

## **Annex 3: Guidelines for Review and Approval of Proposals**

### **A. Submission of Proposals to the Technical Secretariat**

1. Participating UN Organizations and UNCTs are requested to submit proposals for support from the MDTF using the Project Proposal and Budget Template- see Annex 4 and 5.
2. Proposals from UNCTs and Participating UN Organizations must demonstrate how they meet the criteria set out in Annex 2 of the MDTF TOR.
3. Proposals for country and regional-level support from the MDTF must ensure consultation among the UNCT/ Regional UNDG Teams and all key national or regional stakeholders. Evidence of the consultation should be appropriately documented.
4. The Proposal Template for country level proposals must be signed by the UN Resident Coordinator (UNRC). Regional proposals must be signed by lead agencies and submitted through the Regional Chair.
5. For global/HQ projects, the Concept Note must be signed by the representatives of the participating UN organizations.

### **B. Approval of Proposals**

1. The HRM MDTF Technical Secretariat reviews the Project Proposal submitted by Participating UN Organizations and UNCTs for completeness and consistency with the criteria outlined in Annex 2.
2. The RMC meets at least 4 times a year to review submissions. All proposals being reviewed by the RMC are sent to the RMC by the Technical Secretariat at least one week in advance of the meeting.
3. The RMC may wish to provide comments to be addressed in the final Concept Note (see annex 2). The Technical Secretariat will ensure the comments are adequately incorporated prior to requesting the release of funds from the Administrative Agent.
4. With regard to the approval of proposals, the RMC may make the following recommendations to the HRM Steering Committee (subject to the availability of funds in the MDTF):

- ✓ Recommend approval of the entire programme budget (including approvals subject to minor revisions)
- ✓ Recommend approval of a portion of the programme budget (including approvals subject to minor revisions)
- ✓ Recommend approval of an initial programme budget section (including approvals subject to minor revisions)
- ✓ Request resubmission of the proposal based on specific comments
- ✓ Reject the proposal

5. The RMC will submit recommendations to the Steering Committee for final approval on a no objection basis.

6. The RMC may recommend proposals for approval via electronic circulation of the document between meetings. The arrangements for such measures will be established by the Technical Secretariat.

7. The Technical Secretariat will inform the Participating UN Organizations and UNCTs of the Steering Committee's decisions within two working days of the decision being made.

### **C. Project Revision requests (budget revisions, timeline extensions, and/or change of scope)**

1. In case an implemented programme requires a variation (budget revision, time extensions and change of scope), the relevant Participating Organization must fully complete the required templates (see Annex 8 B & C), and submit it to the Resource Management Committee for approval not less than one month before the revised date of project completion.
2. In case a programme requires a time extension without a budget revision, the relevant Participating Organization must fully complete the template in Annex 8 A, and submit it signed to the Technical Secretariat for approval not less than one month before the revised date of project completion.

### **D. Release of Funds:**

1. The Technical Secretariat submits, on behalf of the UNDG HRM Steering Committee, all required documentation and signatures to the Administrative Agent to request transfer of funds.

2. Upon receipt of the necessary documentation, the Administrative Agent shall release funds to the Participating UN Organization(s)/UNCT as set out in the Memorandum of Understanding for the MDTF.

3. The Administrative Agent shall notify the Participating UN Organizations, UNDG Regional Team and the UN Resident Coordinator when the funds have been transferred.

### **C. Monitoring and Evaluation**

Participating organizations, Regional UNDG Teams, and UNCTs must submit periodic reports on status of implementation annually.