWANDA	WFP

2.4 National Steering Committee

A National Steering Committee (SC) of the RWEE Fund has been set up in each of the countries covered by the programme. The national SC will be co-chaired by the designated government official and the representative from the lead Agency. The members of the national SC are: a representative from each of the participating entities; a representative from each of the relevant/involved ministries (for instance, agriculture/rural development and

³ The Terms of Reference of the ISC are available upon request made to the JP RWEE Coordinator.

⁴ The Technical Advisory Committee (TAC) Terms of reference are also available upon request.

gender/women's affairs); representatives from the main donors to the programme. The SC oversees the allocation of funds to the different components of the country programme; provides coordination and guidance on programme strategic vision and implementation; reviews and approves the periodic narrative and financial progress reports consolidated by the administrative agent.

2.5 JP RWEE Country Team

In addition to the National Steering Committee, in each country, a JP RWEE Country Team has been established to build synergies, address cross sector matters and review progress in the implementation of the programme's activities. The JP RWEE Country Team perform the same role in-country as the TAC at the global level and includes the National Programme Coordinator.

2.6 JP RWEE Coordinator⁵

The JP RWEE Coordinator is responsible for the overall management of the programme and is based in Rome. The JP RWEE Coordinator reports to a designated senior official from the host organization and provides Secretariat support to the International Steering Committee. The JP Terms of Reference are attached to the Op Manual.

2.7 Multi Partner Trust Fund Office (MPTFO)

On behalf of the Participating UN Organizations, the MPTF Office:

- Receives contributions from donors that wish to provide financial support to the Fund;
- Administers such funds received, in accordance with the above-mentioned MoU, including the provisions relating to winding up the Fund account and related matters; administers the Joint Programme Account in accordance with the regulations, rules, directives and procedures applicable to it, including those relating to interest;
- Subject to availability of funds, disburses such funds based on instructions from the International Steering Committee, in line with the budget set forth in the Joint Programme Document;
- Consolidates annual statements and reports, based on submissions provided by each participating UN Organization, and provides these to each donor that has contributed to the Fund and to the ISC;
- Provides final reporting, including notification that the Fund has been fully expended or has been wound up in accordance with the Fund ToR.

Section 3 IMPLEMENTATION MODALITIES

3.1 Project design and approval

All JP RWEE Country Teams are requested to prepare a Project proposal encompassing the 5-year duration of the project (October 2012- October 2017). The proposal has to be drafted based on the concept notes/project proposal already prepared for the utilization of the Norwegian and Swedish contributions, using the templates provided in **Annex 2 & 3** (JP RWEE Project Proposal Submission Form and Country Workplan.) The proposal should include planned budget (specifying the amount of funding already received and the funding gaps.)

⁵ The Terms of Reference for the JP RWEE Coordinator are also available upon request from JP country teams.

Such proposals, signed by the representatives of the 4 Organisations, should be sent to the JP RWEE Coordinator for further assessment by the TAC.

Project eligibility is made by the TAC in consideration of a proposal's capacity to comply with the following criteria:

No	ELIGIBILITY CRITERIA	DESCRIPTION	SOURCE OF VERIFICATION
1	RELEVANCE		
	1.1 The project proposal is relevant to the needs of rural women in the targeted country/area. When relevant, project proposals encompass measures to address gender-based violence and other tensions that arise from post conflict situation in the country/area.	Project proposal's objectives, activities and outputs address the needs and priorities of rural women. When relevant, they also clearly define how to address violence against women and other tensions resulting from post conflict situations in the country/area	Crosscheck with UNDAF and other gender assessment reports
	1.2 The project proposal is consistent with the JP RWEE programme objectives	The projects intends to: i. Improve food security and nutrition ii. Increase income opportunities iii. Enhance leadership and participation iv. Improve gender responsiveness of policy environment.	Comparison between project proposal and JP global framework
2	ALIGNMENT		
	2.1 The project is aligned to government development priorities and strategies in support to rural women.	Government bodies and agencies are actively engaged in project design and implementation	Proven links between project and gender aspects of national development strategies and strategies for women's empowerment. Consistency with UNDAF programme framework.
3	ADDED VALUE		
	3.1 RWEE JP added value is demonstrated by synergies and complementarities among the mandates of participating agencies.	Governmental bodies and agencies are actively engaged in project design and implementation	Activities under the responsibility of each agency represent a coherent project offer, complementing one another and creating synergies to achieve desired impacts.
4	INTERNAL COHERENCE		
	4.1 Project activities are designed in a coherent way, ensuring complementarity and consistent sequencing	Different activities represent a coherent project offer. The project provides pathways for women empowerment through complementarities and synergies among different activities.	Activity descriptions and project proposal. Comparison with previous project proposals submitted to the ISC.
5	VALUE FOR MONEY		
	5.1 Project activity budget is cost-effective	The budget proposed for the project activities is realistic for the proposed activities, ensuring that the best use of resources is made	Country costed activity plans and activity descriptions in project proposal
6	FEASIBILITY		
	6.1 Project targets are realistic with respect to proposed outreach timeframe and budget.	The activities are likely to be accomplished within the proposed timeframe, and within the estimated budget	Country costed activities plans and activities description in project proposals.
7	MANAGEMENT		
	7.1 Project national team demonstrates capacity to steer work jointly and in an inclusive manner	Demonstrated capacity to work together; e.g. regular joint meetings, all concerned agencies are involved in preparing proposals, joint reporting.	Evidence of regular joint meetings, inclusive reporting and balanced representation of agencies in meetings and documents.
8	FINANCIAL MANAGEMENT		
	8.1 Amount transferred to date to each Pilot country has been spent according to the workplan.	The amount allocated for the implementation of planned activities has been spent in a timely manner and in accordance with the approved project proposals.	Financial data (even uncertified) per Agency

Once the proposals are reviewed and recommended for approval by the TAC, the JP RWEE Coordinator circulates the documents to the ISC for approval. The approved proposals are posted to the MPTF GATEWAY⁶.

3.2 Transfer of Funds

Upon availability of funds, and based on the approved project proposals as per the para 3.1, the JP RWEE Country Team will submit a requests for fund transfer to the JP RWEE Coordinator providing the following documentation:

- a) The Fund Transfer Request (Annex 1) signed by the NSC Chair;
- b) The JP RWEE Country Annual Work Plan and Budget (Annex 4), signed by the Country Office Representatives of the 4 Participating Organizations.

All the request have to be approved by the ISC⁷. The transfer of funds is made by the MPTF Office to the Headquarters of each Participating UN Organization. Each organization assumes complete programmatic and financial responsibility, in line with the MoU, for the funds disbursed to it by the MPTF Office.

Each Participating UN Organization establishes a separate ledger account for the receipt and administration of the funds disbursed to it by the Administrative Agent. Participating UN Organizations' Headquarters will upload financial information on the MPTF Office GATEWAY. Participating UN Organizations are entitled to deduct their indirect costs on contributions received, that cannot exceed 7% of programme expenditure.

3.3 Project revision and extension

In case a revision into the budget categories allocation is required and does not exceed 20% of the original budget, the JP RWEE Country Team has to submit a project revision (including the budget) to the National Steering Committee that evaluates and approves those requests and informs the JP RWEE Coordinator.

If the budget modification goes beyond 20% of the original budget, once approved by the NSC the request has to be submitted to the TAC and ultimately to the ISC for final approval.

3.4 Fund Extension

The JP RWEE Fund's operational end date is currently set at 14 October, 2017. There are ongoing discussions on the possibility of extending the fund's operational end date. Such extension would require ISC approval (with minutes signed by the ISC Chair) and an Amendment to the MoU.

3.5 Closure and termination

All projects funded through the RWEE Fund have to end by the operational end date, which is currently set at 14 October 2017. At least six (6) months prior to that date, the JP RWEE Coordinator will follow up with the JP RWEE Country Teams in order to ensure the smooth completion of planned activities. The financial closure of the projects

⁶ The MPTF Gateway is the webpage where information can be found on the JP, including financial aspects : <http://mptf.undp.org/factsheet/fund/RWF00>

⁷ The allocation will be made using the JP RWEE Fund Allocation Form, prepared by the JP RWEE Coordinator who provides secretariat support to the ISC.

will have to be within one year after the operational closure in order for the Fund Account to be wound up within 2 years after the operational end date

Section 4 REPORTING AND MONITORING & EVALUATION

4.1 Reporting Arrangements

Each JP RWEE Country Team is responsible to produce:

- 1 Country bi-annual narrative report covering the period of 01 January to 30 June of the current year (by the **31st of July**) and
- 1 Annual narrative report covering the period from 01 January to 31 December of a given year (by the **10th of February** of the following year).

The template to be used for both the bi-annual and annual report is provided as **Annex 5**. The financial reporting will be the responsibility of the 4 Agencies HQs.

The reporting schedule to the donors of the JP RWEE fund is presented in the table below.

Report Name	Coordinating Author /Consolidator	Approving Authority	Deadline for submission to donors	Required Language
Country Bi-annual Narrative Progress Report	JP RWEE Country Team/JP RWEE Coordinator	NSC	30 September	English
Country Annual Narrative Progress Report*	JP RWEE Country Team/JP RWEE Coordinator	NSC	31 March	
Annual Financial Progress Report	Participating UN Organizations HQ level	Financial Officer/ Comptroller	30 April	
Consolidated Annual Narrative Progress Report	JP RWEE Coordinator	ISC	31 May	
Certified Financial Annual Statements (Source and Use of Funds)	MPTF Office	MPTF Executive Coordinator and UNDP Comptroller	31 May	
Final Consolidated Joint Programme Narrative Report**	JP RWEE Country Team/JP RWEE Coordinator	ISC	No later than 4 months (30 April) of the year following the financial closing of the Fund	
Certified Final Financial Statement (Sources and Uses of Funds)	MPTF Office	MPT Executive Coordinator	No later than six months (30 June) of the year following	

			the MDTF financial closing	
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The MPTF Office receives the following reports:

- a. Annual Narrative Progress Report. This report is produced by the ISC Secretariat through an integrated Joint Programme reporting arrangement. The report should be reviewed by the TAC before it is **submitted to the MPTF Office by 31 March** of each year.
- b. Financial Progress Report. Each Participating UN organization's Headquarters uploads financial information automatically into the MPTF Office's financial system.

At the end of the Fund (currently set at October 2017), each JP RWEE Country Team will also have to produce a Final Joint Programme Country Narrative report, that will be published in the MPTF Gateway and will be instrumental for the preparation of the Final Consolidated Joint Programme Narrative Report. The template for the preparation of the Final Country Narrative report (**Annex 6**) is shared at this stage for information only.

4.2 Monitoring & Evaluation

A comprehensive JP RWEE Performance Monitoring Framework (PFM) has been developed (**Annex 7**), based on the RWEE joint programme document, and highlighting the performance indicators, data source, collection methods and frequency, baseline and targets for each result (goal, outcomes and outputs).

An update on the PFM will have to be submitted by the JP RWEE Country Teams along with the bi-annual and annual narrative reports.

Both an external mid-term and final evaluations of the programme are planned. Their compliance with the norms of evaluation in the UN system will be ensured with support from the Evaluation Units of the Four Entities

4.3 Audit

The MPTF Office and Participating UN Organizations will be audited in accordance with their own Financial Regulations and Rules and, in case of MDTFs, in accordance with the Framework for auditing multi-donor trust funds which has been agreed to by the Internal Audit Services of participating UN organizations and endorsed by the UNDG in September 2007.

List of Annexes

Annex 1: Fund Transfer Request Form

Annex 2: JP RWEE Project Proposal Submission Form

Annex 3: JP RWEE Country Workplan and Budget

Annex 4: JP RWEE Country Annual Workplan and Budget

Annex 5: Bi-annual and Annual Narrative Progress Report Template

Annex 6: Final Joint Programme Narrative Report

Annex 7: JP RWEE Performance Monitoring Framework

Templates of the Reports can also be downloaded from the MPTF Office GATEWAY:
<http://mptf.undp.org/document/reporting> or requested to the ISC secretariat: Azzurra Chiarini:
azzurra.chiarini@wfp.org

Annex 1: Fund Transfer Request Form

Fund Transfer Request Form to Multi-Partner Trust Fund Office, UNDP					 		
From:				Joint Programme Title :			
E-mail:				Joint Programme No:			
JP focal point & email							
Country:				Theme			
Amounts in USD - Please do NOT use decimals.							
Participating UN Organization(s), as applicable <small>(Use English Acronym)</small>	E-mail contact for the Participating Organization at Country Level	Total Approved Allocation previously signed FTR (Whole Period) A	Final allocation based on NSC/PMC approval B	Difference between previously signed FTR and final allocation (If no changes, should = 0) C=A-B	Total previously transferred amount (if applicable) D	Amount Requested at this time E	Remaining Balance after <i>this request</i> (should = 0) F
PUNO 1				-			-
PUNO 2				-			-
PUNO 3				-			-
PUNO 4				-			-
				-			-
				-			-
Grand Total:		-	-	-	-	-	-
Please check here if there is a change in the overall budget allocation: _____							
<p>I hereby confirm that the funds requested are calculated in accordance with the approved Annual Work Plan & Joint Programme Document. I also certify that the copy transmitted to the MPTF Office is a true copy of the original which is secured by the RC Office. I also confirm that the PUNOs' indirect cost does not exceed 7%.</p>							
Signature _____	Signature _____					Date: _____	
Name: _____	Name: _____					Date: _____	
Title: Resident Coordinator	Title: Chair of Steering Committee						



Project Proposal Submission Form



A Joint Country Programme by FAO, IFAD, UNWOMEN and WFP in Partnership with the Government of (add country)

Country Programme Proposal

<i>Country:</i>	(add country)
<i>Project Title:</i>	Accelerating Progress Towards Economic Empowerment of Rural Women in Rwanda (RWEE)
<i>Total budget requested</i>	US\$ (add total amount requested)
<i>Beneficiaries to be assisted with the contribution</i>	Rural Women: (add number of expected beneficiaries)
<i>Duration of project:</i>	(Month) 201X – (Month) 201X

1. Brief Background Information

2. Objectives

3. Justification for the intervention

4. Activities

Activity Description	Place of implementation	Number of beneficiaries (women/men)	Activity cost In USD	Lead Agency

5. Modality of Activities

7. PROGRAMME BUDGET (up to October 2017)

CATEGORY	FAO	IFAD	UNWOME N	WFP	TOTAL*
1. Staff and Other Personnel Cost					
2. Supplies, Commodities, Materials					
3. Equipment, Vehicles and Furniture including Depreciation					
4. Contractual Services					
5. Travel					
6. Transfers and Grants Counterparts					
7. General Operating and Other Direct Costs					
Total Programme Costs					
8. Indirect Support Costs (cannot exceed 7%)	-				
TOTAL	-				

6. Expected Outcomes

The expected programmes outcomes are:

(DELETE BEFORE SUBMISSION)

Explanation of Budget Categories

1. Staff and other personnel costs: Includes all related staff and temporary staff costs including base salary, post adjustment and all staff entitlements.

2. Supplies, Commodities, Materials: Includes all direct and indirect costs (e.g. freight, transport, delivery, distribution) associated with procurement of supplies, commodities and materials. Office supplies should be reported as "General Operating".

3. Equipment, Vehicles and Furniture including Depreciation: For those reporting assets on UNSAS or modified UNSAS basis (i.e. expense up front) this would relate to all costs to put asset into service. For those who do donor reports according to IPSAS this would equal depreciation for period.

4. Contractual Services: Services contracted by an organization which follow the normal procurement processes. In IPSAS terminology this would be similar to exchange transactions. This could include contracts given to NGOs if they are more similar to procurement of services than a grant transfer.

5. Travel: Includes staff and non-staff travel paid for by the organization directly related to a project.

6. Transfers and Grants to Counterparts: Includes transfers to national counterparts and any other transfers given to an implementing partner (e.g. NGO) which is not similar to a commercial service contract as per above. In IPSAS terms this would be more similar to non-exchange transactions.

7. General Operating and Other Direct Costs: Includes all general operating costs for running an office. Examples include telecommunication, rents, finance charges and other costs which cannot be mapped to other expense categories.

8. Indirect Support Costs: (No definition provided)

8. Names and signatures of representatives of JP RWEE Country Team

<p>_____</p> <p>(On behalf of FAO)</p>	<p>Name:</p> <p>Title:</p> <p>Date:</p>
<p>_____</p> <p>(On behalf of IFAD)</p>	<p>Name:</p> <p>Title:</p> <p>Date:</p>

<p>_____</p> <p>(On behalf of UN WOMEN)</p>	<p>Name:</p> <p>Title:</p> <p>Date:</p>
<p>_____</p> <p>(On behalf of WFP)</p>	<p>Name:</p> <p>Title:</p> <p>Date:</p>

9. Contacts

(Add Contacts – including Position, Email and Telephone - of Focal Points for each Participating Organisation in the JP RWEE Country Team)

Annex 5: Bi-Annual and Annual Narrative Progress Report



“ACCELERATING PROGRESS TOWARD THE ECONOMIC EMPOWERMENT OF WOMEN”

MPTF OFFICE GENERIC (BI-ANNUAL OR ANNUAL) PROGRAMME⁸ NARRATIVE PROGRESS REPORT

REPORTING PERIOD: DD.MM.YYYY – DD.MM.YYYY

<p>Programme Title & Project Number</p> <ul style="list-style-type: none"> Programme Title: Accelerating Progress Toward Economic Empowerment of Rural Women in <i>(add country)</i> MPTF Office Project Reference Number:¹⁰ 	<p>Country, Locality(s), Priority Area(s) / Strategic Results⁹</p> <p><i>(add Country/Region of implementation)</i></p> <hr/> <p><i>Priority area/ strategic results</i></p>
<p>Participating Organization(s)</p> <ul style="list-style-type: none"> FAO, IFAD, UNWOMEN, WFP 	<p>Implementing Partners</p> <ul style="list-style-type: none"> National counterparts <i>(please add government institutions, NGOs & other private sector institutions that have an active role in the project)</i>
<p>Programme/Project Cost (US\$)</p> <p>Total approved budget as per project document: MPTF /JP Contribution¹¹:</p> <ul style="list-style-type: none"> <i>by Agency (if applicable)</i> Agency Contribution <i>by Agency (if applicable)</i> Government Contribution <i>(if applicable)</i> <i>(if applicable)</i> Other Contributions (donors) <i>(if applicable)</i> <p>TOTAL:</p>	<p>Programme Duration</p> <p>Overall Duration 5 YEARS</p> <p>Start Date <i>(15 10 2012)</i></p> <p>Original End Date <i>(14 10 217)</i></p>
<p>Programme Assessment/Review/Mid-Term Eval.</p> <p>Assessment/Review - if applicable <i>please attach</i></p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Date: <i>dd.mm.yyyy</i></p> <p>Mid-Term Evaluation Report – <i>if applicable please attach</i></p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Date: <i>dd.mm.yyyy</i></p>	<p>Report Submitted By</p> <ul style="list-style-type: none"> Name: Title: Participating Organization (Lead): Email address:

⁸ The term “programme” is used for programmes, joint programmes and projects.

⁹ Strategic Results, as formulated in the Strategic UN Planning Framework (e.g. UNDAF) or project document;

¹⁰ The MPTF Office Project Reference Number are as follows: ETHIOPIA: 00092000; GUATEMALA: 00092001; KYRGYZSTAN: 00092002; LIBERIA: 00092003; LIBERIA: 00092004; NEPAL: 00092005; NIGER: 00092006; RWANDA: 00092007.

¹¹ The MPTF or JP Contribution, refers to the global amount (sum of Norway’s and Sweden’s contributions) transferred to the Participating UN Organizations, which is available on the [MPTF Office GATEWAY](#)

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Guidelines:

The Narrative Progress Report template is based on the UNDG 2003 template, which is currently under review and is in line with the [UNDG Results Based Management Handbook \(October 2011\)](#).

Building on continued efforts made in the UN system to produce results-based reports, the progress report should describe how the activities (inputs) contributed to the achievement of specific short-term outputs during the twelve month reporting period, and to demonstrate how the short-term outputs achieved in the reporting period collectively **contributed to the achievement of the agreed upon outcomes** of the applicable Strategic (UN) Planning Framework guiding the operations of the Fund.

In support of the individual programme reports, please attach any additional relevant information and photographs, assessments, evaluations and studies undertaken or published.

Where available, the information contained in the Programme Summaries and Quarterly and/or Semi-Annual Updates prepared by the Participating Organizations may be useful in the preparation of the Annual Narrative Progress Report. These Summaries and Updates, where applicable, are available in the respective Fund sections of the MPTF Office GATEWAY (<http://mptf.undp.org/>).

Formatting Instructions:

- The report should be between 10-15 pages. Include a list of the main abbreviations and acronyms that are used in the report.
- Number all pages, sections and paragraphs as indicated below.
- Format the entire document using the following font: 12point _ Times New Roman and do not use colours.
- The report should be submitted in one single Word or PDF file.
- Annexes can be added to the report but need to be clearly referenced, using footnotes or endnotes within the body of the narrative.

NARRATIVE REPORT FORMAT

EXECUTIVE SUMMARY

- In ¼ to ½ a page, summarise the most important achievements of Programme during the reporting period and key elements from your detailed report below. Highlight in the summary, the elements of the main report that you consider to be the most critical to be included in the MPTF Office Consolidated Annual Report.

I. Purpose

- Provide the main objectives and expected outcomes of the programme in relation to the appropriate **Strategic UN Planning Framework (e.g. UNDAF) and project document (if applicable) or Annual Work Plan (AWP)**.

II. Results

- This section is the **most important in the Report** and particular attention should be given to reporting on **results / and changes** that have taken place rather than on activities. It has three parts to help capture this information in different ways (i. Narrative section; ii. Indicator based performance assessment; and iii. A specific story).

i) **Narrative reporting on results:**

From January xxxx to December xxxx respond to the guiding questions indicated below to provide a narrative summary of the results achieved. The aim here is to tell the **story of change** that your Programme has achieved in 2014. Make reference to the implementation mechanism utilized and key partnerships.

- **Outcomes:** Outcomes are the strategic, higher level of change that your Programme is aiming to contribute towards. Provide a summary of progress made by the Programme in relation to **planned outcomes from the Project Document / AWP**, with reference to the relevant indicator(s) in these documents. Describe if any targets were achieved, or explain any variance in achieved versus planned results during the reporting period. Explain who the main beneficiaries were.
- **Outputs:** Outputs are the more immediate results that your Programme is responsible for achieving. Report on the key outputs achieved in the reporting period, in relation to **planned outputs from the Project Document**, with reference to the relevant indicator(s) in these documents. Describe if any targets were achieved, or explain any variance in achieved versus planned results during the reporting period. If possible, include the percentage of completion of the outputs and the type and number of beneficiaries.
- **Describe any delays in implementation, challenges, lessons learned & best practices:** If there were delays, explain the nature of the constraints and challenges, actions taken to mitigate future delays and lessons learned in the process. Provide an updated risk analysis (have any of the risks identified during the project design materialized or changed? Are there any new risks?). Were there any programmatic revisions undertaken during the reporting period? Please also include experiences of failure, which often are the richest source of lessons learned.
- **Qualitative assessment:** Provide a qualitative assessment of the level of overall achievement of the Programme. Highlight key partnerships and explain how such relationships impacted on the achievement of results. Explain cross-cutting issues pertinent to the results being reported on. For Joint Programmes, highlight how UN coordination has been affected in support of achievement of results.

ii) Indicator Based Performance Assessment:

Using the **Programme Results Framework from the Project Document / AWP¹² (Annex 7)** - provide an update on the achievement of indicators at both the output and outcome level in the table below. Where it has not been possible to collect data on indicators, clear explanation should be given explaining why, as well as plans on how and when this data will be collected.

¹² Please refer to the attached PMF

iii) A Specific Story

- This could be a success or human story. It does not have to be a success story – often the most interesting and useful lessons learned are from experiences that have not worked. The point is to highlight a concrete example with a story that has been important to your Programme in the reporting period.
- In ¼ to ½ a page, provide details on a specific achievement or lesson learned of the Programme. Attachment of supporting documents, including photos with captions, news items etc, is strongly encouraged. The MPTF Office will select stories and photos to feature in the Consolidated Annual Report, the GATEWAY and the MPTF Office Newsletter.

Problem / Challenge faced: Describe the specific problem or challenge faced by the subject of your story (this could be a problem experienced by an individual, community or government).

Programme Interventions: How was the problem or challenged addressed through the Programme interventions?

Result (if applicable): Describe the observable *change* that occurred so far as a result of the Programme interventions. For example, how did community lives change or how was the government better able to deal with the initial problem?

Lessons Learned: What did you (and/or other partners) learn from this situation that has helped inform and/or improve Programme (or other) interventions?

III. Other Assessments or Evaluations (if applicable)

- Report on any assessments, evaluations or studies undertaken.

IV. Programmatic Revisions (if applicable)

- Indicate any major adjustments in strategies, targets or key outcomes and outputs that took place.

V. Resources

- Provide any information on financial management, procurement and human resources.
- Indicate if the Programme mobilized any additional resources or interventions from other partners.

Annex 6: Final Joint Programme Narrative Report



Empowered lives.
Resilient nations.

**FINAL JOINT PROGRAMME NARRATIVE REPORT
MPTF OFFICE GENERIC FINALPROGRAMME¹³ NARRATIVE REPORT
REPORTING PERIOD: FROM *mm.yyyy* TO *mm.yyyy***

<p align="center">Programme Title & Project Number</p> <ul style="list-style-type: none"> • Programme Title: • Programme Number <i>(if applicable)</i> • MPTF Office Project Reference Number:¹⁵ 	<p align="center">Country, Locality(s), Priority Area(s) / Strategic Results¹⁴</p> <p><i>(if applicable)</i> Country/Region</p> <hr/> <p><i>Priority area/ strategic results</i></p>
<p align="center">Participating Organization(s)</p> <ul style="list-style-type: none"> • Organizations that have received direct funding from the MPTF Office under this programme 	<p align="center">Implementing Partners</p> <ul style="list-style-type: none"> • National counterparts (government, private, NGOs & others) and other International Organizations
<p align="center">Programme/Project Cost (US\$)</p> <p>Total approved budget as per project document: MPTF /JP Contribution¹⁶:</p> <ul style="list-style-type: none"> • <i>by Agency (if applicable)</i> <p>Agency Contribution</p> <ul style="list-style-type: none"> • <i>by Agency (if applicable)</i> <p>Government Contribution <i>(if applicable)</i></p> <p>Other Contributions (donors) <i>(if applicable)</i></p> <p>TOTAL:</p>	<p align="center">Programme Duration</p> <p>Overall Duration <i>(months)</i> Start Date¹⁷ <i>(dd.mm.yyyy)</i></p> <p>Original End Date¹⁸ <i>(dd.mm.yyyy)</i> Actual End date¹⁹ <i>(dd.mm.yyyy)</i></p> <p>Have agency(ies) operationally closed the Programme in its(their) system? Yes No <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Expected Financial Closure date²⁰:</p>
<p align="center">Programme Assessment/Review/Mid-Term Eval.</p> <p>Evaluation Completed <input type="checkbox"/> Yes <input type="checkbox"/> No Date: <i>dd.mm.yyyy</i></p>	<p align="center">Report Submitted By</p> <ul style="list-style-type: none"> ○ Name: ○ Title:

¹³ The term “programme” is used for programmes, joint programmes and projects.
¹⁴ Strategic Results, as formulated in the Strategic UN Planning Framework (e.g. UNDAF) or project document;
¹⁵ The MPTF Office Project Reference Number is the same number as the one on the Notification message. It is also referred to as “Project ID” on the project’s factsheet page on the [MPTF Office GATEWAY](#).
¹⁶ The MPTF/JP Contribution is the amount transferred to the Participating UN Organizations – see [MPTF Office GATEWAY](#)
¹⁷ The start date is the date of the first transfer of the funds from the MPTF Office as Administrative Agent. Transfer date is available on the [MPTF Office GATEWAY](#)
¹⁸ As per approval of the original project document by the relevant decision-making body/Steering Committee.
¹⁹ If there has been an extension, then the revised, approved end date should be reflected here. If there has been no extension approved, then the current end date is the same as the original end date. The end date is the same as the operational closure date which is when all activities for which a Participating Organization is responsible under an approved MPTF / JP have been completed. As per the MOU, agencies are to notify the MPTF Office when a programme completes its operational activities. Please see [MPTF Office Closure Guidelines](#).
²⁰ Financial Closure requires the return of unspent balances and submission of the [Certified Final Financial Statement and Report](#).

Evaluation Report - Attached

Yes No Date: *dd.mm.yyyy*

o Participating Organization (Lead):

o Email address:

(DELETE BEFORE SUBMISSION)

Guidelines:

The Final Programme Report template is based on the UNDG 2003 template, which is currently under review and is in line with the [UNDG Results Based Management Handbook \(October 2011\)](#). The Final Programme Report should be provided after the completion of the activities in the approved programmatic document and provide information on the overall results of the programme including the final year of the activities.

Building on continued efforts made in the UN system to produce results-based reports, the report should demonstrate how the outputs collectively **contributed to the achievement of the agreed upon outcomes** of the applicable Strategic (UN) Planning Framework guiding the operations of the Fund.

In support of the individual programme reports, please attach any additional relevant information and photographs, assessments, evaluations and studies undertaken or published.

Where available, the information contained in the Programme Summaries, Quarterly and/or Semi-Annual Updates and Annual Progress Reports prepared by the Participating Organizations may be useful in the preparation of the Final Narrative Programme Report. These Summaries, Updates and Reports where applicable, are available in the respective Fund sections of the MPTF Office GATEWAY (<http://mptf.undp.org/>).

Formatting Instructions:

- The report should be between 10-15 pages. Include a list of the main abbreviations and acronyms that are used in the report.
- Number all pages, sections and paragraphs as indicated below.
- Format the entire document using the following font: 12point _ Times New Roman and do not use colors.
- The report should be submitted in one single Word or PDF file.
- Annexes can be added to the report but need to be clearly referenced, using footnotes or endnotes within the body of the narrative.
- Do not change the Names and Numbers of the Sections below.

FINAL PROGRAMME REPORT FORMAT

EXECUTIVE SUMMARY

- In ½ to 1 page, summarise the most important achievements of Programme during the reporting period and key elements from your detailed report below. Highlight in the summary, the elements of the main report that you consider to be the most critical to be included in the MPTF Office Consolidated Annual Report.

III. Purpose

- Provide a brief introduction to the programme/ project (*one paragraph*).
- Provide the main objectives and expected outcomes of the programme in relation to the appropriate **Strategic UN Planning Framework (e.g. UNDAF) and project document (if applicable) or Annual Work Plans (AWPs) over the duration of the project.**

IV. Assessment of Programme Results

- This section is the **most important in the Report** and particular attention should be given to reporting on **results / and changes** that have taken place rather than on activities. It has three parts to help capture this information in different ways (i. Narrative section; ii. Indicator based performance assessment; iii. Evaluation & Lessons learned; and iv. A specific story).

ii) Narrative reporting on results:

Respond to the guiding questions, indicated below to provide a narrative summary of the results achieved for the duration of the programme. The aim here is to tell the **story of change** that your Programme has achieved over its entire duration. Make reference to the implementation mechanism utilized and key partnerships.

- **Outcomes:** Outcomes are the strategic, higher level of change that your Programme is aiming to contribute towards. Provide a summary of progress made by the Programme in relation to **planned outcomes from the Project Document / AWPs**, with reference to the relevant indicator(s) in these documents. Describe if final targets were achieved, or explain any variance in achieved versus planned results. Explain the overall contribution of the programme to the Strategy Planning Framework or other strategic documents as relevant, e.g.: SDGs, National Priorities, UNDAF outcomes, etc. Explain who the main beneficiaries were. Highlight any institutional and/ or behavioural changes amongst beneficiaries at the outcome level.
- **Outputs:** Outputs are the more immediate results that your Programme is responsible for achieving. Report on the key outputs achieved over the duration of the Programme, in relation to **planned outputs from the Project Document / AWPs**, with reference to the relevant indicator(s) in these documents. Describe if final targets were achieved, or explain any variance in achieved versus planned results. If possible, include the number of beneficiaries. Report on how achieved outputs have contributed to the achievement of the outcomes and explain any variance in actual versus planned contributions to the outcomes.
- **Qualitative assessment:** Provide a qualitative assessment of the level of overall achievement of the Programme. Highlight key partnerships and explain how such relationships impacted on the achievement of results. Explain cross-cutting issues pertinent to the results being reported on. Has

the funding provided by the MPTF/JP to the programme been catalytic in attracting funding or other resources from other donors? If so, please elaborate. For Joint Programmes, highlight how UN coordination has been affected in support of achievement of results.

ii) Indicator Based Performance Assessment:

Using the **Programme Results Framework from the Project Document / AWP (Annex 7)** - provide details of the achievement of indicators at both the output and outcome level in the table below. Where it has not been possible to collect data on indicators, clear explanation should be given explaining why.

iii) Evaluation, Best Practices and Lessons Learned

- Report on any assessments, evaluations or studies undertaken relating to the programme and how they were used during implementation. Has there been a final project evaluation and what are the key findings? Provide reasons if no programme evaluation have been done yet?
- Explain challenges such as delays in programme implementation, and the nature of the constraints such as management arrangements, human resources etc. What actions were taken to mitigate these challenges? How did such challenges and actions impact on the overall achievement of results? Have any of the risks identified during the project design materialized or were there unidentified risks that came up?
- Report key lessons learned and best practices that would facilitate future programme design and implementation, including issues related to management arrangements, human resources, resources, etc. Please also include experiences of failure, which often are the richest source of lessons learned.

iv) A Specific Story

- This could be a success or human story. It does not have to be a success story – often the most interesting and useful lessons learned are from experiences that have not worked. The point is to highlight a concrete example with a story that has been important to your Programme.
- In ¼ to ½ a page, provide details on a specific achievement or lesson learned of the Programme. Attachment of supporting documents, including photos with captions, news items etc, is strongly encouraged. The MPTF Office will select stories and photos to feature in the Consolidated Annual Report, the GATEWAY and the MPTF Office Newsletter.

Problem / Challenge faced: Describe the specific problem or challenge faced by the subject of your story (this could be a problem experienced by an individual, community or government).

Programme Interventions: How was the problem or challenged addressed through the Programme interventions?

Result (if applicable): Describe the observable *change* that occurred so far as a result of the Programme interventions. For example, how did community lives change or how was the government better able to deal with the initial problem?

Lessons Learned: What did you (and/or other partners) learn from this situation that has helped inform and/or improve Programme (or other) interventions?

Annex 7: JP RWEE Performance Monitoring Framework

**Performance Monitoring Matrix for Principal Outcomes and Key Outputs of
the Joint Programme and the Multi-Partner Trust Fund on “Accelerating Progress Towards The Economic Empowerment Of Rural Women” (RWEE)**

To be completed by each participating country

Goal: To secure rural women’s livelihoods and rights in the context of sustainable development and the post MDGs				
Performance Indicator	Means of verification - (Data source: how will it be measured?)	Frequency (how often will it be measured?)	Baseline (What is the current value/situation?)	Target (What is the target value that you want to reach by the end of the programme?)
% of decrease in the number of undernourished population in target areas		Annual		
% of rural women owning land (individually or jointly with men) out of agricultural land owners		Annual		

Outcome 1: Rural women have improved food and nutrition security				
Performance Indicator	Means of verification (Data source)	Frequency (how often will it be measured?)	Baseline (What is the current value/situation?)	Target (What is the target value?)
1.1 % of increase of agricultural production of women farmers		Annual		
1.2 Women dietary diversity or Household food consumption patterns (% of increase over baseline)		Annual		

Key Output 1.1

Rural women have increased access to resources, assets and services critical for their food and nutrition security

Performance Indicator	Means of verification (Data source)	Frequency	Baseline/Benchmark	Targets and other information (for example, reasons for variance with planned target)
1.1.1 Number of rural women's groups/cooperatives accessing credit (% of increase over baseline)		Bi-annual		
1.1.2 Number of rural women accessing integrated agriculture-nutrition services		Bi-annual		
1.1.3 Number of rural women utilising improved production techniques (% of increase over baseline)		Bi-annual		

Key Output 1.2

Rural women have greater capacity to enhance and control local food security reserves

Indicators	Means of verification (Data source)	Frequency	Baseline/Benchmark	Targets and other information
1.2.1 Number of women-led and managed local food security reserves		Bi-annual		
1.2.2 Number of rural women accessing innovative food processing plants		Bi-annual		

Outcome 2: Rural women have increased income to secure their livelihoods

Indicators	Means of verification (Data source)	Frequency	Baseline	Targets and other Information
2.1 Variation of women/ women groups/ cooperatives income generated from their sales to WFP and other markets (% of baseline)		Annual		
2.2 Proportion of rural women with empowerment in the income domain of the WEAI (control over use of income)		Annual		

Key Output 2.1

Rural women have enhanced entrepreneurship skills and value chains to access markets for their products

Indicators	Means of verification (Data source)	Frequency	Baseline/Benchmark	Targets and other information
2.1.1 Number of rural women's cooperatives procuring agricultural products and home grown school meals through WFP programmes		Bi-annual		

Key Output 2.2

Rural women have increased access to decent wage employment opportunities

Indicators	Means of verification (Data source)	Frequency	Baseline/Benchmark	Targets and other information
2.2.1 Number of women employed who entered the formal labour				

market or initiated self-employment activities				
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Outcome 3: Rural women have enhanced leadership and participation in their communities and in rural institutions, and in shaping laws, policies and programmes				
Indicators	Means of verification (Data source)	Frequency	Baseline	Targets and other Information
3.1 % of rural women elected as representatives in rural councils / local authorities		Annual		
3.2 % of rural women who are members of land committees		Annual		
3.3 % of Producers Organisations led by women		Annual		
3.4 % of rural women Proportion of rural women with empowerment in the leadership domain of the WEAI		Annual		

Key Output 3.1 Rural women, including young women have enhanced confidence and leadership skills to participate in local governance				
Indicators	Means of verification (Data source)	Frequency	Baseline/Benchmark	Targets and other information
3.1.1 Proportion of rural girls enrolled in secondary education		Bi-annual		

3.1.2 Number of women candidates in rural councils' elections		Bi-annual		
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<u>Key Output 3.2</u> Rural women have greater organisational capacities to form, sustain and participate into POs, cooperatives and unions				
Indicators	Means of verification (Data source)	Frequency	Baseline/Benchmark	Targets and other information
3.2.1 Number of informal rural women's groups who join formally registered POs, cooperatives and unions		Bi-annual		
3.2.2 Number of POs, cooperatives and unions that adopt a gender policy/strategy and/or a women's quota for their board		Bi-annual		

<u>Key Output 3.3</u> Rural women including young women have increased capacity to engage in and influence relevant policy forums at national and regional levels				
Indicators	Means of verification (Data source)	Frequency	Baseline/Benchmark	Targets and other information
3.3.1 Extent to which rural women's coalitions adopt common positions to influence national and regional policy forums on the new SDGs and Rio+20 follow up		Bi-annual		
3.3.2 Number of POs, cooperatives and unions that adopt a gender policy/strategy and/or a		Bi-annual		

women's quota for their board				
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Key Output 3.4

Rural women, including young women have enhanced awareness on their rights in a more supportive community/local environment

Indicators	Means of verification (Data source)	Frequency	Baseline/Benchmark	Targets and other information
3.4.1 Number of rural women and young women participating in community listening clubs		Bi-annual		

Outcome 4: A more gender responsive policy environment is secured for the economic empowerment of rural women

Indicators	Means of verification (Data source)	Frequency	Baseline	Targets and other Information
% of government budgets and donor funding allocated to programmes benefitting rural women		Annual		
Number of countries including special measures to guarantee women's equal rights to landownership and control ²¹		Annual		

Key Output 4.1

Policy makers and parliamentarians have enhanced capacities to effectively mainstream gender into land, food, agriculture, nutrition and rural employment policies, laws and budgets

²¹ http://www.fao.org/gender-landrights-database/legislation-assessment-tool/indicators/en/?sta_id=964

Indicators	Means of verification (Data source)	Frequency	Baseline/Benchmark	Targets and other information
4.1.1 Extent to which national land, food, nutrition, agricultural and rural development policies and laws make provisions for gender equality and women's empowerment		Bi-annual		

Key Output 4.2 Gender availability of tools and data to track progress in the economic empowerment of rural women				
Indicators	Means of verification (Data source)	Frequency	Baseline/Benchmark	Targets and other information
4.2.1 Number of countries where the "Women's empowerment in agriculture index" (WEAI) is piloted or mainstreamed in National Statistics		Bi-annual		

Key Output 4.3 An enabling environment is promoted to reflect rural women's priorities in regional policy processes				
Indicators	Means of verification (Data source)	Frequency	Baseline/Benchmark	Targets and other information
4.3.1 Number of national / regional / global dialogue mechanisms on agriculture, rural development and land that involve rural		Bi-annual		

women's groups (change over baseline)				
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