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The Fund is exploring the possibility of obtaining a Junior Programme Officer (P2) Programme Analyst funded by a UN member state engaged in the Fund.

The UN Development Coordination Office (UNDCO) has kindly agreed to provide a consultant on a pro-bono basis for 1-2 months to support the establishment of the fund's monitoring and evaluation function.

The Terms of Reference also anticipates other possible in-kind staff support from UN entities as needs of the Fund evolve.

Year one budget – 1 April 2020 to 31 March 2021

In line with current best practices, the Secretariat's costs for the first year (\$1,649,402) are below 3% of projected contributions mobilized.

		12 months	
		USD	
P5	Head of Secretariat	\$296,354	
P5	Senior Programme Manager	\$ -	
P4	Technical and Quality Assurance Specialist	\$256,134	
P4	Monitoring and Evaluation Manager	\$256,134	
P2	Programme Analyst	\$10,000	
G6	Operations Associate	\$127,875	
Subtotal staff costs		\$946,497	
	Supplies	\$25,000	
	Equipment	\$50,000	
	Contractual Services	\$300,000	
	Transfers	\$ -	
	General Operating Costs	\$220,000	
Subtotal operating costs		\$595,000	
Total programme costs		\$1,541,497	
Indirect support costs (7%)		\$107,905	
Total costs		\$1,649,402	
Estimated MPTF contributions mobilised :		\$50,000,000	\$150,000,000
% of Fund Secretariat's year one budget		3%	1%

I. Background

A/ Context for the COVID-19 Response and Recovery Fund

The United Nations (UN) COVID-19 Response and Recovery Multi-Partner Trust Fund (COVID-19 MPTF or the Fund) is a UN inter-agency finance mechanism **launched by the UN Secretary-General to support low- and middle- income programme countries in overcoming the health and development crisis caused by the COVID-19 pandemic.** The Fund's assistance targets those most vulnerable to economic hardship and social disruption. These Terms of Reference (TOR) describe the key features of the Fund.

The United Nations Secretary-General launched a Call for Solidarity as the COVID-19 pandemic is spreading human suffering, infecting the global economy and upending people's lives. The Fund supports finance towards the three objectives of the [UN Secretary-General's Call for Solidarity](#), a plea for global action to stop the COVID-19 pandemic and the suffering it has caused. The Call's objectives include:

- i. Tackle the health emergency;
- ii. Focus on the social impact, and the economic response and recovery; and
- iii. Help countries recover better.

The COVID-19 MPTF is established for a period of two years (until April 2022) to finance efforts to meet these three objectives through actions described in Section 2 of the Fund terms of reference (TOR).

The Fund complements the [World Health Organization \(WHO\)'s Strategic Preparedness and Response Plan](#) and the [UN Office for the Coordination of Humanitarian Affairs \(OCHA\)'s Consolidated Global Humanitarian Appeal for COVID-19](#).

The Fund's coverage extends to all low- and middle- income programme countries and, in particular, those populations not included in the Global Humanitarian Appeal, helping to safeguard their progress towards the Sustainable Development Goals. It serves as an instrument UN Country Teams can leverage to support national governments and communities in meeting priorities and defining programming responses that assure their recovery and reach the poor and the vulnerable.

The Fund's financial requirements are projected at US\$2 billion with US\$1 billion in the first nine months of operation, noting that these requirements will be reviewed with the evolution of needs as a result of the pandemic.

The Fund aligns with the UN development system repositioning, offering a **cohesive UN response** to national governments through a common funding mechanism led by UN Resident Coordinators at the country level. It leverages the critical expertise and delivery capacities of UN entities, harnesses the resources of the public and private sectors, and offers whole-of-government and whole-of-society approaches to help close gaps in National Plans for Combating COVID-19 and the global and regional responses.

B/ Purpose and Functions of the COVID-19 Response and Recovery Fund

The UN COVID-19 MPTF ensures:

- i. A coherent UN System response that **links the global vision to country action** and channels resources through a common funding mechanism built on specific UN Agency mandates, operational strengths, programmatic offers and existing procedures;
- ii. **Innovation and rapid data-driven solutions** with a whole-of-government approach;
- iii. **Rapid resource allocation** enabling effective and prompt response;
- iv. **Greater flexibility** – allowing actions that address needs of countries and governments across the humanitarian, recovery and development nexus
- v. A **tested and successful model** that offers a transparent, accountable and cost-effective financial instrument with all fund information accessible on-line and in real-time;
- vi. A **results-based management system** through which the Fund’s contribution to the COVID-19 response can be monitored;
- vii. **Mobilization of funding** from Member States, inter-governmental and non-governmental organizations, private companies, foundations and individuals;
- viii. A **transparent and accountable pooling of resources that strengthens risk management** for all stakeholders; and
- ix. Support for efforts in establishing a **global platform** that facilitates the work of the other partners and stakeholders in the fulfilment of the strategic objectives.

The UN COVID-19 Fund gives the Designate of the Secretary-General for the COVID-19 MPTF – under the direct oversight of the Deputy Secretary-General/UNSDG Chair and in consultation with the Fund’s Advisory Committee (as further described below) - the ability to allocate funds to priority needs, encourage early donor contributions, and allow for rapid response to unforeseen demands.

Operational procedures of the UN COVID-19 MPTF are streamlined to facilitate rapid fund allocation processes. The Fund is designed to offer fast and flexible finance to meet the shifting demands of this rapidly developing and multidimensional global crisis.

II. Rationale for Joint SDG Fund secretariat support

The leadership and management of the UN COVID-19 Response and Recovery Fund is carried out at three levels¹:

Leadership

The Fund will operate under the overall leadership of the UN Secretary-General through his Designate of for the COVID-19 MPTF, the Under-Secretary General for UN Reform. The Secretary-General's designate will serve as the Chair of the Advisory Committee. Working under the direct guidance of the Deputy Secretary-General/UNSDG Chair, the Designate of the Secretary-General for the COVID-19 MPTF will have the following responsibilities:

- I. Oversight and strategic direction of the Fund and mobilization of its resources in accordance with the TOR;
- II. Approval of programme/project proposals, after technical review undertaken by the Fund Secretariat, and funding decisions;
- III. Reporting (twice a year) to the UNSDG on the activities of the Fund;
- IV. Receipt and review of the periodic and annual progress narrative and financial reports prepared by the Fund Secretariat and the Administrative Agent.

Advisory Committee

The Advisory Committee will support the Designate of the Secretary-General for the COVID-19 MPTF in the timely allocation and disbursement of donor resources. The Advisory Committee will provide advice to the Designate of the Secretary-General for the COVID-19 MPTF in the management of the UN COVID-19 Fund. The Advisory Committee will also serve as a forum for discussing strategic issues and sharing information on funding coverage.

The Advisory Committee will include UN Agencies, Funds and Programmes selected based on the substantive focus of the Fund, up to five representatives of contributing partners (selected by the Designate of the Secretary-General for the COVID-19 MPTF), representatives of selected affected countries, and the four ex-officio members WHO, OCHA, UN Development Coordination Office (DCO) and the MPTF Office. The Chair may invite other participants to Advisory Committee meetings.

Fund Secretariat

The Chair of the Advisory Committee will be supported by a Fund Secretariat to ensure the day to day management of the Fund. The Fund Secretariat will provide technical and management support to the Designate of the Secretary-General for the COVID-19 MPTF; prepare the draft Fund strategy for approval by the Chair; assure the rapid delivery of funds and investment plans; manage calls for proposals; provide technical assessment of requests in line with the strategic

¹ As per UN COVID-19 R&R Fund's TOR.

priorities of the Fund and the evolving pandemic; monitor and report on the Fund's programmatic performance; and communicate requirements and results.

The Fund Secretariat will be led by the UN Under Secretary General for UN Reform with management and administrative support by the MPTF Office. The initial Fund Secretariat will be composed of a Head of Secretariat, a Senior Programme Manager, a Technical and Quality Assurance Specialist, a Monitoring and Evaluation Specialist, a Programme Analyst and an Operations Assistant. Inter-agency staff loans from UN entities will be encouraged. The costs of the Fund secretariat will be covered by the UN COVID-19 MPTF as direct costs.

III. Expected Results

The overall expected result of the Project is to efficiently and effectively perform the functions of the Fund Secretariat (as stipulated in the Terms of Reference of the UN COVID-19 Response and Recovery Fund) in order to enable and contribute to the achievement of the Fund's Results Framework and facilitate the implementation of its Theory of Change.

The overall project result is divided into specific outputs, which refer to Secretariat's functions as outlined in the Terms of Reference. These will be implemented by promoting a strong culture of accountability and transparency and results-based management, reporting and evaluation, as well as solid knowledge management and communication strategies. The outputs are linked as well to the logical framework of the Fund which is defined in the Fund TOR.

Secretariat Output 1: Quality logistical and operational support provided to the Secretary General's Designate and the Advisory Committee

Related functions:

- Act as liaison between the Secretary General's Designate, the Fund Advisory Committee, UN RCs/UNCTs and the Administrative Agent.
- Provide logistical and operational support to the Secretary General's Designate and Committee.
- Liaise with the Administrative Agent on fund administration issues.

Operational Effectiveness Indicators:

- Catalyzing UN Coherence.

Management Features in the Funding Compact:

- Well-functioning governance bodies supported by effective secretariats.
- Operational effectiveness/reporting/visibility/transparency standards.

Secretariat Output 2: Facilitating the achievement of the Results Framework of the Fund, results-based monitoring and reporting, learning and knowledge management, and evaluation of the Fund results

Related functions:

- Prepare consolidated narrative reports on Fund progress, in accordance with the agreed results framework and indicators.

- Consolidate narrative reports with the financial report provided by the Administrative Agent.
- Facilitate learning and knowledge management including but not limited to analytical reports, reviews, studies, seminars.
- Compile country and Fund level baseline data for inclusion in the results framework and facilitate annual progress reviews against the indicators.
- Organize annual review meetings and preparation of information, data and reports to enable the assessment of overall progress made against the agreed Fund indicators, funding situation, and in-depth assessment of selected country cases.
- Ensure the monitoring of operational risks and Fund performance.
- Facilitate independent evaluations on the overall performance of the Fund as directed by the Secretary General's Designate and Advisory Committee.

Operational Effectiveness Indicators:

- Compliance with UN Standards.

Management Features in the Funding Compact:

- Solid Results-Based Management systems.
- Quality assurance on issues of United Nations norms and values.
- Risk management systems and strategies.
- Planning and funding for joint and system wide evaluations that meet UNEG norms and standards.

Secretariat Output 3: The programme cycle effectively managed through calls for concept notes, projects and joint programmes

Related functions:

- Organize calls for the submission of potential funding concept notes.
- Review submitted concept notes with RUNOs and external experts and approve allocation of seed funding for the development of full project proposals, within budget approval by the Operational Steering Committee.
- Support the development of quality joint programme proposals with PUNOs, including facilitating linkages between UNCT's and substantive policy experts at regional and global level.
- Facilitate the submission of countries' full joint programme proposals to the Operational Steering Committee.
- Support the implementation of approved joint programmes with support from PUNOs and other participating partner entities.
- Monitor project closure.
- Contribute to develop partnerships within the UNDS and beyond that can be leveraged to support the implementation of joint programmes funded by the Joint SDG Fund.

The Fund proposal approval cycle is documented in the Fund TOR.

Operational Effectiveness Indicators:

- Operational Effectiveness.
- Compliance with UN Standards.

Management Features in the Funding Compact:

- Quality assurance on issues of United Nations norms and values.
- Operational effectiveness/reporting/visibility/transparency standards.

Secretariat Output 4: Support to outreach, communications and resource mobilization contributing to the improvement of overall results of the Fund

Related function:

- Support outreach, communication and resource mobilization activities.
- Review donors' strategic priorities with mandate of the Fund, and identify donors' expectations in terms of visibility and reporting.
- Establish strategic partnerships with IFIs, private sector entities, foundations and civil society organizations.
- Ensure coordination with other Pooled Funds to avoid duplication and ensure coherency.
- Build a solid multi-layer advocacy model that will involve a wide range of actors.

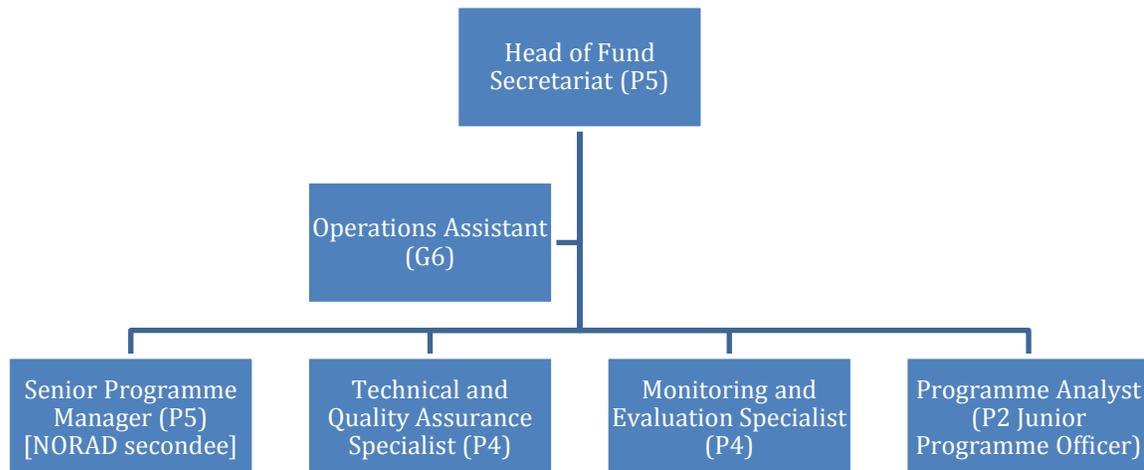
IV. Governance and management

The Fund Secretariat function is managed by and will report to the Under Secretary General for UN Reform and administered by MPTFO, UNDP. The Head of the Fund Secretariat will administratively report to the Executive Director, MPTFO.

The Fund Secretariat supports the Secretary General's Designate and the Advisory Committee and facilitates the overall operation of the Fund. The Secretariat will respond to requests and guidance from the Advisory Committee, including to ensure linkages to the other core agencies' knowledge, experience, and respective mandates. The MPTFO, as the administrative host of the Secretariat provides services charged as a direct cost, which are elaborated in this document.

The Fund Secretariat provides both technical and operational expertise. A primary role is to manage the approval of initiative/project/programme proposals in accordance with the Fund Terms of Reference, as determined by the Secretary General's Designate. The Secretariat ensures that successful proposals have been developed in accordance with agreed-upon programme submission guidelines and criteria specified in the Standard Operations Manual.

The Fund Secretariat will have six staff under the follow organigram:



The Head of the Fund Secretariat will report directly to USG for UN Reform for substantive issues, with administrative reporting to the Executive Director, MPTFO. All other posts will report directly to the Head of the Fund Secretariat.

- The **Head of the Fund Secretariat** (P5) is in charge of advising and supporting the Secretary General's Designate and the Fund's Advisory Committee, managing the Fund's Secretariat as well as identifying and developing strategic partnerships.
- The **Senior Programme Manager** (P5 – funded by NORAD) is the technical expert on the nexus of health emergency response and/or socio-economic programming.
- The **Technical and Quality Assurance Specialist** (P4) will lead the design, implementation and monitoring of the Theory of Change, indicators, risk management framework and the programming process to be used for the Fund.
- The **Monitoring and Evaluation Specialist** (P4) will lead on designing and implementing the Fund's M&E system, ensuring project proposals are designed with the Fund Results Based Management system and developing reports and evaluations of the Fund's contribution to the global COVID-19 response.
- The **Programme Analyst** (P2 Junior Programme Officer) will support in operationalizing the funds programming process, including design, implementation and tracking of country led programmes.
- The **Operations Assistant** (G6) will administratively support the Fund Secretariat.
- Additionally, the Fund Secretariat will be supported by expertise in other areas on a consultancy basis as required.

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General Operating Costs		\$	220,000
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Total costs		\$	1,649,402
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% of Fund Secretariat's year one budget		3%	1%

Notes on the budget of the UN COVID-19 Response and Recovery Fund Secretariat

Staff and personnel costs²

- P5 Head of Fund Secretariat (temporary assignment from 1 April 2020)
 - P5 Senior Programme Manager – funded by the Norwegian Agency for Development Cooperation (NORAD). NORAD will be charged an 8% cost recovery rate on the salary costs by UNDP for hosting this team member
 - P4 Technical and Quality Assurance Specialist (RLA with UNFPA from 1 April 2020)
 - P4 Monitoring and Evaluation Manager: to be recruited (from June 2020);
 - P2 Programme Analyst: Junior Programme Manager to be funded by a UN member state. To be recruited (from June 2020); There is a \$10,000 charge for security related issues to be paid to UNDP for each JPO.
 - G6 Operations Assistant: to be recruited (from June 2020).
- The budget for staff for is reflected using the current UNDP proforma costs for staff for 2020 (9 months), with an estimated 3 % increase per year for 2021 (3 months).
 - All staff positions must be fully funded for the duration of the contract prior to initiating HR arrangements. In year one in setting up a Fund secretariat, all contracts will be for 12 months, even where these contracts may end after the end date of this project. The start date and therefore the end date is determined by the on-boarding or release date. Should the project be extended into year two, any staff contract extensions will be aligned to the year two project end date, even where this extension may be less than 12 months.
 - It is expected that flexible arrangements allowable within the United Nations Staff Regulations and Rules will be used to the extent possible for the first year of the Fund Secretariat to enable a rapid start-up of the Fund. This includes the use of temporary assignments (up to 1 year), Reimbursable Loan Arrangements with other UN entities, Non Reimbursable Loan arrangements with NORAD and other member states. Where these arrangements are not feasible, standard post and recruitment approval procedures will be used. UNDP has in place a number of temporary processes to facilitate quicker staffing arrangements during the COVID-19 response.

Supplies, Equipment and connectivity

This budget line includes IT equipment for six staff and associated connectivity costs, and general supplies to support the functioning of the Fund Secretariat

Contractual services

This budget line will fund short term consultancies in where expert engagement is needed, this may cover areas such as defining the fund strategy, fund level risk management, developing new partnerships, or communications (including printing and translation if necessary).

General Operating and other direct costs:

This budget line includes other direct costs such as rent and operations support costs in HR, IT and procurement related to administrative hosting of the fund and the need for strong management services. These costs are estimates at this time, and actual costs will be charged up to the budgeted amount based on services delivered. Given the nature of the COVID-19 communicable disease pandemic, no travel costs are foreseen under this budget.