

**United Nations Partnership  
on the Rights of Persons with Disabilities Fund  
(UNPRPD)  
Terms of Reference**

**May 2016**

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## 1. Rationale and Background

In 2012 the UNPRPD Fund was created by 6 UN organizations that intended to work together through joint country programs to promote the human rights of persons with disabilities in line with the CRPD.

The UNPRPD has supported to date, 20 country level joint UN programmes on disability rights across all regions, as well as two regional initiatives, supporting umbrella organizations of persons with disabilities in Africa and the Pacific. In addition to that, two global work streams have been supported by the Partnership, aimed respectively at promoting the participation of persons with disabilities in post 2015 negotiations and at developing a “One UN” approach to disability statistics.

In continuing this inter-agency cooperation, this document while introducing various elements of innovation based on lessons learnt as well as several changes in the development landscape, sets the collaborative framework for UN organizations engage through joint programs to advance the rights of persons with disabilities.

### *Barriers to the full enjoyment of human rights by persons with disabilities*

According to the World Report on Disability, more than one billion people, or about 15 percent of the world's population, live with some form of disability. Of the billion people living with a disability, between 110 and 190 million (that is between 2.2 and 3.8 percent of the world's population) have very significant difficulties in functioning.

The World Report on Disability has found disability to disproportionately affect vulnerable populations, with a higher prevalence shown in lower income countries, people from the poorest wealth quintile, women, children and older people. For instance, the Report indicates that female disability prevalence rate is 19.2 per cent whereas it is 12 per cent for men. At the same time, evidence shows that, compared to non-disabled people, persons with disabilities experience widespread discrimination in society, which results in poorer health outcomes, lower educational achievements, less economic, political and cultural participation, higher rates of poverty, increased dependency and less legal protection.<sup>1</sup>

Some groups within the disability community are at even higher risk of marginalization and face stronger discrimination due to intersectional discrimination on grounds such as gender, age, race, ethnic origin, language and type of disability. Women and girls, for instance, experience significantly more marked disadvantage as a result of their disability than men and boys. All persons with disabilities face barriers to employment, however men with disabilities have been found to be almost twice as likely to be employed as women with disabilities.<sup>2</sup> The global literacy rate is as low as three per cent for all adults with disabilities, but it is only one per cent for women with disabilities.<sup>3</sup> At the same time, women and girls

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<sup>1</sup> See World Health Organization and World Bank, *World report on disability*. Geneva, World Health Organization, 2011; but also the Thematic study by the Office of the United Nations High Commissioner for Human Rights on participation in political and public life by persons with disabilities (A/HRC/19/36) as well as the Background Paper for Round Table 2 of the Fourth Conference of States Parties of the CRPD on ‘Participation in Political and Civil Life’, Note by the Secretariat.

<sup>2</sup> Arthur O’Reilly, *The Right to Decent Work of Persons with Disabilities* (pp. 31-33), Skills Working Paper No. 14, Geneva, International Labour Organization, 2003

<sup>3</sup> Background Paper for Informal Session on Women with Disabilities, Note by the Secretariat, Fifth Session of the Conference of States Parties to the Convention, on the Rights of Persons with Disabilities (New York, 12-14

with disabilities are especially vulnerable to gender-based violence<sup>4</sup> and experience higher rates of sexual abuse, neglect, maltreatment and exploitation<sup>5</sup>.

Persons with disabilities are often 'invisible' in society, either segregated or simply treated as passive objects of charity. In many countries, they are denied the right to be included in the general school system, to be employed, to live independently in the community, to move freely, to vote, to participate in sport and cultural activities, to enjoy social protection, to live in accessibly built environments, to access justice, to enjoy the freedom to choose medical treatments and to enter freely into legal commitments such as buying and selling property.

Multiple barriers- which are exacerbated when different grounds of discrimination such as gender, age, race, ethnic origin, language, and type of disability intersect continue to prevent persons with disabilities from the equal and effective enjoyment of all human rights and fundamental freedoms. These barriers are:

- Inadequate legislation and policies.
- Harmful prejudices and cultural norms.
- Inadequate governance mechanisms and limited participation of persons with disabilities in decision-making.
- Inadequate access to services.
- Inadequate access to justice.
- Inadequate design of products, environments and processes.
- Inadequate access to rehabilitation, habilitation and assistive technology.
- Lack of data and evidence

#### *The Convention on the Rights of Persons with Disabilities – towards a “society for all*

Acknowledging the widespread discrimination, exclusion and marginalization faced by persons with disabilities, the United Nations General Assembly adopted in 2006 the Convention on the Rights of Persons with Disabilities (CRPD)<sup>6</sup>. This legally binding framework recognizes the duty of States Parties to take all appropriate measures to promote, protect and ensure the full and equal enjoyment of all human rights and fundamental freedoms by all persons with disabilities. It marks therefore a shift from a charity-oriented approach to disability and articulates a global commitment to the complete realization of the principle of non-discrimination enshrined in the Universal Declaration of Human Rights.

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September 2012), cites: Helander E, Prejudice and dignity: an introduction to community based rehabilitation, 2nd Edition. New York: UNDP, 1998, available at: <http://hrw.org/women/disabled.html>.

<sup>4</sup> UNFPA, Sexual and Reproductive Health of Persons with Disabilities, 2009

<sup>5</sup> Background Paper for Informal Session on Women with Disabilities, Note by the Secretariat, Fifth Session of the Conference of States Parties to the Convention, on the Rights of Persons with Disabilities (New York, 12-14 September 2012), cites: In his 2006 In-Depth Study on All Forms of Violence against Women, the Secretary-General observed that surveys conducted in Europe, North America and Australia have shown that over half of women with disabilities have experienced physical abuse, compared to one third of non-disabled women. A/61/122/Add.1, para. 152, Citing to Human Rights Watch, “Women and girls with disabilities”, available at: <http://hrw.org/women/disabled.html>.

<sup>6</sup> <http://www.un.org/disabilities/documents/convention/convoptprot-e.pdf>

The CRPD has opened a new horizon for the disability rights movement, and created a much more conducive environment to address the challenges listed above. By way of example and without trying to be exhaustive. Article 5 on equality and non-discrimination and 4.1 (b) under “General obligations” contain provisions that are very relevant to the issue of inadequate legislation and policies. Article 30 (addressing, among other things, participation in cultural life) emphasizes the right of persons with disabilities to shape the public discourse on the meaning and implications of disability. Article 29 on participation in political and public life, but also 4.3 (addressing the issue of consultation with DPOs as a general obligation under the Convention) speak powerfully to the issue of participation. Articles 24 on education and 25 on health, among others, relate to critical areas of service delivery. Article 13 stresses the importance of access to justice. Article 26 focuses on habilitation and rehabilitation, while 4.1 (h) highlights assistive technology. Articles 9 and 4.1 (f) address accessibility and universal design. Article 31 (statistics and data collection) addresses the lack of evidence on different aspects of disability.

#### *A New Disability Inclusive Agenda - leaving no one behind*

In September 2015 the United Nations Member States adopted the 2030 Agenda for Sustainable Development and the related Sustainable Development Goals (SDGs), which will significantly influence the direction of global and national policies relating to sustainable development for the next 15 years. The Agenda 2030 has 17 Sustainable Development Goals (SDGs) and 169 targets. These goals and targets are broader in scope than the Millennium Development Goals in that they speak to all the three dimensions of sustainable development: economic growth, social inclusion and environmental protection. The SDGs also go further than the MDGs by addressing the root causes of poverty and the universal need for development that works for all people.

In contrast to the MDGs, the SDGs explicitly reference disability (11 mentions of which 7 in the Goals). In particular, the following should be noted. Paragraph 19 in the Preamble reaffirms the importance of human rights and the principle of non-discrimination and paragraph 23 recognizes the link between poverty and disability. Within the Goals, Goal 4 on inclusive and equitable quality education and promotion of life-long learning opportunities for all focuses on eliminating gender disparities in education and ensuring equal access to all levels of education and vocational training for the vulnerable, including persons with disabilities. Goal 8 promotes sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all, including for persons with disabilities. Goal 10 aims at reducing inequality within and among countries by empowering and promoting the social, economic and political inclusion of all, including persons with disabilities. Goal 11 focuses on making cities and human settlements inclusive, safe and sustainable. Goal 17 focuses on strengthening the means of implementation and revitalizing the global partnership for sustainable development and the collection of data disaggregated by disability also mentioned in paragraph 74g in the Follow Up and Review section. Furthermore, several disability-specific indicators have been included in the indicator framework that will be attached to the SDGs. While CRPD Article 32 on international cooperation and partnership provides a natural link between the CRPD and the Agenda 2030 development framework, clearly all of the core 33 CRPD articles are inherently interconnected with the 17 SDGs.

## 2. Functions of the UNPRPD

The CRPD holds the potential to generate major breakthroughs for people with disabilities around the world and the recently approved Sustainable Development Goals represent a unique opportunity for disability inclusive development. However, a strong partnership framework will be required at the global level to translate the possibilities opened by these instruments into reality. This fact is recognized by the CRPD itself, which, under article 32, specifically addresses "the importance of international cooperation and its promotion, in support of national efforts for the realization of the purpose and objectives of the present Convention [...]."

The UNPRPD, as a collective effort of national and international partners, has proven to be a very effective mechanism to advance the implementation of the CRPD. For instance an independent value for money assessment released in 2015 (approximately four years after the launch of the Partnership) found that: 1) the outputs delivered by the UNPRPD led to a high level of outcomes (although further efforts will be required to ensure the full sustainability of these outcomes); and 2 a high level of equity was achieved by the UNPRPD in the delivery of its outcomes with clear potential for sustainability.

The UNPRPD has built on the existing UN infrastructure on disability, including the UN Inter-Agency Support Group for the CRPD, and contributed considerably to its strengthening by leveraging several distinctive features, which are outlined below.

- Ability to integrate the normative and operational mandates of the UN system in the area of disability rights

The UNPRPD brings the normative standards enshrined in the CRPD to bear more directly on the work of UN Country Teams. Furthermore, it offers a venue for holders of normative mandates within the UN system – including the CRPD Committee and the Special Rapporteur on the Rights of Persons with Disabilities – to engage more systematically with UN operational activities at country level. At the same time, the UNPRPD can play an important role in feeding back the experience of UN country-level activities into global norm-setting processes.

- Ability to promote a “One UN” approach to disability rights

Through its joint programming modality, the UNPRPD promotes UN system-wide coherence in the area of disability rights. By facilitating collective UN action based on comparative advantage, it generates efficiencies and enhances the impact of the UN system in the promotion of the rights of persons with disabilities at country level. Furthermore, by bringing together multiple areas of expertise, the UNPRPD provides fertile ground for innovation as well as shared learning across the UN.

- Ability to promote partnership-building at country level

At country level, the UNPRPD can leverage the unique convening power of the UN system and tap into the varied networks of its different partners (UN entities, organizations of persons with disabilities, consortia of civil society organizations, international donors) in order to build bridges, facilitate dialogue, and promote collaboration among multiple stakeholders. Through these efforts, access can be created and opportunities expanded for groups that are traditionally marginalized.

- Administrative efficiency and transparency obtained through the adoption of a Multi-Partner Trust Fund architecture

By using a pooled-funding mechanism (the UNPRPD Fund) with support of the UNDP Multi Partner Trust Fund (MPTF) Office, the UNPRPD significantly reduces overhead costs as well as transition costs for all partners – including donors, fund recipients and national counterparts. Furthermore, through the MPTF Gateway ([mptf.undp.org](http://mptf.undp.org)), the UNPRPD is able to offer unmatched levels of transparency with respect to its financial transactions.

### 3. Programmatic Scope and Theory of Change

The UNPRPD will seek to enable structurally-focused social action aimed at advancing disability rights, in keeping with the UN Convention on the Rights of Persons with Disabilities.

It will do so by working with duty bearers in recognition of the primary role played by the state in ensuring the realization of human rights. But it will also work with right holders – persons with disabilities and their representative organizations – in keeping with the principle “nothing about us, without us”.

In the pursuit of its objectives, the UNPRPD will adopt strategies that variously combine the following elements:

- Promotion of normative environments that are conducive to the fulfillment of disability rights (with respect to both legislative and cultural norms);
- Coalition-building among and within constituencies and across the state-citizens divide through a partnership infrastructure approach;
- Capacity strengthening for key actors (both duty bearers and right holders) that are committed to the realization of disability rights;

The operating modalities of the UNPRPD will be designed to leverage the Partnership’s main elements of comparative advantage, which include:

- Its ability to advance the integration of UN normative and operational mandates in relation to disability rights;
- Its capacity to foster a “One UN” approach to the promotion of disability rights at country level;
- Its potential to serve as a convener of dialogue and facilitator of collaboration among multiple stakeholders.

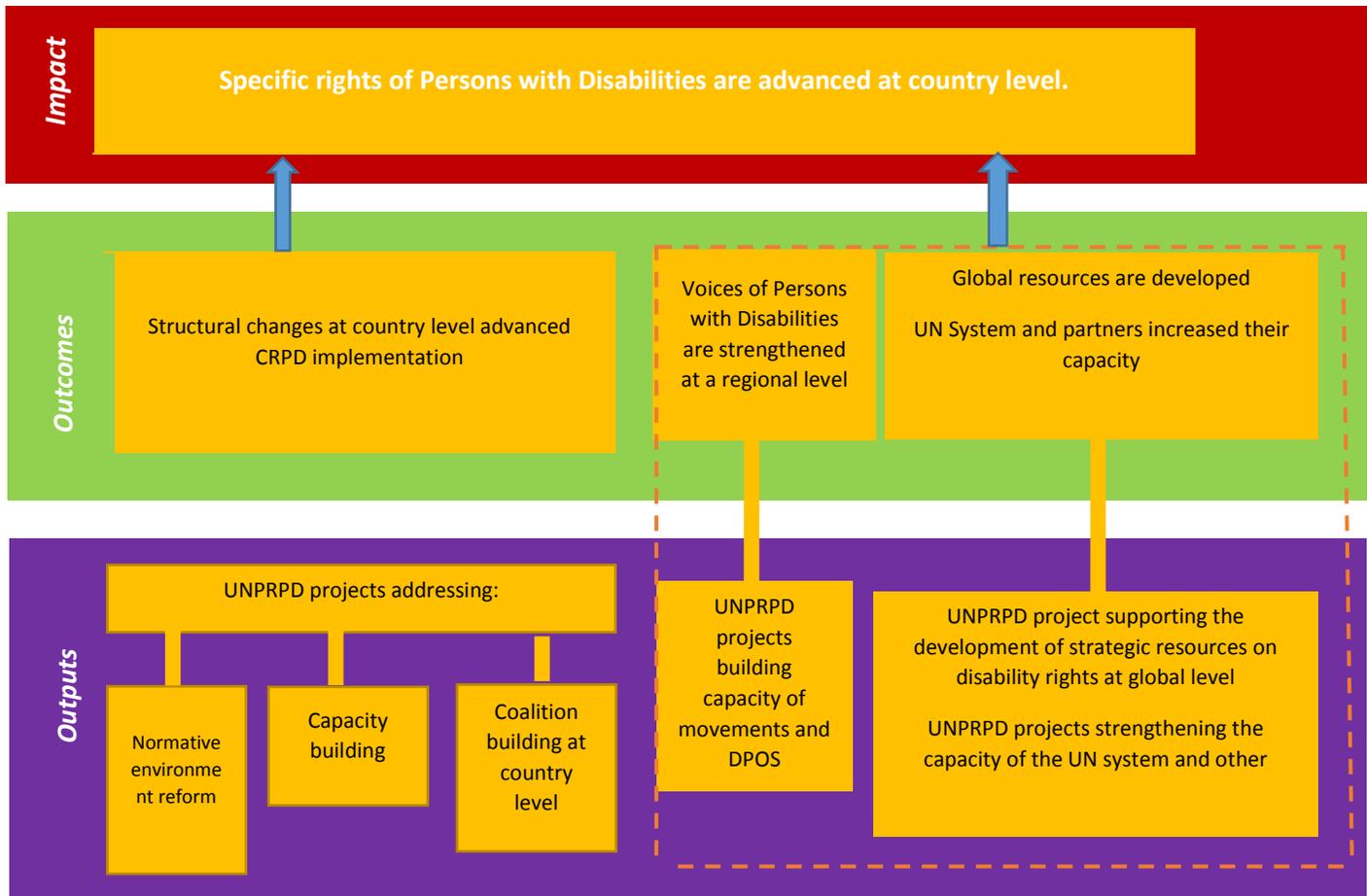
The primary focus of the UNPRPD will be the promotion of country-level joint programmes in which participating UN organizations engage in collaborative efforts with a range of partners in order to trigger systemic change. This component will receive the vast majority of UNPRPD funds and is the level at which the success of the UNPRPD will be eventually assessed. Country-level programmes, however, will be supplemented by supportive activities designed to maximize the impact of the UNPRPD operations on the ground through complementary action at the regional and global level.

Key supportive work streams will include efforts to strengthen the voice of persons with disabilities at regional level, and activities to develop strategically important resources on disability rights at the global level. Both of these work streams could be seen as extensions and reinforcement of country level capacity development work. The regional work stream will eventually strengthen national organizations of persons with disabilities by providing them with additional opportunities to collaborate, exert influence and

receive support. The global work stream will empower all actors involved in UNPRPD’s work at country level by developing additional know-how that is relevant to the needs and challenges they are facing.

**UNPRPD Theory of Change**

**Theory of Change:** If a systemic approach to social dynamics is taken then the conditions for an effective implementation of the CRPD will be in place and the rights of persons with disabilities will be realized.



### Work Stream 1: Promoting structural change to advance the CRPD at country level

The UNPRPD fully espouses a human rights based approach to development. It regards, therefore, the CRPD as its main compass, together with the guidance emanating from the Committee on the Rights of Persons with Disabilities and other UN treaty bodies; the Conference of States Parties to the CRPD; and the Special Rapporteur on the Rights of Persons with Disabilities. But the UNPRPD is also fully committed to the value of national ownership. Hence, it appreciates that its work in support of the CRPD must be demand-driven (i.e. reinforcing local dynamics) and country-specific (i.e. responding to the particular circumstances and needs of each given national context).

The work of the UNPRPD happens, therefore, at the intersection between the operating space delimited by internationally-agreed human rights instruments and the areas of intervention which are identified as relevant by national stakeholders. This intersection may be at times further restricted to a few priority issues, depending on the availability of resources and other strategic considerations such as the differential impact of alternative interventions, their cost-effectiveness and the comparative advantage of the UNPRPD and its Participating Organizations in a given context.

#### **Scoping of UNPRPD country level interventions**

UN Country Teams will be asked to determine the scope of UNPRPD interventions with reference to three dimensions:

- the specific rights the intervention aims to advance;
- the specific groups the intervention expects to address;
- the levers of change – or enabling factors the intervention intends to resort to.

Each of these dimensions can be used as an entry point to determine the scope of a certain initiative. For instance: a project may concentrate on capacity for data disaggregation as an enabling factor that will advance a multiplicity of rights; another may take the promotion of the right to work as its starting point and work back from there to identify enabling factors requiring specific attention (e.g. normative frameworks and fiscal incentives on the demand side and vocational training services on the supply side); yet another project may focus on a specific group – such as women and girls with disabilities – and then address the various enabling factors that are needed to ensure the equal enjoyment of a certain set of rights on the part of that group.

Recommendations emerging from the Universal Periodic Review process or the review of reports submitted to the Committee on the Rights of Persons with Disabilities and other human rights treaty bodies, as well as the recommendations of the Special Rapporteur on the Rights of Persons with disabilities are an important source of guidance on priority action to be undertaken in a given country in relation to the first dimension of the scoping framework (Specific Rights). In-focus groups will be identified on a case-by-case basis in relation to the context of the planned initiatives. Particular attention, however, will be given to women and children with disabilities in line with Articles 6 and 7 of the CRPD.

### *Programmatic approaches*

Two broad programmatic approaches will be systematically followed in the implementation of UNPRPD country-level projects.

- A twin-track approach to promote disability rights

The UNPRPD will pursue its objective of promoting structural change to advance CRPD implementation through a twin-track approach involving targeted as well as mainstreaming interventions. Therefore, it will engage in two kinds of activities: i) interventions aimed at benefiting persons with disability directly; and ii) interventions aimed at benefiting persons with disabilities indirectly by influencing the nature of broader systems with which persons with disabilities may be interacting in different capacities.

- A vision for scaling up

A large body of evidence shows that scalability is a necessary to ensuring the quality of development impact, coverage of those 'left behind' and sustainability and adaptability of results. For this reason, the UNPRPD will only support country-level joint programmes with a clear vision and potential for scaling up. Scaling up, in the view adopted by the UNPRPD, is not just about replicating successes to cover larger groups or populations; rather, it is about designing interventions in such a way that they will deliver multiplier effects at a larger scale beyond the project's initial investment.

### *Work Stream 2: Strengthening voices of persons with disabilities at regional level*

Regional bodies can have a significant impact on the advancement of human rights at the country level – including the rights of persons with disabilities – by virtue of their standard setting roles and peer review functions, but also as a result of the highly sophisticated human rights machineries that operate at the regional level in all regions. For this reason, effective regional engagement of persons with disabilities is important to the realization of the CRPD. Furthermore, technical support from regional networks and information on successful experiences from neighboring countries can be extremely valuable to national organizations of persons with disabilities, especially including in those countries where the disability movement lacks a stable and well-resourced infrastructure.

Based on these considerations, the UNPRPD will undertake regional initiatives aimed at strengthening the voice of persons with disabilities by enhancing the capacity of their regional organizations. These capacity development efforts could take multiple forms such as for instance: basic organizational development of nascent DPO networks, horizontal networking (i.e. promotion of collaboration at regional level between DPOs and regional institutions), vertical networking (i.e. promotion of greater integration between regional networks and national DPOs) and thematic strengthening (i.e. strengthening of technical know-how on a specific issue).

Work Stream 3: Development of strategic resources on disability rights at global level

While the focus of the UNPRPD is not on global policy setting, there is nonetheless an important role to be played by the Partnership in relation to the development of global-level resources on disability rights. The UNPRPD is in a unique position to facilitate joint, inter-agency policy efforts on topics that cut across the mandate of its participating organizations (in response to either UN Country Teams' demand or guidance issued by human rights mechanisms such as the CRPD Committee and the Special Rapporteur on the Rights of Persons with Disabilities). Furthermore, the UNPRPD is well placed to document good practices emerging from UNPRPD country-level joint programmes and support the replication and adaptation of such good practices across multiple countries.

Based on the above, global activities will be identified through a combination of top-down and bottom-up approaches

# UNPRPD Partnership-level Results Matrix

Impact	Rights of persons with disabilities advanced			
Theory of Change statement: if a systemic approach to social dynamics is taken, then the conditions for an effective implementation of the CRPD will be in place and the rights of persons with disabilities will be progressively realized.	Impact Indicators	Baseline	Target	Means of Verification
	Number of outcome-level results translating into actual impact at country level within 3 years after the achievement of the result	N.A.	At least 3 per funding round	Independent impact evaluation
	Number of outcome-level results translating into actual impact at country level within 5 years after the achievement of the result	N.A.	At least 5 per funding round	Independent impact evaluation
	Number of outcome-level results translating into actual impact on gender equality within 3 years after the achievement of the result	N.A.	At least 3 per funding round	Independent impact evaluation
	Outcome 1: Structural changes advancing CRPD implementation take place at the country level			
	Outcome Indicators	Baseline	Target	Means of Verification
	Ratio of outcome-level results relative to outcome-level objectives per funding round	N.A.	At least 75%	TS analysis and external validation
	Percentage of outcome-level objectives for which at least one target has been met per funding round	N.A.	At least 75%	UNCT reporting and external validation
	Percentage of joint programmes that have been assessed as sufficiently successful to warrant Phase 2 support per funding round	N.A.	At least 75%	Records of MC blind review of Phase 2 concept notes
	Output 1.1:	Biennial funding rounds with competitively selected joint UN programmes – approximately 10 per round, depending on available resources		
	Outcome 2: Regional voices of persons with disabilities are strengthened			
	Outcome Indicators	Baseline	Target	Means of Verification
	Ratio of outcome-level results relative to outcome-level objectives for regional projects	N.A.	At least 75%	TS analysis and external validation
	Percentage of outcome-level objectives for which at least one target has been met for regional projects	N.A.	At least 75%	UNCT reporting and external validation
	Output 2.1:	Competitively selected regional joint UN programs- approximately 2 per biennium, depending on available resources		
	Outcome 3: Global strategic resources are developed			
	Outcome Indicators	Baseline	Target	Means of Verification
	Ratio of outcome-level results relative to outcome-level objectives for global projects	N.A.	At least 75%	TS analysis and external validation
	Percentage of outcome-level objectives for which at least one target has been met for global projects	N.A.	At least 75%	UNCT reporting and external validation
	Output 3.1:	Competitively selected global joint UN programs- approximately 2 per biennium, depending on available resources		

## 4. Fund’s Governance and Coordination

The governance of the UNPRPD will be based on two mechanisms:

- The UNPRPD Policy Board (PB) is a high-level body responsible for setting the strategic direction of the Partnership. The Policy Board also reviews the work supported by the UNPRPD Fund and provides programmatic oversight for the utilization of the financial resources entrusted to the UNPRPD.
- The UNPRPD Management Committee (MC) is a working-level, standing committee of the Policy Board responsible for providing guidance and support to the implementation of UNPRPD activities. The Management Committee reviews project proposals and decides on the allocation of UNPRPD funds.

### Policy Board

The UNPRPD Policy Board will be responsible for the following functions:

- Provide overall policy guidance on the work of the UNPRPD at global, regional and country level.
- Provide guidance on the appropriate partnership-building strategy for the UNPRPD.
- Receive and review the Annual Report of UNPRPD activities.
- Provide feedback on the effectiveness, efficiency and continued relevance of UNPRPD’s work.

The Chair of the Policy Board will be responsible for signing off on the Management Committee’s decisions regarding the allocation of UNPRPD Fund resources.

The Policy Board is established as an inclusive, constituency-based body with the following membership.

Constituency	Number	Members
UN organizations		High-level representatives of all participating UN organizations
UNPRPD donors	2	High-level representatives of UNPRPD donors <sup>7</sup>
Organizations of persons with disabilities and broader civil society	2	Chair of the International Disability Alliance (IDA)
		Chair of appointed civil society organization

- In addition, a standing invitation to participate as observers in Annual Meetings of the UNPRPD Policy Board is extended to the Chair of the Committee on the Rights of Persons with Disabilities and the Special Rapporteur on the Rights of Persons with Disabilities.
- The Multi-Partner Trust Fund Office of UNDP is an ex officio member of the Policy Board as Administrative Agent of the Fund.

<sup>7</sup> The “UNPRPD donors” group comprises all partners – national and subnational governments as well as non-state donors – that have made contributions to the UNPRPD Fund. This group will self-select its representatives to the Policy Board on the basis of autonomously-defined criteria. The group will also determine the rotation scheme to be applied to its representatives as well as the duration of their term as Policy Board members.

The role of chair of the Policy Board will rotate on an annual basis among the participating UN organizations following the alphabetical order. The Chair should be a senior (ideally executive-level) representative of the chairing organization.

Management Committee

The UNPRPD Management Committee will be responsible for the following functions:

- Review and approve UNPRPD work plans as well as proposals for the allocation of UNPRPD funds prepared by the Technical Secretariat.
- Review and approve concept notes as well as project documents for UNPRPD global, regional and country-level activities. Review progress reports of global, regional and country-level UNPRPD projects.
- Provide feedback of the effectiveness, efficiency and continued relevance of UNPRPD projects.
- The Management Committee is established as a working-level mechanism with the following membership.

Constituency	Number	Members
UN organizations		Representatives of all participating UN organizations <sup>8</sup>
UNPRPD donors	2	Representatives of UNPRPD donors
Organizations of persons with disabilities and broader civil society	2	Representatives of IDA
		Representatives of appointed civil society organization

The role of the chair of the Management Committee will rotate on an annual basis among the participating UN organizations together with the chairing of the Policy Board.

UNPRPD Technical Secretariat

The UNPRPD Technical Secretariat will operate under the oversight of the Policy Board as well as the Management Committee for the matters that the Board will delegate to the Committee. Working closely with the Administrative Agent as appropriate, the Technical Secretariat will be responsible for the following functions.

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<sup>8</sup> In the spirit of efficient and burden sharing, UN constituents may explore the possibility to delegate representation on the Management Committee to a smaller group of participating UN organizations. Delegated representation may be limited as appropriate to matters of ordinary administration and a requirement may still be retained that the full UN membership is consulted on matters of strategic importance.

	Responsibilities
Governance support	<p>Serve as a secretariat for the UNPRPD Policy Board also by coordinating the preparation of the agenda, supporting documents and draft decisions for Board meetings.</p> <p>Serve as a secretariat for the UNPRPD Management Committee also by coordinating the preparation of the agenda, supporting documents and draft decisions for Management Committee's meetings.</p>
Support to the programmatic oversight function of PB and MC	<p>Coordinate the preparation of the UNPRPD medium term work plans</p> <p>Circulate as appropriate progress reports of global, regional and country-level UNPRPD projects.</p> <p>Coordinate the preparation of the Annual Report of UNPRPD's activities.</p> <p>Follow up on the implementation of Policy Board and Management Committee's recommendations.</p>
Support to the UNPRPD Fund resource allocation process	<p>Prepare call for proposals guidelines for Management Committee's approval.</p> <p>Manage proposal screening processes (including initial vetting and external peer review).</p> <p>Prepare recommendations on the funding of proposals for review and approval by the Management Committee.</p> <p>Transmit approved proposals to the Administrative Agent for fund disbursement.</p>
Quality Assurance	<p>Set up and manage quality assurance processes at the Partnership level (including reporting, result tracking and feedback) in keeping with the stipulations of the UNPRPD Quality Assurance Framework.</p> <p>Provide technical support to UNPRPD country, regional and global level projects to strengthen quality assurance processes as outlined in the Quality Assurance Framework and based on need and demand.</p> <p>Provide or facilitate access to technical programmatic support to UNPRPD joint programmes based on needs and demand from UNPRPD projects, including by linking the UNPRPD work with global thematic and policy discussions.</p>
Knowledge management	<p>Identify appropriate Knowledge Management strategies and products to document UNPRPD experiences.</p> <p>Ensure that knowledge and lessons about projects are communicated within and outside the UNPRPD.</p>

	Ensure that Knowledge Management activities are carried out in accordance with Quality Assurance Framework.
External relations	<p>Represent the UNPRPD in public events as appropriate.</p> <p>Support, under the overall guidance of the Management Committee, the implementation of the UNPRPD partnership development strategy.</p> <p>Support, under the overall guidance of the Management Committee, the implementation of the UNPRPD resource mobilization strategy.</p>
Financial management	Manage UNPRPD Fund resources directly entrusted to the Technical Secretariat in keeping with the provision of the MoU establishing the UNPRPD Fund

### The Administrative Agent

The UNPRPD Fund will use the pass-through funding modality, where donors and Participating UN Organizations agree to channel funding through one Participating UN Organization, referred to as the Administrative Agent. The Administrative Agent is the appointed interface between the Participating UN Organizations and the donors as far as administrative matters are concerned.

The UNDP MPTF Office has been appointed by the UNPRPD Participating Organizations to act as the Administrative Agent for the UNPRPD Fund. UNDP's accountability as the Administrative Agent is set out in the policy "UNDP's Accountability when acting as Administrative Agent in MPTFs and JPs using the pass-through fund management modality" (see [mptf.undp.org](http://mptf.undp.org)). UNDP performs the Administrative Agent functions in accordance with the UNDG "Protocol on the Administrative Agent for MPTFs and JPs."

The Administrative Agent administers UNPRPD resources in accordance with its financial regulations and rules. It will be responsible, therefore, for the following activities:

- Sign a Memorandum of Understanding (MOU) with the Participating UN Organizations;
- negotiate and sign Standard Administrative Arrangements with donors that wish to provide contributions to the UNPRPD MPTF;
- receive, administer, and manage contributions from donors;
- subject to availability of funds, disburse funds to Participating UN Organizations based on resource allocation decisions of the Management Committee as endorsed by the Chair of the Policy Board;
- consolidate annual and final financial reports from the Participating UN Organizations;
- transmit annual/final Consolidated Reports to donors through the UNPRPD Technical Secretariat and the UNPRPD Policy Board; and
- subject to the availability of funds, disburse funds for direct costs to Participating UN Organizations as requested by the Policy Board to perform additional tasks in support of the UNPRPD.

The Administrative Agent will charge a 1 percent fee of each donor contribution for the fund administration services.

The Participating UN Organizations

The UNPRPD Participating Organizations lead on the programmatic aspects of the UNPRPD operations. Working with the Technical Secretariat as appropriate, they will be therefore responsible for the following functions.

	Responsibilities
Governance	Participate at the appropriate level in the work of the UNPRPD Policy Board and Management Committee
Programme development	<p>At the country level</p> <p>Participate as appropriate in UNCT work to develop and implement UNPRPD joint programmes in keeping with SOF stipulations</p> <p>At the level of global focal points</p> <p>Review and provide technical feedback as appropriate to proposals for country level joint programmes developed by UNCTs</p> <p>Participate as appropriate in work to develop and implement UNPRPD global and regional level joint programmes</p>
Quality Assurance	<p>At the country level</p> <p>Submit Quarterly Progress Updates, Annual Progress Reports and End-of-Project reports for country-level joint programmes in keeping with the stipulations of the UNPRPD Quality Assurance Framework</p> <p>Participate in other quality assurance activities, including bilateral discussion on project progress, multi-project thematic webinars, and face-to-face meetings</p> <p>Put in place appropriate monitoring mechanisms to collect evidence of the outcome and impact level changes resulting from the project, including sex disaggregation of data.</p> <p>At the level of global focal points</p> <p>Regularly follow up with country level joint programmes to ensure that their implementation in line with the principles and standards outlined in the SOF</p> <p>Provide direct technical assistance to joint programmes, if and as appropriate.</p>

	<p>Facilitate joint programmes' access to technical assistance (for instance through expert referral)</p> <p>Submit Quarterly Progress Updates, Annual Progress Reports and End-of-Project reports for country-level joint programmes in keeping with the stipulations of the UNPRPD Quality Assurance Framework</p>
Knowledge management	<p>Contribute to the documentation of promising practices and lessons learnt emerging from the implementation of UNPRPD initiatives and ensure these experiences and lessons are communicated to inform programming in other countries, relevant global policy and thematic discussions as well as individual agencies' programming</p>
Financial management	<p>Manage UNPRPD Fund resources entrusted to participating organizations in keeping with the provision of the MoU establishing the UNPRPD Fund.</p> <p>The PUNO will ensure the timely operational and financial closure of the projects funded by the UNPRPD.</p>

Indirect costs of the Participating UN Organizations recovered through programme support costs will be 7 percent. In accordance with the UN General Assembly resolution 62/208 (2007 Triennial Comprehensive Policy Review principle of full cost recovery), all other costs incurred by each Participating UN Organizations in carrying out the activities for which it is responsible under the UNPRPD Fund will be recovered as direct costs.

## 5. Contributions

The UNPRPD Technical Secretariat takes the lead in conducting resource mobilization efforts for the UNPRPD based on guidance provided by the Management Committee and the Policy Board.

Contributions to the UNPRPD Fund may be accepted from national and sub-national governments of UN Member States, inter-governmental or non-governmental organizations, and private sources (private sector and foundations). Acceptance of funds from the private sector will be guided by criteria stipulated in the UN system-wide guidelines on cooperation between the UN and the business community. In support of the overarching aim of the UNPRPD, and to ensure maximum flexibility and coordination, donors are encouraged to contribute with multi-year pooled and non-earmarked resources. If this is not possible, regional or thematic earmarking may be permitted by the Policy Board.

The Fund receives contributions in fully convertible currency or any other currency that can be readily used. Such contributions will be deposited to the bank account designated by the MPTFO. The value of the contributions, if made in a currency other than US dollars will be determined by applying the UN operational exchange type in effect of the date of payment. Profit or loss due to currency exchange rate is registered in the Fund's account set by the Administrative Agent and will be taken on by the Fund.

## 6. Process of Project Approval

The resources entrusted to the UNPRPD Fund are channeled through the UNPRPD Participating Organizations in keeping with the MOU establishing the UNPRPD Fund as well as relevant UNDG policies (including those on joint programming at country level and on the establishment and management of Multi-Partner Trust Funds).

The recipient Participating Organizations will be responsible for programming the resources received from the UNPRPD Fund in the most aid-effective way (given the specific circumstances of the project at hand) and, when appropriate, will disburse them to sub-recipients, which may be either government institutions, civil society partners (including organizations of persons with disabilities) or other UN organizations.

The UNPRPD Fund resources will be apportioned to different initiatives and Participating Organizations through one of the two following processes:

### ■ **Global and regional level funding window**

List of global and regional projects based on inputs from Management Committee members is included, along with related resource needs and criteria for prioritization, in a medium-term work plan that is reviewed and approved by the Policy Board. As resources become available, the Participating Organizations applying for funding develop a full project proposal based on the concept and resource envelope included in the medium-term work plan. This proposal is then reviewed by the Management Committee, which is responsible for providing the final authorization to the disbursement of funds.

### ■ **Country-level funding window**

Resources allocated to country-level work are distributed through a competitive process based on a call for proposals mechanism. The call for proposals is sent to UN Country Teams which are responsible for identifying the most relevant intervention to be undertaken, as well as appropriate implementation arrangements (including delegation of responsibility to one or more UNPRPD Participating Organizations) in consultations with relevant partners and in line with the principles outlined in this Strategic Framework.

The assessment of proposals will typically involve multiple stages. The table below describes how a full-length development and assessment process is typically going to be structured (including the responsible party and the expected timeframe for each stage). This process has four critical process requirements: 1) ensuring quality; 2) reducing transaction costs; 3) reducing overhead costs; and 4) eliminating conflict of interest.

In the interest of efficiency and keeping in mind the four above-mentioned process requirements, the Management Committee may decide, to shorten or otherwise modify the process described above. The exact steps to be followed for a given call for proposals will be communicated to UNCTs at the time the call for proposals is issued.

### **Possible full-length process for development and assessment of country-level proposals**

Stage	Responsible	Activity	Tentative time
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<b>Announcement</b>	Technical Secretariat (TS)	Prepare guidelines for proposals based on available resources and previous indications from the MC	1 wk
		Announce Call for EoI to UN Country Teams (UNCTs)	
<b>Development of Expressions of Interest</b>	UNCT	Consultation within UNCT	4 wks
		Consultation with national partners	
		Development of EoI	
		Submission of EoI to Technical Secretariat	
<b>Assessment of Expressions of Interest</b>	TS	Prepare analysis of EoI based on previously agreed criteria and submit recommendation on EoI to be shortlisted	2 wks
	MC	Review TS analysis and recommendations and make a final decision on UNCTs to be invited to the second phase of the selection process	
<b>Development of project proposals</b>	TS	Announce Call for Proposals (CfP) to shortlisted UNCTs	8 wks
		Provide feedback to UNCTs on EoI	
		Organize webinars for UNCTs on the UNPRPD approach and expectations regarding project proposals	
	UNCT	Consultation within UNCT	
		Consultation with national partners	
		Development of project proposal	
		Submission of project proposal to Technical Secretariat	
	<b>Assessment of project proposals</b>	TS	
Support independent panel in review of proposal			
Prepare an analysis of proposals based on the independent panel assessment including			

		recommendations for the allocation of funding	
	MC	Review TS analysis and recommendations and make a final decision on the allocation of funding	
<b>Finalization of project documents</b>	UNCT	Revise project document, if needed, based on MC feedback	4 wk
	UNCT, TS	Develop project indicator framework and monitoring strategy	
	MC	Final approval of project document	
<b>Fund transfer</b>	PB Chair	Sign-off on allocation of funds approved by the MC	1 wk
	MPTF Office	Transfer funds to participating UN organizations	

Detailed guidelines for the development of UNPRPD joint programmes will be prepared on the basis of the SOF. These guidelines will, among other things, provide further detail on the UNPRPD understanding of the above-mentioned priority level of change as well as guidance on how the twin track approach and scaling up strategies can be built effectively into project design.

## 7. Monitoring, evaluation and reporting

### Monitoring and evaluation

The continuous monitoring and evaluation of national, regional and global projects will be coordinated by the Technical Secretariat in accordance with the SOF and Quality Assurance Framework.

### Reporting

All the implementing entities will submit annual and final reports on activities and expenditures.

### ***Narrative report***

The implementing entities will present the following reports to the Secretariat for consolidation and further transmission to the Administrative Agent:

- (a) Annual narrative reports to be provided no more than three months (31 March) after the end of the calendar year;
- (b) Final narrative reports, after the completion of the activities in the approved programmatic document, including the final year of the activities in the approved

programmatic document, to be provided no later than four months (30 April) after the end of the calendar year in which the operational closure of the activities in the approved programmatic document occurs.

Annual and final reports will exhibit results based on evidence. Annual and final narrative reports will compare actual results against estimated results in terms of outputs and outcomes and they will explain the reasons of higher or lower performance. The final narrative report will also include the analysis of how the outputs and outcomes have contributed to the Fund's global impact.

### ***Financial Report***

The United Nations Organizations will present the following financial statements and reports to the Administrative Agent:

- (a) Annual financial reports as of December 31<sup>st</sup>, regarding the funds disbursed to them from the Fund Account, to be provided no later than four (4) months (30<sup>th</sup> April) after the end of the calendar year;
- (b) Final certified financial statements and financial reports after the completion of activities contained in the program-related approved document, including the final year of such activities, to be submitted no later than five (5) months (31<sup>st</sup> May) after the end of the calendar year in which the financial closure of the activities in the approved programmatic document occurs.

Based on these reports, the Administrative Agent will prepare consolidated financial reports which will submit to each of the Fund's Contributors and to the Policy Board as per the schedule established in the Standard Administrative Agreement.

## 8. Accountability and transparency

### Accountability

For each project or program approved for funding, each implementing entity will provide the Secretariat and the MPTFO annual and final reports and financial statements prepared in accordance with their accounting system and reporting procedures, as stated in the legal agreements signed with the Administrative Agent.

Financial audit: the Administrative Agent and the UN implementing bodies will be audited according to their own financial rules and regulations, in line with the audit framework for multi-donor funds, as agreed by the audit internal services of the UN implementing bodies and endorsed by UNDG in September 2007.

### Transparency

The MPTFO website, Gateway (<http://mptf.undp.org>), is a web-based service portal that provides real-time financial data issued directly from the UNDP accounting system. Once established, the Fund will have a separate page in the Gateway portal which will allow partners and the public at large to follow-up the Fund's contributions, transfers and expenses, and access important documents and reports.

The Secretariat and the MPTFO will ensure that the Fund's operations are posted on the Gateway portal. From its side, each implementing entity will take appropriate measures to promote the Fund. Information shared with the media regarding beneficiaries of funding, official press releases, reports and publications will acknowledge the role of the Fund.

## 9. Amendments, duration and termination

It is stated that the Fund will have a duration of 5 years. The Policy Board will have the authority to modify the Fund's duration.

Any remaining balance in the Fund's account and separate account of implementing entities after the closure of the Fund will be used for a purpose established by the Policy Board and the Contributors, or it will be reimbursed to the Contributor(s) in proportion to their contribution to the Fund, as decided by the Contributor and the Policy Board.

### **Annex 1: Strategic Operational Framework**