

**Project Document Revision Cover Page**

**Project Title:** UNPRPD Technical Secretariat

**Project Number:** MPTF 00083525 UNDP project number 00071071

**Implementing Partner:** UNDP

**Start Date:** March 2014 **End Date:** May 2026

**Programme Manager:** Ola Abualghaib [ola.abualghaib@undp.org](mailto:ola.abualghaib@undp.org)

**Brief Description**

*The programme covers for the activities of the TS in 2024 which are outlined in the workplan attached. The main functions of the Technical Secretariat include the following:*

- Ensure strong and efficient coordination of partners, including liaison with global focal points within the UNPRPD MPTF's various constituencies
- Develop and implement a resource mobilization strategy
- Manage UNPRPD external relations and external communications and outreach strategy
- Develop and submit an annual work plan for MC approval and allocation of funds
- Update UNPRPD members on delivery of work plans including the drafting and dissemination of the Annual Narrative Report
- Coordinate relevant review and decision-making processes for the selection of UNPRPD-supported initiatives and allocation of UNPRPD funding
- Monitor and oversee joint programmes, including liaising with UNCTs on overall progress and challenges in UNPRPD-supported initiatives
- Monitor joint programmes to distil learning, devise annual plans to develop knowledge management tools and systems, and facilitate the development of these tools and systems in accordance with the Strategic Operational Framework
- Monitor joint programmes and catalytic funding to identify capacity building needs, support multi-stakeholder capacity building in joint programmes, design and deliver capacity building initiatives in partnership with UNPRPD members, and provide technical support to UNCTs for country programmes
- Develop internal management processes to ensure efficient operational delivery
- Manage UNPRPD MPTF resources directly entrusted to the Technical Secretariat in keeping with the provision of the Memorandum of Understanding (MoU) establishing the UNPRPD MPTF

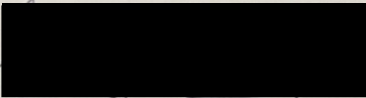
Contributing Outcome (UNDAF/CPD, RPD or GPD):  
NA

Indicative Output(s) with gender marker<sup>2</sup>: NA

<b>Total resources required:<sup>1</sup></b>	15,800,000
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<b>Total resources allocated:</b>	9,800,000	
	<b>UNDP TRAC:</b>	NA
	<b>Donor:</b>	MPTF
	<b>Government:</b>	NA
	<b>In-Kind:</b>	NA
<b>Unfunded*:</b>	6,000,000	

Agreed by (signatures)<sup>2</sup>:

Government	UNDP	Implementing Partner
NA		NA
Print Name:	Print Name: Francine Pickup	Print Name:
Date:	Date:	Date:

**PROGRAMME BUDGET ([UNPRPD FUND] 2024**

[Name of the fund] PROJECT BUDGET*	
CATEGORIES	AMOUNT
1. Staff and other personnel cost	\$794,713
2. Supplies, Commodities, Materials	
3. Equipment, Vehicles and Furniture including Depreciation	
4. Contractual Services	\$885,000
5. Travel	\$140,000
6. Transfers and Grants Counterparts	
7. General Operating and Other Direct Costs	\$50,000
8. Indirect Support Costs	\$130,880
<b>TOTAL</b>	<b>\$2,000,593</b>

<sup>1</sup> Indicate any changes in needed resources, and any changes in resources allocated by funding partners.

<sup>2</sup> Note: Adjust signatures as needed

<sup>2</sup> The Gender Marker measures how much a project invests in gender equality and women's empowerment. Select one for each output: GEN3 (Gender equality as a principle objective); GEN2 (Gender equality as a significant objective); GEN1 (Limited contribution to gender equality); GEN0 (No contribution to gender quality)