



## UN Coordination Support Office

Project:

# Establishing the Sudan International Partners Forum (SIPF) Professional Secretariat Project document - RCO SUDAN 2019

December 2019

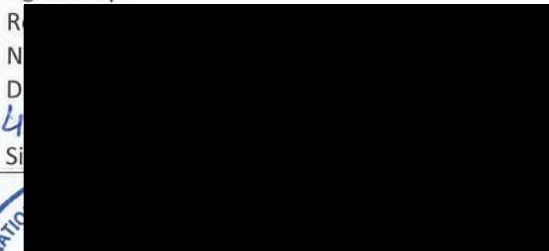
The objective of this proposal is to establish a Secretariat to support the work of the Sudan International Partners Forum, located in the Office of the UN Resident and Humanitarian Coordinator. The objectives of the Secretariat are to:

- Support the implementation of decisions made by the SIPF and its Steering Committee
- Support the efforts of SIPF members to improve coordination;
- Monitor accountability frameworks and joint work plans, as appropriate;
- Support the SIPF and its Steering Committee engage effectively with government;

### Proposal Overview

<b>Requesting Entity</b>	UN Coordination Support Office (financially administered by UNDP)	
<b>Project Title</b>	Establishing the Sudan International Partners Forum Professional Secretariat	
<b>Sector</b>	Coordination	
<b>Project Duration</b>	1 December 2019- 30 November 2021 (24 months)	
<b>Locations</b>	Khartoum	
<b>Beneficiaries</b>	The population affected by the crisis in Sudan and the Sudan International Partners Forum	
<b>Overall Budget</b>	USD 3,225,248	
<b>Available Funds</b>	0	
<b>Funding Gap</b>	USD 3,225,248	
<b>Sources of funding:</b>	UN MPTF	USD /

Agreed by:



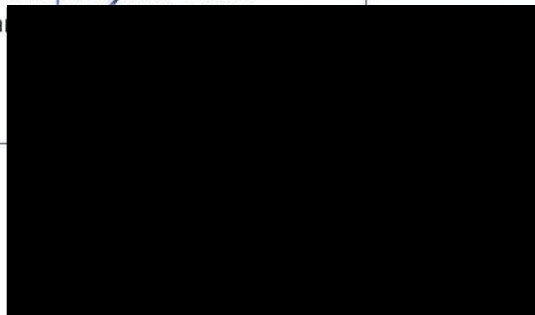
Participating UN Organizations (PUNO):  
Resident Representative, UNDP Sudan

Name: Selva Ra

Date and Seal:

4/21/2019

Signature



## 1. RATIONALE

The international community in Sudan faces multiple challenges to deliver its development objectives, particularly in the current economic and political climate. It is imperative that the international community becomes better coordinated to deliver across the humanitarian-peacebuilding-development nexus and to progress the implementation of shared initiatives and other processes of international engagement with the Government.

The international community will support the creation of the Sudan International Partners Forum (SIPF) and its Secretariat (which will be located in the Office of the Resident Coordinator) for an initial period of two years (with the option to extend). The Sudan International Partners' Forum (SIPF) will be responsible for aligning international engagement (humanitarian, development, and peacebuilding) at national level. The SIPF, through the SIPF Steering Committee, will engage with the Government of Sudan to support mutual accountability in the attainment of shared objectives.

## 2. OBJECTIVE

In line with the five pillars of the Paris Declaration on Aid Effectiveness and the commitment for greater partnership between different parties working on aid and development in the Accra Agenda for Action, the proposed objective of the SIPF is to strengthen international partner coordination at national level and foster alignment with the Government of Sudan on planning and delivery of humanitarian, development and peacebuilding activities.

Establishing the SIPF and the Secretariat that will support its work comes at a critical juncture both for Sudan and the international community in Sudan. The international community as a whole faces multiple challenges to deliver its development objectives, but has a renewed sense of purpose and urgency to support Sudan's new civilian-led transitional government deliver for the people of Sudan.

## 3. SIPF STRUCTURE AND MANAGEMENT AND COORDINATION ARRANGEMENTS

The Sudan International Partners' Forum is the pre-eminent body with responsibility for enhancing the harmonisation of the international community's engagement in Sudan.

The SIPF will comprise three entities:

### 3.1. SIPF Plenary

- Pre-eminent body with responsibility for enhancing the harmonisation of the international community's engagement in Sudan.
- The SIPF Plenary is open to all UN agencies, multilaterals, donors, and INGOs contributing to humanitarian, peace or development initiatives in Sudan. The Plenary will meet quarterly or as needed.
- The SIPF plenary will be responsible for:
  - Working in alignment with the aspirations of the SIPF and Government with regards to coordination, sharing information, best practice;
  - Participating in thematic based working groups and coordination such as the collective outcomes or other working groups that may arise.

### Governance Structure, Membership and Roles

The Sudan International Partners' Forum (SIPF) includes a wide range of international partners in Sudan, including but not limited to the United Nations and multilateral partners, donors, and INGOs. There are three main bodies which comprise the SIPF: 1) The SIPF Plenary 2) The Steering Committee; and 3) the Secretariat. The SIPF will be supported by a multi-partner trust fund for which UNDP is the administrative agent.

### **3.2. SIPF Steering Committee**

- The SIPF Steering Committee has three co-chairs representing their constituencies (UN RC/HC, donor and NGO). The NGO and donor co-chairs will be on two-year, staggered terms to maintain continuity. The three co-chairs will share the task of chairing meetings, leading on agenda items where best suited. The Steering Committee will meet at least bi-monthly. The UN, the donors, and the INGOs agree on who will be a Steering Committee co-chair.
- Membership of the Steering Committee will include: 4 UN, 3 INGOs, 4 donors, 2 IFIs, and 2 ad-hoc observers. The members will be selected by their respective constituencies. The observer slots will be agreed by the SC. Steering Committee members must have an office in Khartoum; be active in the SIPF; if donor, fund activities in Sudan across the Humanitarian-Development-Peace spectrum.
- The co-chairs will be responsible for reaching out to their constituent groups to inform Steering Committee discussions.
- The Government of Sudan will be invited to meetings where relevant and agreed by the Steering Committee.
- The Steering Committee will oversee the work of the SIPF and the SIPF Secretariat.
- The SIPF Steering Committee will be responsible for:
  - Fostering the alignment of technical assistance to support government planning;
  - Enhance the harmonisation of offers of programming and support to deliver a sequenced response to government priorities;
  - Working with government and SIPF partners to sustain unfettered access to deliver programmes and support;
  - Working with government and SIPF partners to build and sustain access to and sharing of reliable and valid data and evidence to support policy and programming decisions;
  - Oversee work programme of the Secretariat, budget and financial reporting of the Secretariat;
  - Agree a sustainable approach to align initiatives (programming, response) with the Government – including the workplan for the SIPF and SC for the next year.

### **3.3. SIPF Secretariat**

The SIPF will be supported by the SIPF Secretariat funded through a Multi-Partner Trust Fund which will may fund activities of the SIPF. UNDP is the Administrative Agent for the MPTF and is accountable for the financial management and reporting of the fund. The Secretariat will be hosted in the office of the UN Resident and Humanitarian Coordinator and will be on UNDP contracts. The Steering Committee will be involved in the recruitment of Secretariat staff and in the performance appraisals of Secretariat staff. The Steering Committee will set the programme of work, oversee the work of the Secretariat, approve the budget and review financial reports related to the SIPF Secretariat.

#### **Functions of the Secretariat include:**

- Support the functions of the co-chairs, the SIPF and the Steering Committee including arranging meetings, preparing meeting papers, tracking agreed actions, ensuring information flow with the SIPF members, and taking and disseminating minutes to the SIPF Plenary;
- Manage set up of plenary sessions, and other SIPF-related discussions;
- Strengthen alignment and support coordination between SIPF working groups/work streams, and between these working groups and the SIPF;
- Facilitate SIPF Co-Chair, Steering Committee and Plenary to have regular communication with the Government;
- Facilitate coordination and information sharing across the SIPF to ensure delivery of business.

Organisational set-up:

- Led by a professional with extensive international experience across the humanitarian-development equation in fragile and conflict-affected settings, an ability to convene a complex range of stakeholders and collate a range of policy positions into a coherent set of priorities for the SIPF. The Head of the SIPF Secretariat will be a strong advocate for mutual accountability in Sudan and able to work effectively

across the range of UN, I-NGO and donors that make up the international development community in Sudan. (S)he will be supported by a team of international and nationally engaged staff – the exact composition of the Secretariat will be determined by the SIPF Steering Committee.

- Works closely with and / or will be supported by:
  - RCO's Advisory Team (Nexus Adviser, Gender Adviser, Peace and Development Adviser, Durable Solutions Adviser, UNAMID Transition Advisers);
  - Other members of the RCO (RCO Team leader/Strategic Planner, Economist, Communications and Advocacy, Partnership and Data Management);
  - OCHA, Deputy Humanitarian Coordinator, and working groups and task teams across the equation at national and sub-national level.
  - UNCT and HCT
- Located in the RCO and reports to the Steering Committee.
- Secretariat's TOR, workplan and specific objectives will be developed and approved by the SIPF Steering Committee at least once a year and as necessary thereafter.
- Appraised through UNDP systems, with feedback from the SIPF Co-Chairs.
- Provides regular six-monthly financial reports to the SIPF Steering Committee.

### **3.4. Management and Coordination**

The SIPF Secretariat staff under this project will be administratively hosted by UNDP in accordance with UNDP's rules and regulations.

For the management set-up, see the organizational set-up of the SIPF Secretariat (Section 2.3. pages 3 and 4).

This Programme will follow the pass-through fund management modality according to the UNDG Guidelines on UN Joint Programming. The UNDP MPTF Office, serving as the Administrative Agent of the UN MPTF, as set out in the Memorandum of Understanding (MOU) for UN MPTF will perform the following functions:

- (a) Receive contributions from donors that wish to provide financial support to the Programme;
- (b) Administer such funds received, in accordance with this MOU;
- (c) Subject to availability of funds, disburse such funds to UNDP as administrative host in accordance with instructions from a UN MPTF Steering Committee member, taking into account decisions made by the Steering Committee and the budget set out in the Programme Document, as amended in writing from time to time;
- (d) Consolidate financial reports, based on submissions provided to the Administrative Agent by the SIPF secretariat through UNDP as administrative host and provide these to each donor that has contributed to the Programme Account, Resident Coordinator and UNDP Sudan;
- (e) Provide final reporting, including notification that the Programme has been operationally completed;
- (f) Disburse funds to any Participating Agency for any additional costs of the task that the Resident Coordinator may decide to allocate in accordance with Programme Document.

Each Participating UN Organization (PUNO) assumes complete programmatic and financial accountability for the funds disbursed to it by the Administrative Agent and can decide on the execution process with its partners and counterparts following the organization's own regulations. PUNOs will establish a separate ledger account for the recipient and administration of the funds disbursed to them by the Administrative Agent. PUNOs are entitled to deduct their indirect costs (7%) on contributions received according to their own regulations and rules.

#### 4. KEY EXPECTED RESULTS BY YEAR 2

The SIFP Secretariat will contribute to advancing international partners coordination around priority areas of concern to the international community, which will be confirmed by the SIFP Steering Committee. The Secretariat will support the SIFP to increase the visibility and coordination of humanitarian, development and peacebuilding programmes. This may include but not be limited to support for mapping exercises and information exchange.

5. **ACTIVITIES:** The proposed workplan covers two years (December 2019-December 2021). It provides indicative actions and will be revised/ adapted by the SIFP Steering Committee as required.

<p><b>1. Establish a project for the Secretariat and secure initial resources</b></p>	<ul style="list-style-type: none"> <li>• Establish a project within the Sudan Financing Platform.</li> <li>• Develop a funding strategy and establish the 'offer' afforded by the range of international initiatives being developed.</li> <li>• Increase donor support in Sudan for the support framework to deliver on the agreed international community engagement with the Government.</li> <li>• Track funding resource commitments, establish reporting and budget monitoring procedures.</li> </ul>
<p><b>2. Recruitment and induction of Secretariat</b></p>	<ul style="list-style-type: none"> <li>• Enhance the recruitment process to rapidly establish a qualified Secretariat team, deployed and established in Sudan.</li> <li>• Enhanced collaboration between stakeholders through continued induction and relationship building across international community.</li> </ul>
<p><b>3. Support the SIFP and SIFP Steering Committee</b></p>	<ul style="list-style-type: none"> <li>• Organise regular, structured meetings of the SIFP to coordinate over-arching objectives across international community.</li> <li>• Develop an action plan for agreed priorities and objectives of SIFP.</li> <li>• Develop Accountability and Monitoring Frameworks for international cooperation in Sudan as required/ set out by the SIFP Steering Committee.</li> <li>• Support mapping of international humanitarian, development, and peacebuilding assistance.</li> <li>• Support to SIFP Steering Committee in Government liaison.</li> </ul>
<p><b>4. Advocacy</b></p>	<ul style="list-style-type: none"> <li>• Awareness raising amongst stakeholders and outreach.</li> <li>• Support advocacy missions of SIFP Steering Committee.</li> <li>• Develop the wider international community advocacy agenda towards different stakeholders and establish broader partnerships as required in Sudan and outside Sudan.</li> <li>• Provision of electronic information updates to SIFP members as directed by the SIFP Steering Committee.</li> </ul>
<p><b>5. Monitoring &amp; Evaluation and Budget Management</b></p>	<ul style="list-style-type: none"> <li>• Establish a results framework for the SIFP.</li> <li>• Monitor achievements and challenges.</li> <li>• Provide summary reporting to the SIFP Fund donors and management lines.</li> <li>• Financial management for the SIFP enablers window.</li> </ul>

#### 6. Budget and resource requirements

The SIFP Secretariat will be funded through the Sudan Financing Platform Trust Fund with contributions from the international community. The Sudan Financing Platform was created to develop a more coherent financing architecture to support the New Way of Working / efforts across the humanitarian -development-peace aid architecture in Sudan.

Funds allocated to the SIPF enablers window will only be eligible for use to pay staff salaries and working costs of the SIPF Secretariat. The use of the funds will be limited in time for the duration of the delivery against the TOR and work plans of the SIPF, agreed by the SIPF Steering Committee.

### Sudan International Partners Forum - Budget

Budget	Year 1	Year 2	Total Budget
<b>1. Staff and other personnel costs</b>			
Head of Sudan International Partners Forum Secretariat - International	\$283,900	\$283,900	\$567,800
Communications Officer - International	\$211,720	\$211,720	\$423,440
Operations and Administrations Officer - National	\$96,086	\$96,086	\$192,172
International Consultant	\$25,000	\$0	\$25,000
Staff Positions - Other (as per organigram determined by ExCom)	\$353,000	\$840,000	\$1,193,000
<b>Sub total - Staff and Other Personal Costs</b>	<b>\$969,706</b>	<b>\$1,431,706</b>	<b>\$2,401,412</b>
<b>3. Equipment, Vehicles and Furniture including Depreciation</b>			
Office equipment - laptops, printers	\$5,000	\$5,000	\$10,000
Vehicle	\$0	\$40,000	\$40,000
<b>Sub-total Equipment, Vehicles and Furniture</b>	<b>\$5,000</b>	<b>\$45,000</b>	<b>\$50,000</b>
<b>5. Travel</b>			
Travel	\$100,000	\$120,000	\$220,000
<b>Sub total Travel</b>	<b>\$100,000</b>	<b>\$120,000</b>	<b>\$220,000</b>
<b>7. General Operating and Other Direct Costs</b>			
Office space in Khartoum	\$32,000	\$32,000	\$64,000
Office Supplies, communications, and other operating costs	\$116,349	\$162,489	\$278,838
<b>Sub total General Operating and Other Direct Costs</b>	<b>\$148,349</b>	<b>\$194,489</b>	<b>\$342,838</b>
<b>Total Direct Costs</b>	<b>\$1,223,055</b>	<b>\$1,791,195</b>	<b>\$3,014,250</b>
<b>8. Indirect Support Costs at 7%</b>	<b>\$85,614</b>	<b>\$125,384</b>	<b>\$210,998</b>
<b>Total Project Costs</b>	<b>\$1,308,669</b>	<b>\$1,916,579</b>	<b>\$3,225,248</b>

**Total budget: 3,225,248\$:** (including the standard indirect support costs at 7%). This is an indicative budget – to provide an overview of possible cost drivers and projected costs over a two year period. A budget will be approved by the SIPF Steering Committee on an annual basis and will be modified in line with contributions received through the Multi Partner Trust Fund.