



# Libya Recovery Trust Fund (LRTF)



## **Steering Committee Terms of Reference and Rules of Procedure**

### **A. Steering Committee Terms of Reference**

#### **1. Introduction / Purpose of the Fund**

The LRTF is established to support Libya's recovery efforts and longer term development activities by enhancing the work of the UN and non-UN entities that may benefit from funding and to improve aid effectiveness and ownership of the interim Government of Libya and the subsequently elected Government of Libya.

All Joint Programmes/Projects funded by the LRTF will be in support of, and strictly aligned with the agreed priority sectors, ensuring national ownership. This Trust Fund will complement other recovery and related support efforts that will be provided to Libya by its various development partners and will bring strategic value in developing capacity and promoting sustainability. The LRTF will enhance UN coherence, transparency and accountability towards Libyan authorities, citizens and Libya's development partners. The governance structure of the LRTF consists of a Policy Board dealing with strategic Fund oversight and related issues, and a Steering Committee deciding on Joint Programme/Project allocation matters, both assisted by the LRTF Technical Secretariat.

#### **2. Fund Timeline**

The LRTF will continue until the Fund End Date, which will be determined by the Policy Board. The final date for approval of new projects, final date for transfer of new funds and for operational closure will be established based on the Fund End Date.

#### **3. Role and composition of the LRTF Policy Board**

The LRTF will be governed by a Policy Board that will provide strategic guidance and oversight as well as make decisions on fund allocation to the agreed priority sectors. The Policy Board operates by consensus and is chaired by the representative of the Government of Libya (GoL).

The members of the Policy Board are:

- Representative of the National Transitional Council/Government of Libya (GoL) (Chair);
- DSRSG/RC/HC;
- 2 to 3 representatives from the line Ministries;
- 2 to 3 representatives from contributing donors on an annual or six-monthly rotational basis;
- 2 to 3 representatives from Participating UN Organizations upon invitation of the DSRSG/RC/HC, depending on the agenda of the Policy Board's meetings; and
- One representative of CSOs/NGOs.

The Policy Board may invite other international or regional organizations, as it deems appropriate and depending on the issues on its agenda.

The Policy Board will be responsible for:

- a) Approving the LRTF strategy and key policies and providing strategic guidance;
- b) Providing oversight and exercising overall accountability of the LRTF;
- c) Determining funding criteria and envelope;
- d) Reviewing LRTF status and overall progress of operations including consolidated progress reports of the Administrative Agent;
- e) Ensuring coherence and collaboration between the LRTF and national programmes, maintaining close collaboration with national authorities to ensure flexible adaptation of the LRTF activities to changes in national programmes; and
- f) Deciding on the Fund End Date.

The Policy Board shall meet periodically in Libya. Reports and recommendations of the Policy Board and minutes of its meetings will be shared with the LRTF stakeholders.

#### **4. Role and composition of the LRTF Steering Committee**

The Steering Committee is the body that takes project level decisions, based on criteria and funding envelope determined by the Policy Board and on the technical evaluation made by the LRTF Secretariat, and approves fund transfers from the Administrative Agent to the Participating UN Organizations.

The members of the Steering Committee are:

- Representative of the National Transitional Council/Government of Libya (GoL) (Co-Chair);
- DSRSG/RC/HC (Co-Chair);
- 2 to 3 representatives from the line Ministries;
- 2 to 3 representatives from Participating UN Organizations (representing priority sectors) on an annual or six-monthly rotational basis; and

- The Administrative Agent as *ex officio* member.

The Steering Committee will be responsible for:

- a) Reviewing and approving the SC Terms of Reference (ToR) and Rules of Procedure (RoP).
- b) Reviewing and approving proposals submitted for funding; ensure their conformity with the requirements of the LRTF agreements (MOUs, SAAs) and the alignment with the funding criteria and envelope determined by the Policy Board;
- c) Monitoring and reporting on project/Fund level progress on periodic basis, establishing LRTF requirements and priorities concerning, *inter alia*; Joint Programmes/projects management, including consistent and common approaches to Joint Programmes/project costing, cost recovery, implementation modalities, results-based reporting, impact assessment and information management including appropriate LRTF, GoL and contributing donors' visibility;
- d) Ensuring that appropriate consultative processes take place with key stakeholders at the country level to promote coordination between the LRTF and other funding mechanisms;
- e) Reviewing and approving the periodic progress reports (programmatic and financial) consolidated by the Administrative Agent based on the progress reports submitted by the Participating UN Organizations; and
- f) Reviewing findings of evaluation reports to highlight and communicate lessons learnt to the Policy Board, and periodically discuss follow-ups by Participating UN Organizations on recommended actions that have LRTF-wide impact.

The Steering Committee shall meet periodically in Libya. Reports, recommendations and minutes of its meetings will be shared with the LRTF stakeholders.

## **5. LRTF Technical Secretariat**

The LRTF Technical Secretariat will support the Policy Board and the Steering Committee and will be based within the DSRSG/RC/HC Office. Costs for such tasks will be agreed in advance and approved by the Policy Board, and charged to the LRTF account as direct costs.

In assisting the Policy Board the LRTF Technical Secretariat will be responsible for:

- a) Logistical arrangements required to facilitate the Policy Board meetings, including the preparation of agenda and minutes, sharing information on behalf of the chair, distribution of documents, etc.;
- b) Documenting, communicating and ensuring follow-up of the Policy Board decisions;
- c) Assisting the Policy Board chair in following up and oversight actions and decisions, and in communicating important milestones to donors and other stakeholders; and

d) Periodically reviewing the TOR of the LRTF and recommending changes or revisions.

In assisting the Steering Committee the LRTF Technical Secretariat will be responsible for:

- a) Logistical arrangements required to facilitate the Steering Committee meetings, including the preparation of agenda and minutes, sharing information on behalf of the co-chairs, distribution of documents, etc.;
- b) Tracking the Steering Committee decisions, approvals, allocations, implementation progress, closure of projects and identifying challenges to be reported to the Steering Committee on quarterly basis;
- c) Periodically reviewing the TOR and Rules of Procedure of the Steering Committee and recommending changes or revisions;
- d) Develop in coordination with the Administrative Agent, forms and templates to be used by the Participating UN Organizations, to submit project proposals and provide result-based reporting to the Steering Committee.
- e) Review programmes/projects submissions of Participating UN Organizations to ensure adherence to the LRTF TOR and any subsequent criteria approved by the Steering Committee.

## **6. Frequency of meetings**

The Fund Steering Committee shall meet on a quarterly basis in Tripoli, or as often as shall be determined by the Steering Committee Co-Chairs. If needed the Steering Committee Co-chairs can request the Steering Committee to electronically approve Programme documents or other relevant documents and or decisions.

## **7. Quorum**

A quorum of the Steering Committee shall consist of a minimum of five members (including at least two members each from Government and UN, and one Donor) in attendance (excluding the Co-Chairs).

## **8. Agenda**

The agenda and supporting documentation shall be prepared and disseminated by the LRTF Technical Secretariat, in consultation with the Steering Committee Co-Chairs and Steering Committee members. Any Steering Committee member may make requests for items to be included on the agenda.

## **9. Decisions**

The Steering Committee shall take all decisions on a consensual basis. However, where necessary, the Co-Chairs shall make final decisions on issues where the Steering Committee is unable to reach consensus. Decisions of the Steering Committee shall be duly minuted.

## **10. Public disclosure**

The Steering Committee will ensure that decisions regarding project approvals, and periodic reports on the progress of project implementation and associated external evaluations are made available to the public. Such reports and documents may include: records of decisions, summary sheets of both approved and pipeline projects; fund level semi-annual financial and progress reports; and summary of internal and external programmatic evaluation reports. The LRTF Administrative Agent, the MPTF Office GATEWAY (<http://mptf.undp.org>) will be the primary means by which Fund's financial and narrative reports are made available to the public.

The Technical Secretariat will take all reasonable steps to ensure the accuracy of such documents and that confidential materials are not disclosed.

The Participating UN Organizations will also take reasonable steps to ensure the accuracy of their postings on their websites regarding their Fund operations and activities.

## **B. Steering Committee Rules of Procedure (ROP)**

### **1. Strategic Allocation of Resources**

The Policy Board will ensure strategic allocation of resources against agreed clusters/thematic areas, drawing on the advice and recommendations of the Steering Committee.

The Policy Board will periodically determine and update resource requirements to assist the country's recovery and development efforts, and will make indicative allocations to the agreed clusters/thematic areas.

The MPTF Office will provide a "Funding Framework" to inform funding decisions of the Steering Committee.

Based on the Funding Framework, and following the principles of delivery capacity of the Participating Organization, enhancement of national capacity, and other criteria<sup>1</sup>, the SC shall allocate funding to Joint Programmes/Projects.

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<sup>1</sup> The criteria will be developed by the Steering Committee.

## **2. Joint Programme (JP)/ Project Document Submission and Approval Process**

### **2.1 JP/ Project Document preparation:**

The Participating UN Organizations will prepare a Joint Programme/Project Document following the template in Annex 1 in consultation with Libyan partner/s. The Technical Secretariat will provide guidance on the submission process and the use of submission templates (see Annex 2). The JP/project should be in line with the agreed priorities and should follow the UNDG guidelines on Joint Programmes.

### **2.2 Project Submission**

The lead UN Organization develops a JP Document (involving two or more UN Organizations) or a Project Document (involving a single UN Organization) with the relevant line ministry/ies or Libyan authorities using the template (see Annex 2). During JP/Project formulation the lead UN Organization is responsible to consolidate the inputs of all the participating UN Organizations. The lead UN Organization will also ensure to reflect the roles and accountabilities of all Participating UN Organizations.

The Lead UN Organization will then submit the JP/Project to the LRTF Technical Secretariat for its review and feedback, to be completed within one week from receiving it.

Once the final document is in accordance with the Technical Secretariat recommendations, if any, the Technical Secretariat will forward the final document to the LRTF SC for its consideration and approval.

### **2.3 Project Approval**

The LRTF Technical Secretariat will submit the Project Document to the LRTF SC for its approval.

The UN Organization Representative/s submitting the JP/Project and the respective of the Steering Committee will present the proposal to the SC. The SC will have the final say and authority to give its full approval or partial approval with comments or reject it completely.

If approved with comments, the respective submitting UN Organization(s) will modify the JP/Project document, in consultation with the LRTF Technical Secretariat, as necessary. Once revised, the LRTF Technical Secretariat will either:

- a) electronically re-submit the document to the SC for consideration, with a 48-hour “no objection” period, or
- b) re-submit the document to the SC Co-chairs for approval on behalf of the Steering Committee. If the JP/Project is approved, the Technical Secretariat will electronically inform the SC members of it.

Approved proposals will be signed by the Representative/s of the submitting UN Organization/s and the SC Co-Chairs, and then forwarded by the LRTF Technical Secretariat for onward submission to the MPTF Office for the release of funds within 3 to 5 business days after receipt of the duly signed and dated Submission Form (see

Annex 2), the JP/Project Document and the complete set of supporting documents (e.g. SC minutes and relevant programmatic framework documents). In case of JPs, all UN Organizations participating in the JP shall be signatories to the JP in order to receive funding from the Fund.

The signatory UN Organizations will receive original signed copies for their records. A copy will be sent by the LRTF Technical Secretariat to the MPTF Office.

The LRTF Secretariat will electronically share the draft minutes of the SC Meeting with the SC members within three working days of the meeting, with a 48-hour no objection timeframe.

The Technical Secretariat will submit to the MPTF Office the JP/ Project Document signed by SC Co-Chairs and implementing UN Organizations, as well as the submission form and minutes of SC meeting as a basis for release SC approved funds.

## **2.4 Fast Track Projects**

The purpose for the fast-track modality is to enable critical time bound initiatives to be approved on a priority basis.

The proposal will follow the same steps as for a regular submission to the Steering Committee.

However, the SC chairs will obtain approval from the Steering Committee through e-mail by providing a 48-hour window for review and response. A non-response within the 48-hour review period is considered a “no objection” response.

All other processes will be observed as for regular proposals.

## **2.5 Transfer of funds**

Based on the approval of the SC, and the signed JP/Project document by SC Co-Chairs and implementing UN Organizations, the MPTF Office shall transfer approved funds to the participating UN Organizations who are signatory to the JP/Project Document, after ensuring consistency with the applicable provisions of the Standard Administrative Arrangement (SAA).

For JPs/Projects receiving the funds in tranches, the first tranche will be transferred upon the approval by the SC. For subsequent tranches, the Participating UN Organisation/s will need to submit the tranche request form (see Annex 4) with supporting documents to the LRTF Technical Secretariat for further submission to, and approval of the SC for the release of the tranche by the MPTF Office.

## **3. Reporting**

- a) Annual reporting

In accordance with the MOU between the AA and Participating UN Organization(s), the latter shall submit, on an annual basis, narrative and financial progress reports to the MPTF Office.

Subsequently and in accordance with the SAA entered between Donors and the AA, the MPTF Office shall in turn submit consolidated Fund-level report to all Donors contributing to the Fund as well as to other LRTF stakeholders. Standard UNDG financial and progress reporting formats shall be utilised as indicated in Annex 3.

b) Quarterly reporting

The Participating Organizations will provide informal and succinct quarter reports/updates (following the template included in Annex 5), to keep the SC abreast of JPs/Projects implementation progress, in line with best practices in UN Multi-Partner Trust Funds (MPTFs).

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

In case an implemented programme requires a variation (budget revision, time extensions and change of scope), the relevant Participating UN Organization/s must fully complete the required templates (see Annex 4). The Participating UN Organization/s has to adhere to the following SC rules in relation to adjustments in project durations, budget revisions and/ or project scope:

- UN Organization/s must fully complete the required budget revision templates, signed by the Head of UN Organization and submit it to the SC Co-Chairs for approval through the LRTF Technical Secretariat not less than one month before the revised date of project completion.
- Budgets must adhere to UNDG 2006 Harmonised Budget Categories. Any movement of funds between the budget categories, exceeding 20% of the approved allocation, must be approved by the SC Co-Chairs.

<b>UNDG HARMONISED CATEGORIES</b>
<b>1. Supplies, commodities, equipment and transport</b>
<b>2. Personnel (staff, consultants and travel)</b>
<b>3. Training of counterparts</b>
<b>4. Contracts</b>
<b>5. Other direct costs</b>
<b>Total Programme Costs</b>
<b>6. Indirect Support Costs</b>
<b>TOTAL</b>

## **5. Public Disclosure**

The MPTF Office in consultation with the UN DSRSG/RC/HC as the UN co-chair of the LRTF, and the Participating UN Organizations will ensure that decisions regarding the review and approval of the Fund as well as periodic reports on the progress of implementation of the Fund, and associated external evaluations are posted on the website of the LRTF on the MPTF Office GATEWAY (<http://mptf.undp.org/factsheet/fund/LBY00>) for public information. Such reports and documents may include the LRTF Policy Board and the Steering Committee's approved JP/Projects, JP/Projects awaiting approval, fund level annual financial and progress reports and external evaluations, as appropriate.

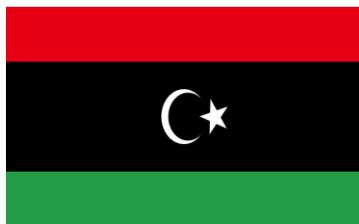
## **6. Documentation and Information Sharing**

All documentation related to JP/Projects, minutes of the Policy Board and SC meetings, programme variation requests and/or any other related documents related to the Fund and/or its funded JP/Projects, shall be maintained (in electronic and hard copy format) by the LRTF Technical Secretariat. Details of the Fund's documentation plan are provided in following table:

Document	Managed by	Means of Filing/Storage	Location	Access
Project Documents	Technical Secretariat	Hard & Electronic copies	Technical Secretariat filing system & MPTF Office GATEWAY	Public – MPTF Office GATEWAY
Submission forms and related approval documentations	Technical Secretariat	Hard & Electronic copies	Technical Secretariat filing system	Limited access: SC, Technical Secretariat, MPTF Office and relevant UN Organization(s)
Annual financial reporting	MPTF Office	Hard & Electronic copies	Technical Secretariat outreach website and MPTF Office GATEWAY	Public - MPTF Office GATEWAY
Annual progress report	Technical Secretariat	Hard & Electronic copies	Technical Secretariat outreach website and MPTF Office GATEWAY	Public - MPTF Office GATEWAY
Project Variation requests and approvals	Technical Secretariat	Hard & Electronic copies	Technical Secretariat filing system	Limited access: SC, Technical Secretariat, MPTF Office and relevant UN Organization(s)

## List of Annexes

ANNEX 1	LRTF Joint Programme/Project Document Template & Guidelines
<i>Table 1</i>	Results Framework
<i>Table 2</i>	Work plan
<i>Table 3</i>	UNDG Budget
<i>Appendix A</i>	Detailed Budget
<i>Appendix B</i>	UN Organization Project Status Profile
<i>Appendix C</i>	Programme Summary, for posting on the LRTF web-age on the GATEWAY
ANNEX 2	Submission Form to the Libya Recovery Trust Fund Steering Committee
ANNEX 3	LRTF Annual Narrative Progress Report
ANNEX 4	LRTF Submission Form for Programme/Budget Revision
ANNEX 5	LRTF Quarterly report



# Libya Recovery Trust Fund (LRTF)



## Programme<sup>2</sup> Document Template & Guidelines

### Cover Page

<b>Participating UN Organization(s)</b> ( <i>specify Coordinating Organization</i> )	<b>Priority Sector/Cluster(s):</b>																	
<b>Programme Manager:</b> <b>Name:</b> <b>Telephone:</b> <b>E-mail:</b>	<b>Priority Sector/Cluster Group Leader(s)</b> <b>(if any):</b> <b>Name:</b> <b>Telephone:</b> <b>E-mail:</b>																	
<b>Programme Title:</b>	<b>Programme Number:</b>																	
<table border="1"> <thead> <tr> <th colspan="2">Programme Costs:</th> </tr> </thead> <tbody> <tr> <td><b>LRTF:</b></td> <td></td> </tr> <tr> <td><b>Govt. Contribution:</b></td> <td></td> </tr> <tr> <td><b>UN Organization Core:</b></td> <td></td> </tr> <tr> <td><b>Other:</b></td> <td></td> </tr> <tr> <td><b>TOTAL (USD):</b></td> <td></td> </tr> </tbody> </table>	Programme Costs:		<b>LRTF:</b>		<b>Govt. Contribution:</b>		<b>UN Organization Core:</b>		<b>Other:</b>		<b>TOTAL (USD):</b>		<table border="1"> <thead> <tr> <th>Programme Location:</th> </tr> </thead> <tbody> <tr> <td><b>Provinces(s):</b></td> </tr> <tr> <td><b>Governorates(s):</b></td> </tr> <tr> <td><b>District(s):</b></td> </tr> <tr> <td><b>Town(s):</b></td> </tr> </tbody> </table>	Programme Location:	<b>Provinces(s):</b>	<b>Governorates(s):</b>	<b>District(s):</b>	<b>Town(s):</b>
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<b>Programme Description</b> (limit 200 words):																		

<sup>2</sup> The term “Programme” refers to Joint Programmes and projects indistinctly.

<b>Line Ministry / Authority Responsible:</b>	<b>Programme Duration:</b>
	Total duration (in months): Expected Start date <sup>3</sup> : Expected End date:

Review & Approval Dates	
<b>Line Ministry/ National Authority Endorsement Date:</b>	
<b>LRTF Technical Secretariat Review Date:</b>	
<b>Steering Committee Approval Date:</b>	

**Signatures of Participating UN Organizations and Steering Committee Chair**

<b>I.</b>	<b>Name of Representative</b>	
	<b>Signature</b>	
	<b>Name of UN Organization</b>	
	<b>Date</b>	
<b>II.</b>	<b>Name of Representative</b>	
	<b>Signature</b>	
	<b>Name of UN Organization</b>	
	<b>Date</b>	
<b>III.</b>	<b>Name of Representative</b>	
	<b>Signature</b>	
	<b>Name of UN Organization</b>	
	<b>Date</b>	
<b>IV.</b>	<b>Name of Steering Committee Chair (UN)</b>	
	<b>Signature</b>	
	<b>Date</b>	
<b>IV.</b>	<b>Name of Steering Committee Chair (GoL)</b>	
	<b>Signature</b>	
	<b>Date</b>	

**Relevant NDP/GoL Goal(s):**

**LCNA or other relevant programmatic document Area Outcome:**

<sup>3</sup> The official start date of any approved project/programme occurs when funds are transferred by MPTF Office.

**Programme Budget Breakdown  
by  
Source of Funds and Participating UN Organization**

**Total Programme Budget (in US \$):** \_\_\_\_\_

**Budget Breakdown by Source:**

Participating UN Organization	LRTF (US \$)	GoL Funds (US \$)	Participating UN Organization Funds (US \$)	
			Core Funds	Non –core
<b>Total Budget (US \$)</b>				

\* In case of Budget tranching please list the tranches here.

Participating UN Organization	Tranche 1	Tranche 2	Tranche 3	Total approved budget
Participating UN Organization	Tranche 1	Tranche 2	Tranche 3	Total approved budget
Participating UN Organization	Tranche 1	Tranche 2	Tranche 3	Total approved budget
<b>Total</b>				

## **Programme Document Outline**

This Programme Document enables UN Organizations (including specialized and non-resident UN Organizations) to implement harmonized, results focused integrated programmes. The document should not exceed the page limits indicated for each section.

Cover Page and Signature Page(s)

1. Executive Summary – *one page*
2. Situation analysis – *one to two pages*
3. Lessons Learned, Crosscutting themes, the relevant experience of participating UN Organization/s in Libya and in the LRTF Priority Area– *two pages*
4. The Proposed Programme– *one to two pages*
5. Results framework – *two pages*
6. Management and coordination arrangements – *two pages*
7. Feasibility, risk management and sustainability of results – *one page*
8. Monitoring, evaluation, and reporting – *two pages*
9. Work plans and Budgets - *three pages*

Annex A: Detailed budgets

Annex B: UN Organization Programme Status Profiles - *one page per UN Organization*

A brief description of these parts is provided below.

### **Cover Page and Signature Page**

The cover page contains the priority area/cluster outcomes, budget and funding summary and signatures of participating UN organizations.

#### **1. Executive Summary - 1 page**

The executive summary contains a comprehensive summary of all sections focusing on:

- the significance and relevance of the Programme in addressing national priorities
- its contribution to national priorities and international commitments;
- the results to be achieved, and;
- implementing partners, including national institutions, NGOs and CSOs.

#### **2. Situation Analysis - 1 to 2 pages**

##### **Situation Analysis:**

This section provides a brief evidence-based causality analysis that benefits from the Libya Coordinated Needs Assessment (LCNA) or other relevant programmatic framework, the National Development Plan (NDP) and/ or any other document such as baseline study, evaluation and/ or review reports. It outlines the economic, social, political, environmental and institutional context of the joint programme/ project. It identifies the key development or human rights challenges to be addressed; provides specific, current and disaggregated data on these challenges and key causal factors.

### **3. Programme context and its relevance to the NDP and the priority sectors as outlines in the LCNA or other programmatic framework, including Cross-Cutting Themes, and UN Organization Experience including any Lessons Learned (2 pages)**

The subsections to be covered include:

**Background/context:** This section describes how the Programme will contribute to the achievement of national priorities and international commitments (i.e. international conventions to which the GoL is a signatory). There should be a brief statement indicating, as specifically as possible, how the Programme supports and responds to the agreed priority sectors included in the frame of the LCNA or other programmatic framework, and the National Development Plan. The section should also outline the Programme within the economic, social, political, environmental and institutional context provided in section 2. It specifies the relevant UN Organizations, government, non-government and civil society institutions contributing towards the achievement of the related priority area outcome.

**UN Organization Experience in the Priority Area and Lessons Learned:** Provide a brief statement indicating the relevant experience of each implementing UN organization in Libya, and its current performance and capacity of project implementation within the Priority Area. This should summarise the elements of Annex A, in which each Participating UN Organization will prepare a project status profile, indicating ongoing JP/Projects within the Priority Area, implementation status, and percentages of commitments and disbursements.

This section also provides a summary of lessons learned from past experiences, opportunities and risks which may support or constrain achievement of results. Statements of agreed lessons, usually generated through previous projects' Lessons Learned workshops or evaluations, are particularly important where there is a significant departure from previous programmes or strategies.

#### **The Proposed Programme and how it addresses Crosscutting Themes: (1-2 pages)**

This section outlines the specific Programme strategies that will be adopted for the realization of expected results (outputs) and their contribution to the relevant UNDAF Priority Area outcome and takes into consideration lessons learned as stipulated earlier. It focuses on how the strategies address the key causes of the problems which have been identified and, the partners involved in each phase. It includes details on the intended manner in which the JP/ Project should unfold its various phases. It provides a brief description of the division of labour between the partners, their institutional capacities and expertise, and the added value of each in contributing to the relevant outcome under the UNDAF priority area that is being addressed. It will also provide information on beneficiaries, as well as overall crosscutting themes. A list of ongoing/completed Programmes should also be provided per UN participating organization in support of its respective capacities to implement the proposed Programme. (See Annex B: UN Organization Project Status Profile).

#### **Sustainability of Results:**

It discusses how the results will be sustained including efforts to develop relevant national capacities among duty bearers and rights holders, and government/ community contributions.

#### **4. Results Framework (2-3 pages)**

This section will contain a brief narrative and summary of the Results Framework (Table 1).

##### **Summary of Results Framework:**

The Results Framework will provide the hierarchy of results including the LCNA/relevant programmatic framework priority area Outcome and all contributing outputs with relevant indicators, baselines and targets and means of verification. To ensure coherence in the UN's contribution to national development, the Programme outputs should directly contribute to the LCNA/other relevant programmatic framework priority area outcome.

There should be a clear causal link between the proposed Programme outputs and the LCNA/ relevant programmatic framework priority area outcome and the MDGs.

**Table 1: Results Framework**

<b>JP/ Project Title</b>							
<b>LCNA/programmatic framework 's Priority Area</b>							
<b>Relevant MDG(s)</b>							
<b>Relevant NDP goals</b>							
<b>Relevant LCNA/programmatic framework document's Priority Area Outcome:</b>							
<b>JP/ Project Outputs</b>	<b>UN Organization Specific Output</b> <i>(Applicable in case of JP)</i>	<b>UN Organization</b>	<b>Other Implementing partner(s)</b>	<b>Performance Indicators</b>	<b>Baseline</b>	<b>Target</b>	<b>Means of Verification</b>
JP Output 1:							
JP Output 2:							
JP Output 3:							
JP Output 4:							

**Note: Insert additional rows as needed**

## 5. Management and Coordination Arrangements<sup>4</sup> (2 pages)

This section elaborates the Programme implementation arrangements including management roles and responsibilities, and coordination measures between partners and Participating UN Organization/s.

**Management and Coordination:** This section should clearly state the management responsibilities of all partners and Participating UN Organization/s, in relation to each other, and what coordination mechanisms are proposed in the Programme design to ensure an integrated delivery of results.

- Programme implementation and supervision arrangements; indicate in-country and region based capacity of the participating UN organization/s; indicate names, and expertise of any implementing partners. (An organizational chart (organigram) of the proposed management structure should be submitted).
- Specify delivery mechanism(s) chosen, reflecting security conditions and in particular detailing proposed use of international staff in Libya, as well as alternative mechanisms if placement of ‘proposed staff’ in Libya cannot be actualized.
- Indicate line ministry counterparts and their management role in the implementation of the Programme.

All Joint Programmes (JP) will be led by a Coordinating Agency. The JP should clearly fall within the mandate of the coordinating organization and its capacity to provide programmatic and operational coordination for the JP.

Every JP will have a Programme Manager who will be identified by the Coordinating Agency in line with its own HR procedures and guidelines. On behalf of the Coordinating Agency, the Programme Manager will provide necessary programmatic and operational coordination to ensure that:

- JP activities implemented by all Participating UN Organizations are aligned and coordinated to effectively contribute to the agreed JP outputs and hence the development effectiveness.
- JP activities are well coordinated and contribute to overall operational effectiveness and improved efficiencies.

The Coordinating Agency will lead any joint reviews of the JP and/or its midterm and/or final evaluation (if agreed in the JP Document) as well as prepare consolidated JP progress reports in full coordination with the participating UN organizations.

## 6. Feasibility, risk management and sustainability of results (1 page)

Assess main potential risks such as security, available capacity of service providers and national institutions, and the general operational environment, their likelihood of occurrence, and their consequences, which may constrain achievement of results and highlight the proposed measures within the programme’s design to minimize them.

Outline the “exit strategy” of the programme: how it is designed to ensure that the results will be sustained after the completion of Programme interventions, including specific UN Organization interventions including advocacy to ensure the desired level of sustainability is maintained after the JP/Project has concluded. This should include efforts to develop relevant national capacities and government/community contributions. If an evaluation or any other assessment after the Programme

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<sup>4</sup> In case of a Joint Programme, this section does not substitute for the UN Organization-specific arrangements required by respective internal policies.

activities are completed is anticipated, this should be clearly indicated in the budget as well as the monitoring and evaluation plan described in Section 7.

## **7. Monitoring, Evaluation and Reporting (2 pages)**

**Note:** All elements of this section should be designed as per the MoU between the Participating UN Organization/s and the LRTF Administrative Agent (AA), with regards to standard policies, procedures and requirements. This section should also establish a M&E plan which sets out the M&E activities, with clear timeline and responsibilities, that the participating organizations and/or national partners will undertake (such as baseline collection, studies, reviews and/ or evaluations) for effective measurement of results.

**Reporting:** Reporting will be done as per Participating UN Organization/s' Memorandum of Understanding with the AA as well as the standard requirements of each Participating UN Organization/s' internal policies and procedures.

## **8. Legal Context – One page**

This section specifies what cooperation or assistance agreements form the legal basis for the relationships between the GoL and each Participating UN Organization. In case of a JP, the legal text specific to each Participating UN Organization should be cleared by the respective UN Organization.

*The Implementing Partners/Executing UN Organization agree to undertake all reasonable efforts to ensure that none of the funds received pursuant to this JP/ Project are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by Participating UN organizations do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999) and 1989 (2011). The list can be accessed via <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>. This provision must be included in all sub-contracts or sub-agreements entered into under this programme document.*

## **9. Work Plans (3 pages)**

**The Work Plan:** Table 1 and JP/ Project Work Plan (WP) should reflect the specific outputs and activities each implementing UN Organization will be responsible for under the JP/ Project. The WP will provide in detail the activities that the implementing UN Organization/s will carry out for each JP/ Project output with timeframes, associated inputs and the responsible implementing partners. Additional management arrangements that may be set up by Participating UN Organization/s to manage respective component(s) under their respective responsibility may be detailed in Annexes as needed.

**Table 2**

**Work Plan for: (Insert JP/ Project Title)**  
**Period Covered by the Work Plan \_\_\_\_\_ to \_\_\_\_\_**

LCNA/relevant programmatic framework Priority Outcome:														
LCNA/relevant programmatic framework Priority Area Outcome:														
UN Organizational-specific Annual targets	Key Activities	Time Frame (by activity) Note: Insert additional columns to add more quarters as needed											Implementing Partner	Planned Budget (by output)
		Q 1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q1 0	Q1 1		
<b>JP/Project Output 1:</b>														
(of UN org. 1 specify)														
(of UN org. 2 – specify)														
<b>JP/Project Output 2:</b>														
(of UN org. 1 specify)														
(of UN org. 2 specify)														
<b>Total UN organization 1*</b>														
<b>Total UN organization 2*</b>														
<b>Total Planned Budget</b>														

\* The Total Planned Budget by UN Organization should include both programme cost and indirect support cost  
Please insert additional rows as needed

**10. Budget: (budgets must be submitted in Excel as well)**

This budget in table 3 below must be prepared for the LRTF only and be accompanied by a detailed budget for each line item, providing a description of the item and the calculation of cost ( see Annex A).

**Table 3:  
PROGRAMME BUDGET (LRTF Funds only)**

<b>LRTF PROJECT BUDGET*</b>	
<b>CATEGORIES</b>	<b>AMOUNT</b>
1. Supplies, commodities, equipment and transport	
2. Personnel (staff, consultants and travel)	
3. Training of counterparts	
4. Contracts	
5. Other direct costs	
<b>Sub-Total Project Costs</b>	
Indirect Support Costs **	
<b>TOTAL</b>	

\*Based on the UNDG Harmonized Financial Reporting to Donors for Joint Programmes approved in 2006. Definition of the categories can be found in the instruction which is available on [www.undg.org](http://www.undg.org).

\*\*Indirect support cost should be in line with the rate of 7%, as specified in the LRTF TOR and MOU and SAA, Section II-Financial Matters.

**Appendix A: Detailed Budget (must be submitted in excel as well)**

CATEGORY	ITEM DESCRIPTION	UNIT COST	NUMBER OF UNITS	AMOUNT	Year 1	Year 2	Year 3
Supplies, commodities, equipment and transport							
<b>Sub-Total"1"</b>							
Personnel (staff, individual consultants and travel)							
	<b>Programme Staff</b>						
	<b>Individual Consultants</b>						
	<b>Travel</b>						
<b>Sub-Total"2"</b>							
Training of counterparts							
<b>Sub-Total"3"</b>							
Contracts							
<b>Sub-Total"4"</b>							
<b>Sub - Total (1-4)</b>							
Other direct costs							
Indirect Programme Costs							
Direct Support costs <sup>5</sup>							
<b>AND TOTAL****</b>							

<sup>5</sup> Indirect costs of the Participating Organizations recovered through programme support costs will be 7%. In accordance with the UN General Assembly resolution 62/209 (2008 Triennial Comprehensive Policy Review principle of full cost recovery). all other costs incurred by each Participating UN Organization in carrying out the activities for which it is responsible under the Fund will be recovered as direct costs.

**Appendix B: UN Organization Project Status Profile**

Each Participating UN Organization must complete a Profile of all its ongoing JP/Projects implemented within the same Priority Area in Libya (including those funded through core, bilateral and LRTF funds).

<b>Sl. #</b>	<b>Project ID #</b>	<b>Project Title</b>	<b>Total Budget (US\$)</b>	<b>Implementation Rate (% complete)</b>	<b>Commitments (% as of ____)</b>	<b>Disbursements (% as of ____)</b>	<b>Remarks</b>
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
		<b>TOTALS (US\$)</b>					

Appendix C:

## LIBYA RECOVERY TRUST FUND

### PROGRAMME<sup>1</sup> SUMMARY

*(for posting on the LRTF we-page in the GATEWAY)*

<b>Participating UN or Non-UN Organization:</b>					
<b>Implementing Partner(s):</b>					
<b>Programme Number:</b>					
<b>Programme Title:</b>					
<b>Total Approved Programme Budget:</b>	US\$ _____				
<b>Location:</b>					
<b>SC Approval Date:</b>					
<b>Programme Duration:</b>		<b>Starting Date:</b>		<b>Completion Date:</b>	
<b>Programme Description:</b>					
<b>Priority Area / Cluster covered</b>					
<b>Outcome/ Immediate Objective:</b>					
<b>Outputs and Key Activities:</b>					
<b>Procurement:</b>					

<sup>1</sup> The term “programme” is used for projects, programmes and joint programmes.



## Libya Recovery Trust Fund (LRTF)



### Submission Form to the Libya Recovery Trust Fund Steering Committee

<b>Part A. Meeting Information</b> <i>(To be completed by the LRTF Technical Secretariat)</i>	
SC Meeting No:	
Item No:	
Date of Meeting:	
Programme / Project	

<b>Part B: Programme<sup>6</sup> Summary</b> <i>(To be completed by the Participating UN or Non-UN Organization(s))</i>	
Date of Submission:	
From: <i>Head of Participating UN or Non-UN Organization(s):</i>	Contact: <i>Telephone number, email:</i>
National Authority: <input type="checkbox"/> Endorsement  <input type="checkbox"/> Comments (mandatory if no endorsement)	Contact: <i>Telephone number, email:</i>
Proposed programme, if approved, would result in:  <input type="checkbox"/> New programme/Joint Programme  <input type="checkbox"/> Continuation of previous funding	Proposed programme resulted from:  <input type="checkbox"/> National Authorities request within the GoL and UN agreed priorities  <input type="checkbox"/> Participating UN/Non-UN Organization within the GoL and UN agreed priorities

<sup>6</sup> The term “programme” is used for projects, programmes and joint programmes

<input type="checkbox"/> Other (explain)	<input type="checkbox"/> Other (explain)
--	--

Participating UN or Non-UN Organization:

Implementing Partner(s):

Programme Title:

Total Programme Budget: US\$ \_\_\_\_\_

Amount of LRTF funds requested: US\$ \_\_\_\_\_

Amount and percentage of indirect costs requested (7%): US\$ \_\_\_\_\_

***Narrative summary of programme***  
*(Not to exceed 500 words)*

**1. Background**  
*[Provide brief and concise information on the background of the programme. Indicate how was originated, refer to request endorsement or approval by relevant Libyan authorities etc. If extension of existing programme, provide information on original programme, such as number, programme amount, date of approval. Provide information on other/previous fundraising activities for the programme.]*

**2. Purpose of Proposed Programme**  
*[Detail objectives, outputs and key activities indicated in the programme cover sheet and attach detailed programme document in standard UNDG format.]*

**Part C: Administrative Review**  
*(To be completed by the LRTF Technical Secretariat)*

**4. Review by the Technical Secretariat**

(a)	Does the programme document comply with format? <i>(incl., cover page, results framework, etc.)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
(b)	Is the Budget in compliance with required categories?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(c)	Is the Indirect Support Cost within the approved rate?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(d)	Is the Programme Summary completed? <i>(for posting on website)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
(e)	Is the Progress Report included? <i>(for supplementary funding only)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>Part D: General Criteria for Prioritising</b>		
(a)	Is in line with Libya and UN agreed cooperation,	Yes <input type="checkbox"/> No <input type="checkbox"/>
(b)	Recipient Organization is unable to meet high or urgent priority needs with existing level of funding,	Yes <input type="checkbox"/> No <input type="checkbox"/>
(c)	Addresses high priority activities that have significant impact, and by nature must address seasonal or timing imperatives and considerations,	Yes <input type="checkbox"/> No <input type="checkbox"/>
(d)	Supports activities that are likely to improve the overall situation at national and local levels,	Yes <input type="checkbox"/> No <input type="checkbox"/>
(e)	Does not overlap with other ongoing programmes.	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p><input type="checkbox"/> Overall review of programme submission</p> <p><i>[Recommendations]</i></p>		

<b>Part E: Decision of the Steering Committee</b> <i>(To be completed by the LRTF Technical Secretariat)</i>	
<b>5. Decision of the LRTF Steering Committee</b>	
<input type="checkbox"/> Approved for a total budget of US\$_____ <input type="checkbox"/> Approved with modification/condition <input type="checkbox"/> Deferred/returned with comments for further consideration <input type="checkbox"/> Rejected	
<b>Comments/Justification</b>	
_____ <b>Representative of the Government of Libya</b> <b>Co-Chair, LRTF Steering Committee</b>	<b>George Charpentier</b> <b>DSRSG/RC/HC</b> <b>Co-Chair, LRTF Steering Committee</b>
<b>Signature</b> <b>Date:</b> _____	<b>Signature</b> <b>Date:</b> _____

**Part F: Administrative Agent Review**

*(To be completed by the MPTF Office)*

**6. Action taken by the Executive Coordinator, Multi-Partner Trust Fund Office, UNDP**

- Programme consistent with provisions of the LRTF Memorandum of Understanding with the Participating Organizations and the Standard Administrative Arrangement with donors.

**Yannick Glemarec**  
**Executive Coordinator,**  
**Multi-Partner Trust Fund Office, UNDP**

.....  
**Signature**

.....  
**Date**



Libya Recovery  
Trust Fund  
(LRTF)



**ANNUAL NARRATIVE PROGRESS REPORT**

**REPORT COVER PAGE**

**Participating UN or Non-UN  
Organization(s):**

**Priority Sector/Cluster(s)  
covered:**

**Programme<sup>1</sup> No. and Programme  
Title:**

**Report Number:**

**Reporting Period:**

**Programme Budget:**

**List Implementing Partners:**

- *Participating UN or Non-UN Organization*
- *Other International Organizations*
- *National (government, private, NGOs & CSOs)*

**Programme Coverage/Scope:**

*Specify in which region and/or national coverage/scope of the programme*

**Abbreviations and acronyms:**

*List the main abbreviations and acronyms that are used in the report.*

**Programme Duration/Closed  
Programme:**

- *Provide the programme duration.*
- *Report on budget revisions and extensions and provide the new dates.*

- *Indicate if the programme has been operationally closed during the reporting period.*

<sup>1</sup> The term “programme” is used for projects, programmes and joint programmes.

### **Report Formatting Instructions**

***Kindly review the instructions below and follow them in the preparation of your report***

- Do not put the narrative text into boxes and do not incorporate boxes, graphs, etc into the narrative report.
- Add additional information including charts, graphs, etc. as annexes to the report and clearly reference the annexes using footnotes or endnotes within the body of the narrative.
- Number all sections and paragraphs as indicated below.
- Format the entire document using the following font: 12point Times New Roman & do not use colours.

## **NARRATIVE REPORT FORMAT**

### **I. Purpose**

- Provide the main outcomes and outputs of the programme.
- Explain how the programme relates to the LCNA/relevant Programmatic Framework and is in line with the LRTF TOR.
- Indicate the main implementing partners, their roles and responsibilities, and their interaction with the Participating UN or Non-UN Organization.

### **II. Resources**

*Financial Resources:*

- Provide information on other funding resources available to the programme, if applicable.
- Provide details on any budget revisions approved by the appropriate decision-making body, if applicable.

*Human Resources<sup>2</sup>:*

- National Staff: Provide details on the number and type (operation/programme)
- International Staff: Provide details on the number and type (operation/programme)

### **III. Implementation and Monitoring Arrangements**

- Summarize the implementation mechanisms primarily utilized and how they are adapted to achieve maximum impact given the operating context.

- Provide details on the procurement procedures utilized and explain variances in standard procedures.
- Provide details on the monitoring system(s) that are being used and how you identify and incorporate lessons learned into the ongoing programme.
- Report on any assessments, evaluations or studies undertaken.

<sup>2</sup>This information is not included in the UNDG Standard Progress Report.

#### **IV. Results**

Information in this section includes:

- An assessment of the extent to which the programme component is progressing in relation to the outcomes and outputs expected for the reporting period.
- Main activities undertaken and achievements.
- Implementation constraints, lessons learned from addressing these and knowledge gained in the course of the reporting period.
- Key partnerships and inter-agency collaboration: impact on results.
- Other highlights and cross-cutting issues pertinent to the results being reported on.

#### **V. Future Work Plan**

Information in this section includes:

- Priority actions planned for the following reporting period to overcome constraints, build on achievements and partnerships, and use lessons learned during the previous reporting period.
- Indication of any major adjustments in the strategies, targets or key outcomes and outputs planned in the programme.
- Estimated Budget required (including any major funding shortfalls).



## Libya Recovery Trust Fund (LRTF)



### Submission Form for Programme<sup>1</sup>/Budget Revision to the LRTF Steering Committee

<b>Part A: Programme Summary</b> <i>(To be completed by the Participating UN or Non-UN Organization(s))</i>				
<b>Date of Submission:</b>				
<b>From the Participating UN or Non-UN Organization:</b>				
<b>Contact:</b>				
<b>Programme Number:</b>				
<b>Programme Title:</b>				
<b>Total Approved Programme Budget:</b>	US\$ _____			
<b>Amount and percentage of indirect costs requested:</b>	US\$ _____ %			
<b>SC Approval Date:</b>				
<b>Programme Duration:</b>		<b>Starting Date:</b>		<b>Completion Date:</b>

#### 1. Type of Programme/Budget Revision Requested

- Increase in programme budget.<sup>a</sup>    **Amount requested:** US\$ \_\_\_\_\_
- Extension of programme duration.    **New completion date:** \_\_\_\_\_
- Change of programme scope (*submit revised programme document*)

<sup>a</sup>For any change in the budget, provide revised budget

<sup>1</sup> The term "programme" is used for projects, programmes and joint programmes.

**2. Programme Expenditure to date: as of [insert date]**

Total Commitments US\$ \_\_\_\_\_

Total Disbursements US\$ \_\_\_\_\_

**3. Reason revision is being requested:**

--

**4. Documents Attached:**

- Revised Budget (*for change in programme budget*)
- Revised Programme Document (*for change in programme scope*)

<b>Part B: Signature</b>			
<i>(To be completed by the Participating UN or Non-UN Organization(s))</i>			
<b>On behalf of Participating UN or Non-UN Organization:</b>	<b>Signature</b>	<b>Date</b>	<b>Name/Title</b>

<b>Part C: Administrative Review</b>
<i>(To be completed by the LRTF Technical Secretariat)</i>
<b>5. LRTF Technical Secretariat Comments:</b>
<b>6. LRTF Technical Secretariat Recommendation:</b>

**Part D: Decision of the LRTF Steering Committee**

*(To be completed by the LRTF Technical Secretariat)*

**7. Decision of the Steering Committee**

- Approve
- Approve with modification/condition
- Defer

**Comments (if any):**

**George Charpentier**  
**DSRSG/RC/HC**  
**Co-chair of the LRTF Steering Committee**

.....  
**Signature**

.....  
**Date**

**Part E: Administrative Agent Review**

*(To be completed by the Administrative Agent )*

**8. Action taken by the Executive Coordinator, Multi-Partner Trust Fund Office, UNDP**

- Programme/Budget Revision consistent with provisions set in the LRTF Terms of Reference, the Memorandum of Understanding between the Administrative Agent and the Participant Organizations and the Standard Administrative Arrangement with donors.

**Yannick Glemarec**  
**Executive Coordinator,**  
**Multi-Partner Trust Fund Office, UNDP**

.....  
**Signature**

.....  
**Date**



## Libya Recovery Trust Fund (LRTF)



### PROGRAMME<sup>1</sup> QUARTERLY PROGRESS UPDATE

*(for posting on the LRTF web site)  
as of [insert date]*

<b>Participating UN or Non-UN Organization:</b>					
<b>Implementing Partner(s):</b>					
<b>Programme Number:</b>					
<b>Programme Title:</b>					
<b>Total Approved Programme Budget:</b>	US\$ _____				
<b>Location:</b>					
<b>SC Approval Date:</b>					
<b>Programme Duration:</b>		<b>Starting Date:</b>		<b>Completion Date:</b>	
<b>Funds Committed:</b>	US\$ _____			<b>Percentage of Approved:</b>	
<b>Funds Disbursed:</b>	US\$ _____			<b>Percentage of Approved:</b>	
<b>Expected Programme Duration:</b>		<b>Forecast Final Date:</b>		<b>Delay (Months):</b>	

Outcomes:	Achievements/Results:	Percentage of planned:

Qualitative achievements against outcomes and results:

<sup>1</sup> The term “programme” is used for projects, programmes and joint programmes.