

STEPS FOR EARMARKING TO COUNTRIES UNDER THE UN COVID-19 MPTF

This procedural note on country earmarking to the [UN COVID-19 Response and Recovery Fund](#) applies both for contributions that are made available by a donor within a country, as well as funds that a donor at regional or HQ level needs to earmark to a specific country or countries. It is expected that this mechanism is used when the **Resident Coordinator and UNCT have agreed on a UN response plan based on the UN framework** for Immediate Socio-Economic Response.

Phase I: Signing of the agreement

1. A donor **indicates** their **interest** to the Resident Coordinator(s), the Secretariat and MPTF Office to provide a financial contribution to the UN COVID 19 Response and Recovery Fund earmarked to a specific country or countries.
2. The donor can reach out to the Resident Coordinator and/or Fund Secretariat for any questions and clarifications. (optional step)
3. The MPTF Office drafts and concludes a [Standard Administrative Agreement](#) (contribution agreement) with the donor which includes earmarking to the specific country/countries. For contributing private sector entities, MPTFO will request the Resident Coordinator's Office to provide due diligence information.
4. The regular **signing** procedures are handled between the donor (even if at country level) and the MPTF Office. The Fund Advisory Committee is informed of the contribution.
5. Upon **deposit of the funds**, the MPTF Office informs the donor, the Secretary General Designate, Secretariat, and the RC Office of the funds available for programming (amount available after deducting the administrative agent fees and bank charges) in the concerned country. (The committed amount is indicated in the Funding Framework of the Fund indicating earmarking for the country.)

Phase II: Project approval and disbursement process

1. The RC coordinates the **prioritization** of programmes with the UNCT **within the amount available** and asks agencies to develop proposals based on the template of the COVID-19 MPTF project proposal. The programmes should be in line with the [UN Framework for the Immediate Socio-Economic Response to COVID-19](#), the country level UN Socio-Economic Response Plan and take into account the principles of the Fund. Programmes can cover any of the three windows described in the [Fund Terms of Reference](#), though separate proposals have to be submitted under each window. Submissions will be through email until on-line submissions will take place through the MPTF gateway system.

2. Based on a UN (with government, CSO, IFI etc. participation) technical committee review, the **Resident Coordinator submits proposals to the SG Designate**, copying the Fund Secretariat, totaling to the exact amount available for programming. The Resident Coordinator also transmits the Proposal Certification template.
3. The **SG Designate reviews** the submission and presents it the Advisory Committee members for review on a no-objection basis within 48 hours. The SG Designate then approves or resolves any issues with the Resident Coordinator.
4. In case there is no capacity for technical review at the country level, the Resident Coordinator submits the proposals to the SG Designate, who in turn will arrange a technical review with a response time of 5 days and subsequently circulate the result to the Advisory Committee members for a no-objection within 48 hours.
5. Upon **approval by the SG Designate**, the Fund Secretariat prepares the Fund Transfer Request assisted by the RC Office of the concerned country and submits the Fund Transfer Request and accompanying documents to the MPTF Office for processing.
6. The **MPTF Office disburses** the funds to the recipient UN agencies within the next 5 business days.

Phase III: Programming and results reporting

1. The reporting, monitoring, closure and other procedures will be undertaken in line with the COVID-19 MPTF procedures as defined in the Terms of Reference and legal documents.
2. For contributing private sector entities, the Resident Coordinator's Office will need to screen for controversies during monitoring and risk management review.