

Annex 4

UNSDG-HRM HQ PROJECT PROPOSAL TEMPLATE

(2 pages maximum)

Title of Proposed Project:	Regional TOTs on HRBA, LNOB and gender equality		
Submitted by:	Date:		
Participating organizations receiving funds/s: ¹	UN Women		
Lead implementing agencies not receiving funds:	UNFPA, OHCHR, UNESCO, UNICEF, UNDP		
Other partners:	DCO		
Project Duration (# of months):	10 months		
Budget (US\$) by source:	HRM MDTF:	UN Organization/UNCT/UNDG Regional Team:	OTHER:
Total Estimated Budget:	597,060 USD		

Names and signatures of participating UN organizations

Adequate signature space should be provided in order to accommodate name (person), title (head), organization name/ as well as date of signature.

This project document should be signed by all organizations that will be implementing the project and receiving funding from the UNSDG-HRM. By signing this joint programme document, all signatories assume full responsibility to achieve results identified with each of them as shown in Table 1 and detailed in annual work plans.

UN organizations
<i>Name of Representative, Sarah Hendriks, Director, Programme, Policy and Inter Governmental support</i>
<i>Signature</i>
<i>Name of Organization UN Women</i>
<i>Date 25 March 2020</i>

¹ Indicates the UN Organizations that have signed the MOU and will be receiving funding from the UNSDG HRM to implement activities.

I. Situation/Context for the Proposed Joint Programme/ Project:

To support the UN development system achieve the new Sustainable Development Agenda, the UN Secretary General has implemented an ambitious UN Nations Development System (UNDS) reform process. This includes a reform of UN representation in the field, and of the UN Development Assistance Framework. The commitment of the UNDS reform process to human rights, gender equality and women's empowerment and leaving no one behind is evident in the Guidance for the new Common Country Analyses (CCAs) and UN Sustainable Development Cooperation Frameworks (UN Cooperation Frameworks), which includes these three principles as part of the six guiding principles² for the Cooperation Framework. These guiding principles are "to be integrated throughout all stages of the Cooperation Framework and guide both process as well as outcomes". The inclusion of these principles reflects the central emphasis of the 2030 Sustainable Development Agenda on these issues as core to efforts to reach the Sustainable Development Goals and achieve transformative change.

While the inclusion of a human rights based approach (HRBA), gender equality and women's empowerment, and leaving no one behind (LNOB) in the UNSDG Guidance on the Cooperation Framework is a major opportunity for ensuring that UNCTs apply these principles to their work, dedicated support will be required to provide them with the capacities and knowledge required. The need for more support in this area is confirmed by the growing requests from UNCTs for training support in this area. With 47 UNCTs due to roll out their new UN Cooperation Frameworks by 2022 this demand is set to grow. Moreover, with the strengthened role of the Regional Collaborative Platforms in supporting the quality of the UN Cooperation Frameworks, staff at the regional offices are expected to provide technical advice and support on HRBA, gender equality and LNOB in response to requests from the UNCTs in their regions. They will also need support in playing this role.

To support UNCTs and the regional entities of the UN development system, regional Training of Trainers (TOT) on HRBA, gender equality and LNOB are proposed. Given the strong synergies and complementarities between these three principles, the regional trainings will provide an integrated approach on implementing these three principles in CCAs and Cooperation Frameworks so that UNCTs can better make the links and maximize synergies between these three mutually reinforcing principles.

An essential contribution to these regional trainings is the recent effort, under the UNSDG Task Team on Leaving No One Behind, Human Rights and the Normative Agenda (Task Team), to update the UN common learning package on human rights based approach and ensure it is relevant in today's development context and to clarify the linkages between HRBA and the principles of leaving no one behind and gender equality. This initiative will also contribute to rolling out the UNSDG Operational Guide on LNOB, also led by the Task Team. A consultant will be hired to support this work and compile the updated package. As part of this exercise there will also be quality assurance and validation measures included.

A training of trainers (TOT) workshop will be organized for staff from each of the five UNSDG regions with the objective of equipping UN staff with the knowledge and skills needed to integrate HRBA, gender equality and LNOB into their UN Cooperation Framework, and to support staff in providing support to their counterparts in the UNCT context. The trainings are planned in close coordination with DCO to ensure synergies, and complementarity with other regional trainings is being fully explored. If necessary, adjustments will be made to the workplan (Annex 1) to enable streamlining with other regional-level activities.

Specifically, the regional TOTs would aim to:

² The six guiding principles for the UN Cooperation Framework are the following: leaving no one behind, human rights based approach, gender equality and women's empowerment, resilience, sustainability and accountability.

- Provide the knowledge and skills to selected representatives in the region nominated by participating entities (DCO, OHCHR, UN-Women, UNDP, UNESCO, UNFPA, UNICEF) to create a cadre of regional UN staff that can be deployed to different UNCTs in the region to deliver in-country HRBA, gender equality and women's empowerment, and LNOB trainings/workshops, at upon request of UNCTs.
- Generate inputs and lessons learned for the finalization of the common learning package, and to inform the finalization of LNOB Operational Guide.

Naturally, by participating in the TOT, participants nominated from UNCTs in the region, would also be well placed to contribute to efforts to integrate HRBA, gender equality and women's empowerment, and LNOB into the CCAs and Cooperation Frameworks by their respective UNCTs. Likewise, participants nominated from the Regional Offices would also be well placed to contribute to efforts to integrate HRBA, gender equality and women's empowerment, and LNOB in their review of CCAs and Cooperation Frameworks submitted for review by UNCTs of the region. In both cases, these are however natural secondary outcomes of the process, and not results sought in themselves, as this is a TOT.

The implementing entities will also work closely with DCO to ensure that the updated common learning package is finalized and promoted as a UNSDG product and made accessible to the appropriate staff and communities of practice through relevant knowledge platforms and other communication means.

Due to the situation of COVID-19 and the related risks, these developments need to be monitored closely and assessed if any contingency measures need to be considered. Possible considerations include select locations with low risk, combine staff from several regions in the same TOT workshops, reschedule to later in the year, shift to a more on-line modality and finally outreach to the donor as needed. The implementing partners will monitor the situation closely and submit a project revision if necessary.

II. Methodology

A professional facilitator will facilitate the workshops and apply a TOT methodology based on participatory learning techniques. The curriculum will combine substantive content with facilitation skills and practice sessions. As part of the project a consultant will be hired to support this work. The learning methodology and content will aim to ensure that future trainers are skilled and confident in their abilities to train others on the application of HRBA, gender equality and LNOB to programming. By the end of the workshop, participants will be expected to be able to: (a) deliver and co-facilitate training workshops on HRBA, gender equality and LNOB using participatory learning methodologies; (b) explain the concepts of HRBA, gender equality and LNOB and coach UNCTs on their programmatic implications; (c) run group discussions and exercises related to the application of the HRBA, gender equality and LNOB.

IV. Expected Outputs:

As part of the regional TOTs it is expected that cadre of UN staff (20 staff per region) will be trained on the HRBA, LNOB and gender equality policy content and related methodologies to be ready to support the work of UNCTs, particularly in the development and implementation of CCAs and Cooperation Frameworks. To support this work there will be an updated training package and related facilitator's guide that will assist the trainers in leading this work in an effective matter. The roster will be coordinated by the DCO Regional Director and the mechanisms established in each region to discuss HRBA, gender equality and women's empowerment, and LNOB .

Expected Outputs:

1. 20 staff trained per region on HRBA, LNOB and gender equality and have their supervisor’s endorsement to support trainings in the region (roster established and frequency of support provided agreed).
2. Updated training package and related facilitator’s guide will be finalized to support high quality trainings.

V. Implementation and Management:

1. The project will be managed at the global level by UN Women under the direction of a small steering committee led by UN Women.
2. UN Women will have the overall project manager role of the project. Planning meetings will be held with the steering committee on a regular basis. Activities will be conducted in each region in close cooperation with the regional entities of the UN development system regional offices of the implementing agencies and regional DCO offices. The project workplan (see Annex 1) will be further developed, with detailed timelines and activities. Evaluations will be conducted after each training.
3. Regional DCO offices will be closely involved to ensure the longer-term ownership and coordination of trainers.
4. A possible risk is that the regional review has not yet been finalized and structures are being discussed. The mitigation strategy is to always keep the global DCO office informed and can give instructions to the regional offices. Global DCO office will also provide technical inputs and support to the project in order to facilitate linkages with UNSDG and DCO structures, policies, and initiatives.

VI. Monitoring, Evaluation and Reporting (Two pages)

Monitoring: The content of Table 1 should summarize monitoring arrangements for the project/proposals, including monitoring activities that the participating UN organizations and/or UNCTs will undertake (such as baseline collection, reviews or studies if necessary to measure effect/impact, field visits, evaluation etc.), the timing of such activities and the respective responsibilities.

Table 1: Project M&E Framework

Expected Results (Outcomes & outputs)	Indicators (with baselines & indicative timeframe)	Means of verification	Collection methods (with indicative time frame & frequency)	Responsibilities	Risks & assumptions
Outcome 1: UNCTs have a resource (trainers, methodology and learning package) available when requesting support in training staff on integrating GEWE/HRBA/LNOB into their country analysis and programming.	% of new UNSDCFs that fully integrate HRBA/LNOB and gender equality Target: 100% Baseline: na Quality of TOT trainings.	Regional DCO offices, regional offices of implementing agencies		TC. UNCTs, results groups	To mitigate the risk there has to be proper quality assurance mechanisms in place and benchmarks. Build the agenda of the TOT in a

<p>Output 1: 20 staff trained per region on HRBA/LNOB and gender equality and have their supervisor's endorsement to support trainings in the region.</p> <p>Output 2: training package and related facilitators guide will be finalized to support high quality trainings.</p>	<p>Target: High quality Baseline: NA</p> <p>Usefulness of the training package Target: highly useful Baseline: NA</p>	<p>Workshop evaluations</p> <p>Pre and post assessment of participants' knowledge on HRBA, LNOB and GEWE</p> <p>Personal management document to include roster commitment reflected</p> <p>Workshop evaluations</p> <p>UNCTs material for trainings</p>		<p>Steering committee, regional DCOs</p> <p>Steering committee, regional DCOs</p>	<p>participatory manner.</p> <p>Development of the training package in a participatory manner.</p>
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VI. Required Attachments:

- Budget for the project/proposal

Annex 1

Workplan for Regional TOT on HRAB, LNOB and gender quality

	Activity	Agencies involved	Timeline	Budget
1.	Contract consultant to work on the updating of the learning package	UN Women lead	March	
2.	Learning package quality assurance workshop, New York	UN Women lead	May	
3.	Regional workshop 1 – TBC		Aug	
4.	Regional workshop 2 – TBC		Sep	
5.	Regional workshop 3 – TBC		Sep	
6.	Regional workshop 4 – TBC		Oct	
7.	Regional workshop 5 – TBC		Dec	

Annex 5

UNSDG Human Rights Mainstreaming (UNDG HRM) Trust Fund

Project Budget Template [UN Women]

PROGRAMME BUDGET		ESTIMATED UTILIZATION OF RESOURCES (US\$)			
CATEGORY*		AMOUNT (US\$)	Year 1 / tranche 1	Year 2 / tranche 2	Year 3 / tranche 3
1	Staff and other personnel costs				
2	Supplies, Commodities, Materials	33,000			
3	Equipment, Vehicles and Furniture including Depreciation				
4	Contractual Services	125,000			
5	Travel	400,000			
6	Transfers and Grants to Counterparts				
7	General Operating and Other Direct Costs				
Total Programme Costs		558,000			
	Indirect Support Costs (7%)**	39,060			
TOTAL		597,060			

* Format based on 2012 UNDG Harmonized Budget Categories for Joint Programmes. Definitions for the categories can be found at: <http://www.undg.org/>

** 7% calculated based on total Project Costs. Indirect support cost should be in line with the MOU and SAA . 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.