



Working for Health Multi-Partner Trust Fund

Proposal Concept Note

Revised according to Steering Committee comments 09 March 2020

Project title	Working for Health MPTF Technical Secretariat
Objectives	Providing strategic, programmatic, operational and logistic support to the joint ILO, OECD, WHO Working for Health Multi-Partner Trust Fund and Programme.
Geographic area	Global
Implementing entities	<ul style="list-style-type: none"> • WHO
Timeframe	<ul style="list-style-type: none"> • 12 months (May 2020 to April 2021)
Lead Focal Point	<ul style="list-style-type: none"> • Paul Marsden, WHO marsdenp@who.int • Christiane Wiskow, ILO wiskow@ilo.org • Nick Tomlinson, OECD nick.tomlinson@oecd.org
Background	<ul style="list-style-type: none"> • The Technical Secretariat for the Working for Health programme and MPTF works across each of the three implementing organizations. It provides all the critical functions and support needed for the effective programming, resource mobilization, partnerships, implementation, quality assurance, performance monitoring, and communications of the Working for Health programme and MPTF. • The key functions of the technical secretariat are defined in the Working for Health Terms of Reference and Operations Manual for the Multi-Partner Trust Fund, • The Secretariat's role includes direct coordination with and support to the Working for Health Programme Steering Committee, the MPTF administrative agent – UNDP MPTF Office in New York – and the MPTF donors. • At present, the Secretariat is provided jointly by ILO, OECD and WHO. • Assuming sufficient funding is secured the Secretariat will consist of the following four (4) full-time core staff, providing support across all three implementing organisations, but will be housed at WHO: A Coordinator: Working for Health; a Programme Officer: to support country-level action; a Communications Officer; and a Partnerships and Resource Mobilization Officer (or Monitoring and Evaluation Officer). The Secretariat will also comprise one full-time staff member focal point from each of ILO and OECD. • The resource mobilisation target for the Working for Health MPTF is 70 million USD to implement all deliverables in the five-year action plan. • In the interim, ILO, OECD and WHO have invested its own resources to support the functions of the secretariat.
Alignment with existing policies/strategies/	<ul style="list-style-type: none"> • Working for Health Terms of Reference • WHO 13th General Programme of Work 2019 - 2023 • WHO Global Strategy on HRH: Workforce 2030

Development frameworks	<ul style="list-style-type: none"> • High-Level Commission on Health Employment and Economic Growth Recommendations and Immediate Actions • OECD 2018 Strategic Orientations of the Secretary-General • OECD Programme of Work and Budget 2019-20 • ILO: Programme and Budget 2018-19, GLO 242 Promoting the sectoral approach to decent work. • UN Resolution A/RES/72/279 Repositioning of the United Nations development system in the context of the quadrennial comprehensive policy review of operational activities for development of the United Nations system
Beneficiaries	<ul style="list-style-type: none"> • Working for Health Steering Committee • Working for Health participating organisations – ILO, OECD, WHO • Member States and constituents
Stakeholders	<ul style="list-style-type: none"> • UNDP MPTF Office • Working for Health Steering Committee • MPTF Donor representative: NORAD • ILO, OECD, WHO
Project Outputs	
1. MPTF & programme coordination, implementation and monitoring & evaluation ensured	<p>Working for Health Results Matrix output(s):</p> <ul style="list-style-type: none"> • All <p>Activities:</p> <ol style="list-style-type: none"> 1.1 Provide strategic advice, logistic and operational support to the Steering Committee on programming, financial and implementation issues 1.2 Facilitate the preparation, review, submission, quality assurance and monitoring of concept notes and proposals for funding through the Working for Health programme and the MPTF 1.3 Ensure overall coordination and monitoring of the MPTF between implementing agencies, donors, the MPTF administrative agent (the UNDP MPTF Office) and other external partners and agencies, in line with the Working for Health MPTF Terms of Reference and Operations Manual 1.4 Facilitate partnership and negotiations with potential partners and donors, including the preparation of concept notes, funding proposals and presentations 1.5 Provide direct regional and country coordination and technical support across each of the implementing agencies for the planning, implementation, monitoring and reporting of activities under the programme 1.6 Produce scheduled consolidated narrative and financial reports on programme implementation for the MPTF, as outlined in the Operations Manual, as well as reporting requirements for other donors (i.e. UNDESA China Grant). <p>Description:</p> <ul style="list-style-type: none"> • The joint Secretariat coordinates the work of the programme across all the three agencies daily. • it's core staff fully supports the functioning of the MPTF and its steering committee, as defined in the MPTF TOR and operations manual.

	<ul style="list-style-type: none"> • The scope of work of the Secretariat includes the development, oversight/coordination of implementation and the monitoring of the Working for Health Work Plan, – in line with the Working for Health MPTF Terms of Reference and Operations Manual. • The Secretariat responds to requests for MPTF support from member states and regional blocks, through the set communication and coordination channels of each of the implementing agencies (country, regional and global) • It is the main point of contact with the UNDP MPTF Office and contributing donors
<p>2. Sustainability and visibility of W4H programme & MPTF ensured through resource mobilization, communications, and partnership coordination</p>	<p>Working for Health Results Matrix output(s):</p> <ul style="list-style-type: none"> • All <p>Activities:</p> <p>2.1 Develop and implement a resource mobilization strategy for the Working for Health programme and MPTF, aligned with the resource mobilization efforts of each of the implementing agencies</p> <p>2.2 Develop an investment model and anticipated project pipeline for the Working for Health programme and MPTF, to cover the duration of the 5-Year Action Plan</p> <p>2.3 Develop and implement a communications and knowledge management plan for the Working for Health programme and MPTF</p> <p>2.4 Maintain and update the Working for Health website</p> <p>Description:</p> <ul style="list-style-type: none"> • The Secretariat will develop and implement a Resource Mobilization Strategy for the programme – aligned with and complementary to the resource mobilization efforts of each of the three implementing agencies. • The Secretariat coordinates the development and dissemination of key communications materials, products, and presentation – including participation and representation in key dissemination events.
<p>Cross-cutting</p>	<ul style="list-style-type: none"> • All project deliverables and outputs are aligned with the recommendations of the High-level Commission on Health Employment and Economic Growth and the 5-Year Action Plan • Gender is mainstreamed across every aspect of the programme
<p>Monitoring and evaluation plan</p>	<ul style="list-style-type: none"> • Oversight, monitoring and reporting of projects and activities against the Working for Health Results Matrix, aligned with the programme’s Theory of Change

Project budget (\$ USD)

Categories ¹	ILO	OECD	WHO	Total
Staff			211,000	211,000
Supplies, commodities, materials				0
Equipment, vehicles and furniture				0
Contractual services (incl. consultants, workshops, meetings, conferences)				0
Travel			40,000	40,000
Transfers and grants to counterparts				0
General operating and other costs				0
SUBTOTAL			251,000	251,000
Indirect Support Costs			17,570	17,570
TOTAL			268,570	268,570

Total need	Allocation: MPTF	Allocation: Others (specify)
\$268,570	\$268,570	\$0

Budget Narrative (by agency)

1. Staff

- WHO: USD 211,000 for a 1.0 FTE P3 position. This post will provide support across all the critical functions of the Secretariat in the interim. Considering the limited financial resources at present, we will recruit one full-time P3 post to cover the different tasks and functions that are needed for the Secretariat as the programme shifts towards direct implementation. As additional funds become available and the program grows, we will recruit the additional staff needed to support a functioning Secretariat, as per the MPTF Terms of Reference.

The post will serve the joint Working for Health secretariat across each of the three implementing organizations. Key functions and tasks are coordinated by the joint secretariat. Prior to recruitment, a job description and an annual work plan will be developed and agreed across the three organizations, setting out targets for key tasks, including for resource mobilization. Key responsibilities include:

¹ For further details on the allocation of funds, please see the budget narrative on the following page.

- ✓ Supporting coordinating and the joint work of the programme and Secretariat across all the three agencies;
- ✓ Providing logistic and operational support to the Steering Committee on programming, financial and implementation issues
- ✓ Facilitating partnership and negotiations with potential partners and donors, including the preparation of concept notes, funding proposals and presentations
- ✓ Developing and implementing a resource mobilization strategy for the Working for Health programme and MPTF to achieve the resource mobilisation target, aligned with the resource mobilization efforts of each of the implementing agencies
- ✓ Supporting the development and implementation a communications and knowledge management plan for the Working for Health programme and MPTF
- ✓ Supporting the coordination, implementation and monitoring of the Working for Health Work Plan, – in line with the Working for Health MPTF Terms of Reference and Operations Manual.
- ✓ Supporting the overall coordination and monitoring of the MPTF between implementing agencies, donors, the MPTF administrative agent (the UNDP MPTF Office) and other external partners and agencies, in line with the Working for Health MPTF Terms of Reference and Operations Manual
- ✓ Developing an investment model and anticipated project pipeline for the Working for Health programme and MPTF, to cover the duration of the 5-Year Action Plan
- ✓ Producing scheduled consolidated narrative and financial reports on programme implementation for the MPTF, as outlined in the Operations Manual, as well as reporting requirements for other donors (i.e. UNDESA China Grant).

2. Supplies, commodities, materials

- N/A

3. Equipment, vehicles and furniture

- N/A

4. Contractual services (incl. consultants, workshops, meetings, conferences)

- WHO: USD 25,000 –consultant to develop case studies, reports, policy briefs, articles, website content; including printing

5. Travel

- WHO: USD 40,000 - Secretariat staff and Steering Committee members' travel, including ILO, OECD and WHO representatives, for participation and presentation in meetings, resource mobilization and key strategic events,

6. Transfers and grants to counterparts

- N/A

7. General operating and other costs

- N/A

B. Proposal Assessment checklist


Part A. Meeting Information	
Steering Committee Meeting No: 3 rd Steering Committee Meeting	Project² No: SSI0XX (placeholder, No. to be provided by MPTF Office)
Date of Meeting: Monday, 9th March 2020	Steering Committee members in attendance at meeting: ILO: Alette van Leur, Director, Sectoral Policies Department OECD: Stefano Scarpetta, Director, Labour and Social Affairs WHO: - Jim Campbell, Director, Health Workforce Department UN MPTF Office: Olga Aleshina Norad: Ingvar Olsen, Policy Director
Part B. Project Summary	
Date of Submission: 24 February 2020	Participating Organization receiving funds: WHO.
	Name and title <u>WHO:</u> Paul Marsden +41 22 791 4742 marsdenp@who.int
Lead Focal Point of the Participating Organization(s): (Name, Telephone, Email) <u>ILO:</u> Christiane Wiskow +41 22 799 7869 wiskow@ilo.org	Project Title: Working for Health – Secretariat (2020 – 2021)
	Project Location(s): Geneva, Switzerland; Global

² The term “project” is used for projects, programmes and joint programmes.

<p>OECD: Nick Tomlinson +33 1 85 55 4504 nick.tomlinson@oecd.org</p> <p>WHO: Paul Marsden +41 22 791 4742 marsdenp@who.int</p>			
	Projected Project Duration: 1 year (2020 - 2021)		
<p>Proposed project, if approved, would result in:</p> <p><input checked="" type="checkbox"/> New Project</p> <p><input type="checkbox"/> Continuation of previous funding</p> <p><input type="checkbox"/> Other (explain)</p> <p><input type="checkbox"/> No-cost extension: <u>(from – to)</u></p>	<p>Total Project Budget:</p> <p>Amount of MPTF funds requested:</p> <p>Percentage of indirect support costs from MPTF contribution:</p> <p>WHO: 7 per cent</p>		
		<i>2019</i>	
Projected Annual Disbursements:		268,570	
Projected Annual Commitments:			

Part C. Initial Review of Proposal		Comments
(To be completed by the W4H Technical Secretariat)		
(a) Objectives, activities and outputs of the proposal contribute to the Working for Health programme targets and results matrix	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
(b) Integration of gender equality	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
(c) The project is achievable, sustainable and cost-efficient?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

(d) The implementing Participating Organization(s) have the institutional capacity to support and implement the proposal;	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
(e) The proposal engages joint working relationships across ILO-OECD-WHO at the various levels (global, regional, national);	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
(f) The proposal provides for the inclusion of relevant stakeholders;	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
(g) The proposal is aligned with regional and/or national health and social workforce policies and strategies;	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
(h) The proposal complements (and does not duplicate) other health workforce programmes	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
(i) The proposal includes a monitoring and evaluation plan	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
(j) The proposal has a clear description of budget requirements using the UNDG budget categories and explicit links with any other sources of direct support and financing of the proposal, from domestic and/or partner resources;	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
(k) Implementation period of no more than two years, renewable; subject to approval and available funding.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
(l) Implementation is expected to be completed before the operational end date of the MPTF in effect at the time of the decision.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Part D: Decision of the Steering Committee (to be completed by the Steering Committee)		
5. Decision of the Steering Committee		
<input checked="" type="checkbox"/> Approved for a total budget of US\$ 268,570 <input type="checkbox"/> Approved with modification/condition <input type="checkbox"/> Deferred/returned with comments for further consideration <input type="checkbox"/> Rejected		

Part C. Decision of the Steering Committee (to be completed by the Steering Committee)	
5. Decision of the Steering Committee	
<input checked="" type="checkbox"/> Approved for a total budget of US\$ 268,570 under the funding of NORAD <input type="checkbox"/> Approved with modification or condition <input type="checkbox"/> Deferred or returned with comments for further consideration <input type="checkbox"/> Rejected	
Comments/justification:	
Chairperson of the Steering Committee	
Stefano Scarpetta, OECD	
Name (printed)	
	
Signature	16/10/2020 Date

Part D. Participating United Nations organization acknowledgement (To be completed by the participating United Nations organization)			
	Name/title	Date	Signature
Focal point of participating United Nations organization receiving funds	WHO Paul Marsden	5/3/21	