



The UN COVID-19 Response and Recovery Multi-Partner Trust Fund

(UN COVID-19 MPTF)

Proposal Template

Proposal Title: System-Wide Evaluation of COVID-19

Amount:

I. Immediate Socio-Economic Response to COVID19 and its impact

The COVID-19 pandemic has affected all countries of the world in unprecedented ways. Across the world, COVID-19 has disrupted daily lives, overwhelmed health systems, created economic shocks, and sparked crises that are rupturing our economic and social well-being. As a consequence, COVID-19 is reversing the gains made during the last decade on Sustainable Development Goals. While the pandemic has created crises across the world, the pain is uneven. Developing countries are most affected because they do not have the means or resources to deal with such a crisis. Various UN country team assessments are showing that the pandemic has created more inequality, increased vulnerability, and caused a protection crisis for women and vulnerable groups. As the surge in COVID-19 cases continues, so does the pain and suffering it brings to individuals, families, societies, and humanity. The Secretary-General used his convening power to mobilize world leaders on critical issues such as cooperation on a vaccine, financing, and debt relief, including the 28th May largest gathering of world leaders. To support programme countries UN country teams have undertaken rapid socio-economic impact assessments, prepared socio-economic response plans, and repurposed their budgets towards COVID-19. As per the UNINFO COVID-19 Data Portal (https://data.uninfo.org/Home/_WorldMap – accessed 30-September, 2020), 104 countries have prepared COVID-19 socio-economic response plans, 88 socio-economic impact assessments were completed by UN country teams, and 2.7 billion dollars have been repurposed by 119 UN country teams.

The Secretary-General launched the UN COVID-19 Response and Recovery Multi-Partner Trust Fund (COVID-19 MPTF) as a UN inter-agency finance mechanism to support low-and middle-income programme countries in overcoming the health and development crises caused by the COVID-19 pandemic. As per the TOR of the COVID-19 MPTF, it supports finance towards the three objectives of the UN Secretary-General's Call for Solidarity, a plea for global action to stop the COVID-19 pandemic and the suffering it has caused. The three objectives are: Tackle the health emergency; Focus on the social impact, and the economic response and recovery; and Help countries recover better.

II. What is the specific need/problem the intervention seeks to address?

The project is to support a coherent System-Wide Evaluation of COVID-19 for gathering evaluative evidence on (a) how the UN is contributing collectively to reversing the challenges brought by COVID -19 in the first year of the decade of action for SDGs, and (b) providing credible evaluative evidence on progress, innovation, good practices and lessons learned. The design of the evaluation leverages the COVID -19 Response and Recovery MPTF to learn lessons and report progress of UN contribution through the UN country level socio-economic response and recovery plan. The approach of the proposals is in line with the UN development reform and the Funding Compact.

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III. Solutions proposed and how does this collaborative programme solve the challenge

The COVID-19 Recovery and Response MPTF is of critical global importance and its magnitude requires a robust and dynamic learning and accountability oriented evaluation agenda. The Fund is the only mechanism providing support to system-wide and joint programme at the country level in line with the UN development reform. Therefore, the evaluation of the fund will have the objective of providing periodic credible evaluative evidence on progress and challenges on the shared responsibility to continuously deliver better and to learn lessons. A system wide evaluation allows for a robust collective learning and progress across the UN system.

The objective is to manage a coherent UN system-wide evaluation assessing: (a) how the UN is contributing collectively to reversing the challenges brought by COVID -19 in the first year of the decade of action for SDGs, and (b) provide credible evaluative evidence on progress, innovation, good practices and lessons learned.

The following are the three components that are proposed to solve the accountability and learning agenda/challenges for UN system-wide work on COVID-19.

1. Early Lessons and Evaluability. Early lessons from implementation experience would be important to ensure that the Fund delivers better in the future. As an unprecedented and evolving crisis, it is important to learn lessons as early as possible through assessment of implementation experience and to capture good practices and ways to improve how the UN entities can work together as a system in implementing the COVID-19 socio-economic response plans. A system-wide approach allows for a system wide perspective on these early lessons learnt. The reason to conduct the evaluability is to look at ways to conduct a final evaluation of the COVID-19 MPTF. It is envisaged that the final evaluation will be initiated in the second half of 2021.

2. Self-Evaluation of SERPs. Support the UNCT to conduct self evaluation of the Socio-economic response plans. As per the UNINFO COVID-19 Data Portal (https://data.uninfo.org/Home/_WorldMap – accessed 14-October, 2020), 104 countries have prepared COVID-19 socio-economic response plans, of these 96 have a costed plan and 85 of the plans have indicated funding gaps. A self-evaluation will help the UNCT in a number of ways.

- Make adjustments to SERPs given the changing socio-economic context in the country.
- Support the UNCT and agencies in programmatic adjustment based on a critical self-reflection and early experience.
- Examine ways to better leverage UNCT assets.
- Initiate a discussion on how and when to shift from COVID-19 crisis/development programming to regular programming through the Cooperation Framework. This can include discussions on how best to manage the transition.
- Examine ways to improve alignment with national plans for COVID, as well with bilateral and IFIs plans.
- Understand better the implication of the funding gap for advocacy and fund-raising.
- Distill systemic lessons learnt to support knowledge-sharing across the UN system globally.

3. Personnel:

- The HR requirements of this Project will include various UNOPS-contracted personnel positions reporting to Secretary-General's Designate (the Designate) for the COVID-19 MPTF ('Partner Personnel') and implementing Project activities under their direct direction and supervision.
- The Senior Coordinator, who is authorized by the Designated, will indicate the pre selected 'Partner Personnel' consultants
- The process of establishing specific international or national positions will be initiated by EOSG/the

Designate through a formal request to UNOPS and against the budget positions of this Project. Terms of Reference and deployment details will be included in such requests. EOSG/the Designate is requesting that the recruitment of specific candidates, pre-selected by EOSG/the Designate in compliance with applicable rules and regulations, and confirm that since the selection was outside UNOPS' control, that UNOPS carries no liability for the work performance of the personnel. In case of such pre-selection, EOSG/the Designate will provide UNOPS with a recent P.11 and contact details of the person and a letter as per Annex II' Partner Personnel Selection Letter Template'. The responsibilities of UNOPS and EOSG/the Designate are described in Annex III' Matrix of responsibilities', while Human Resources arrangements are described in annex IV 'HR arrangements'.

- UNOPS will engage individual Partner Personnel through the contractual modality specified in the request. By default, this will be Individual Contractor Agreement (ICA) modality – national or international. There will be 1 technical staff position, at the P-7 level (with applicable terms of reference as per annex I) for whom it is assumed that the provisions stated in the Memorandum of Understanding between the Secretariat of the United Nations and UNOPS signed on 3 August 2014 and regulating partner personnel have been met. This arrangement has been approved by the appropriate authorities of the respective organizations.
- The technical staff will be drawn from UNICEF on loan in order to provide leadership and technical support for managing evaluation related work for COVID-19 Response and Recovery MPTF including the above two components.

The evaluation follows the principle of a cohesive “One UN” approach to evaluation similar to the approach taken by the Fund. This approach is needed to avoid fragmented and dispersed evaluative evidence from UN entities evaluation offices. The System-Wide Evaluation Policy has explicitly stated in its guiding principles the compliance to UN ethical standards, humanitarian principles, human rights, disability, gender equality, ‘do no harm’ principle and the commitment to ‘no one left behind’.

IV. Target population

- Secretary-Generals Designate for COVID-19 Response and Recovery MPTF
- Advisory Committee of the COVID-19 Response and Recovery MPTF
- DCO and UN Country Teams
- UN Sustainable Development Group members.
- National Governments.

V. Catalytic impact and hum-dev nexus

The COVID-19 recovery and response MPTF is of critical global importance to the UN cohesive and catalytic response at country level. Therefore, it requires a robust and dynamic learning and accountability-oriented evaluation agenda. The Fund is also one of the important financing mechanisms for COVID-19, providing support to system-wide and joint programmes at the country level, in line with the UN development reform. Therefore, the catalytic impact from learning and accountability will resonate throughout the UN Development System. One of the questions to be answered by the early lessons exercise is to know how to transition from a serious development emergency to “new normal” development programme.

VI. Who will deliver this solution?

UNOPS-contracted personnel positions reporting to EOSG (‘Partner Personnel’) and implementing Project activities under their direct direction and supervision.

VII. How will you learn from and communicate about the project?

The project is a learning and accountability project. Its lessons will be disseminated and discussed at UNCT level, UNSDG, and with the Advisory Committee of the COVID-19 Response and Recovery MPTF.

VIII. Budget:

The total budget for the Activities is \$656,381.44 in USD, as more fully described below.

		Category	Duty Station	Unit Cost/Month	Number of Units	Number of Months	Total
	1. PERSONNEL						
1001	P7 Staff	P7	New York		1	12	\$271,440.60
1002	Evaluation consultants and panel	HICA 4	Home-based		5		\$300,000.00
	Sub-Total 1. PERSONNEL						\$571,440.60
	2. GENERAL OPERATING COSTS						
2001	Shared services/ Locally Managed Direct Costs (Finance, HR, Procurement, Admin, ect.)						\$30,000.00
2002	Centrally Managed Direct Costs			\$1,000.00	12	12	\$12,000.00
	Sub-Total 2. OPERATING EXPENSES						\$42,000.00
	Total Project Direct Cost						\$613,440.60
	Indirect cost 7%						\$42,940.84
	TOTAL PROJECT BUDGET						\$656,381.44

IX. Financial Reporting:

UNOPS will provide the following reports, prepared in accordance with the Recipient Agency's financial regulations, rules, policies, procedures, and administrative instructions:

- a. Annual financial report as of 31 December with respect to the funds disbursed to it from the Fund Account, to be provided no later than four (4) months (30 April) after the end of the calendar year; and
- b. Certified final financial statements and final financial reports after the completion of the activities in the approved programmatic document, including the final year of the activities in the approved programmatic document, to be provided no later than five (5) months (31 May) after the end of the calendar year in which the financial closure of the activities in the approved programmatic document occurs, or according to the time period specified in the financial regulations and rules of UNOPS¹, whichever is earlier.

¹ 6 months after project closure

Cover Page

Contacts	UNOPS Name: Mr Kirk Bayabos, Head of Sustainable Development Cluster, NYSC Mrs Isabella Vettolani, Senior Portfolio Manager, Sustainable Development Cluster, NYSC Email: kirkb@unops.org , isabellav@unops.org																						
Title of proposed program	System-Wide Evaluation of COVID-19. The project is to support a coherent System-Wide Evaluation of COVID-19 for gathering evaluative evidence on (a) how the UN is contributing collectively to reversing the challenges brought by COVID -19 in the first year of the decade of action for SDGs, and (b) providing credible evaluative evidence on progress, innovation, good practices and lessons learned. The design of the evaluation leverages the COVID -19 Response and Recovery MPTF to learn lessons and report progress of UN contribution through the UN country level socio-economic response and recovery plan. The approach of the proposals is in line with the UN development reform and the Funding Compact.																						
Universal Markers	<p>The project integrates gender, human rights, disability and leave no one behind principles throughout the process, including participation and consultation of key stakeholders to the greatest extent possible;</p> <p>The exercise will follow the guidance on the integration of gender equality and human rights principles in its focus and process, as established in the UN handbook <i>Integrating Human Rights and Gender Equality in Evaluation - Towards UNEG Guidance</i>. It will follow UNEG Norms and Standards for Evaluation in the UN system and abide by UNEG Ethical Guidelines.</p>																						
Fund Specific Markers	Human Rights Based Approach to COVID19 Response: Yes the evaluations follow the principles. Considered OHCHR guidance in proposal development UN OHCHR COVID19 Guidance																						
	This project will fall under the Fund’s Enabler window.																						
Geographical Scope	Global																						
Recipient UN Organizations	UNOPS																						
Implementing Partners																							
Programme and Project Cost	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Budget</th> <th style="width: 20%;">Agency</th> <th style="width: 20%;">Amount</th> <th style="width: 30%;">Comments</th> </tr> </thead> <tbody> <tr> <td>Budget Requested</td> <td>UNOPS</td> <td>\$ \$656,381.44</td> <td></td> </tr> <tr> <td>In-kind Contributions</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td></td> <td>\$ \$656,381.44</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			Budget	Agency	Amount	Comments	Budget Requested	UNOPS	\$ \$656,381.44		In-kind Contributions				Total		\$ \$656,381.44					
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Signed:
On behalf of the [Name of the Recipient Agency]
Annex I. ToR

UNITED NATIONS

JOB DESCRIPTION: SENIOR COORDINATOR - SYSTEM-WIDE EVALUATION

POST LEVEL: P7 (Donor Funding)

DUTY STATION: NEW YORK

August 2020

1. DURATION OF ASSIGNMENT. Initial 364 days as staff on loan and may be renewable subject to releasing entity's agreement, performance and donor funding availability. Start date 6 November 2020.

2. POSITION REPORTS TO: Special Advisor to the Secretary General on Reforms. The function will move to the System-Wide Evaluation Office when it is established.

3. PURPOSE OF THE POST: The report of the Secretary General on implementation of the QCPR (A/75/79, April 2020) detailed the approach to strengthen the quality and independence of system-wide evaluations. The focus of system-wide evaluation at the country level will be on the evaluation of the Cooperation Framework and related joint activities. At the global level, the focus will be on the planning, conducting, reporting and resourcing of system-wide evaluations and sharing knowledge across them. Multi-partner trust funds, such as the Joint Fund for the 2030 Agenda for Sustainable Development, the multi-stakeholder trust fund of the Spotlight Initiative, and the multi-partner trust fund for COVID-19 response and recovery, in which a large number of United Nations entities are working towards a common objective, will be evaluated as a system-wide evaluation.

As per the SG's report, the Terms of Reference of the UN COVID-19 Response and Recovery MPTF (COVID-19 MPTF) states that the evaluation will follow the UN Evaluation Group norms and standards and will be carried out in line with the system-wide evaluation policy.

The Senior Coordinator provides evaluation expertise for system-wide evaluation of UN response to COVID-19 and technical support to UN Reform Team for the system-wide evaluation work until the System-Wide Evaluation Office is formally established.

The overarching objectives of the post are to: a) ensure a coherent UN system-wide evaluation assessing how the UN is contributing collectively to reversing the challenges brought by COVID -19 in the decade of action for SDGs, by providing credible evaluative evidence on progress, innovation, good practices and lessons learned; and b) support Cooperation Framework evaluations and system-wide evaluation activities in cooperation with UN evaluation offices.

DELIVERABLES:

1. Lead and manage the system-wide evaluation of COVID-19 and its related process.
2. Provide leadership to the System-Wide Evaluation Advisory Committee and working groups set up for the evaluations.
3. Ensure high-quality professional work by instituting the necessary enabling environment for working groups and independent consultants.

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4. Set quality standards for system-wide evaluation products and oversee the quality control of SWE evaluation deliverables.
5. Develop the annual work programme and budget. Raise donor funding for the budget.
6. Communicate evaluation results to partners and UNSDG.
7. Ensure that evaluation knowledge and lessons are fed in a timely manner into key UNSDG processes.
8. Represent SWE in the United Nations Evaluation Group and with relevant partners.
9. Prepare a concept note and quarterly progress reports for the Secretary General's Designate for COVID-19 on the progress of evaluation.
10. Support system-wide evaluation activities, such as cooperation framework evaluation, as requested and required.

QUALIFICATIONS AND COMPETENCIES:

EDUCATION: Master's Degree.

WORK EXPERIENCE: Over fifteen years' experience in progressively responsible professional work related to strategic planning, and management of development cooperation and evaluation work. At least 5 years' experience as a senior evaluator in a UN entity. Prior experience with system-wide evaluation exercises, such as Delivering as One evaluation.

COMPETENCIES:

- Substantive knowledge of UNEG norms and standards.
- Knowledge of inter-governmental policy-setting and ability to bring together various perspectives by political actors.
- Solid track-record for conducting joint evaluations and UNDAF evaluations.
- Track record of ability to negotiate different viewpoints in complex institutional settings.
- Excellent analytical skills, including the ability to quickly and clearly synthesize ideas and feedback.
- Integrity in decision-making, with clear understanding of independence and consultation, and experience conducting policy papers that are consultative.
- Ability to work autonomously, while at the same time accepting guidance and demonstrating strong teamwork skills.
- Demonstrated fund-raising abilities and negotiations with donors.
- Excellent communication, negotiating, advocacy and problem-solving skills.
- Demonstrated ability to work collaboratively in a multicultural environment and to establish harmonious and effective working relationships, both within and outside the organization.

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The incumbent works under the overall supervision of the Special Advisor to the Secretary General on Reform. Incumbent is expected to operate independently as per the UNEG norms and standards and deliver products of high quality. Incumbent is expected to frequently exercise independent judgment in external meetings with other UN entities, member states, and donors.

Annex 2. Partner Personnel Selection Letter Template

[AGENCY LETTERHEAD]

United Nations Office for Project Services (UNOPS)
Europe and Middle East Office (EMO)
Midtermolen 3, PO Box 2695, 2100 Copenhagen, Denmark

Attention: [UNOPS Contact Person]

Dear [UNOPS Contact Person],

RE: LETTER OF REQUEST FOR PRE-SELECTION IN PROCESSUS FOR [PROJECT]

We refer to the UN COVID-19 MPTF MOU signed between UNDP and Recipient UN Organizations, including UNOPS on 7 April 2020 regarding The Operational Aspects of the UN COVID-19 Response and Recovery Fund.

EOSG writes to pre-select the following organization(s) to be contracted by UNOPS in the context of the [Project] engagement:

1. [Organization] [Activities] [Budget]
2. [Organization] [Activities] [Budget]
3. [Organization] [Activities] [Budget]

AND/OR

[Agency] [also] writes to pre-select the following personnel to be contracted by UNOPS in the context of the [Project] engagement:

1. [Name], [Position], [Budget]
2. [Name], [Position], [Budget]
3. [Name], [Position], [Budget]

EOSG confirms that, in selecting the above [entities], it has complied with applicable internal rules regulations and procedure.

Furthermore, since the pre-selection is outside UNOPS' control, EOSG recognizes and agrees that UNOPS shall not be accountable, or otherwise carry any liability, for the performance of the pre-selected entities above.

Yours sincerely,

[Agency Representative of same level that signed the Agreement or lower level representative with the proper delegated authority]

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Matrix of responsibilities Partner Personnel –for selection following United Nations Secretariat rules

Activity		EOSG	UNOPS
Recruitment and Selection	Preparation of Terms of Reference (TOR)	x	
	For preselection		
	Identification of candidate through own selection process	x	
	Obtain pre-selection letters, CV, TORs, supplier form and a copy of candidat's ID		x
	Establish remuneration based on local market rates and individual background	x	
Contracting	Submit hiring request to UNOPS with ToR and above referred documents, indicating contract duration and remuneration	X	
	Internal processing by UNOPS/issuance of contract and related documents		x
	Technical supervision/attendance monitoring/clearance of requests for payment	x	
	Contract administration, including contract extension, payment of fees		x
	Mission travel arrangements and payment of entitlements	x	(x)*
	Performance review upon completion of assignment	x	
	Conflict resolution in the event of non or unsatisfactory performance	x	
Supervision	Technical instructions and day-to-day management and supervision of personnel	x	
	Leave management and approval following UNOPS policies	x	
Contract administration	Contract administration, including administration of entitlements and benefits, in accordance with UNOPS regulations and rules		x
	Processing payment, including remuneration, related allowances and other provisions		x
	Transfer of payments to personnel individual bank accounts		x
	Administration of insurance (as applicable)		x
Performance management	Performance review/appraisal	x	
	Promotion/reclassification of posts (as applicable)	x	

	Decision on (non)renewal of contracts	x	
Separation	Decision on termination of contracts	x	
	Administration of separation entitlements		x
Dispute resolution/claims	Disputes or claims arising from or in connection with the work of the individual, including any disputes or claims from third parties	x	
	Disciplinary review and actions	x	
Security	Report to UNDSS of the personnel provided	x	
	Evacuation management	x	
	Ensure that personnel comply with all the applicable security requirements (UNOPS accepts no responsibility for any breach of security requirements by such personnel)	x	
Medical Evacuation	Maintain a legal agreement with a service provider of related services, and be the interface vis-à-vis the service provider *.		x
	Ensure that accurate information related to personnel is available and regularly updated.	x	
	Approval of medical evacuation(s).	x	
	Cost of actual evacuation and medical expenses (these costs are not included in the budget).	x	

* UNOPS/Partner may assist if requested

* Currently UNOPS holds a long term agreement with Europe Assistance for the provision of medical evacuation services.

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Annex 4: HR arrangements:

- In pre-selected cases, the personnel's contracts must contain a provision stating:
- “This contract is issued on behalf of EOSG pursuant to an agreement between EOSG and UNOPS for the provision of administrative services by the latter to the former. Your contractual rights and responsibilities are with EOSG and not with UNOPS. Except where the context requires otherwise, all references to “UNOPS” shall be construed as references to EOSG”. EOSG shall indemnify, hold and save harmless and defend at its own expense the UNOPS and its officials, agents, servants and employees from and against:
 - i. All suits, claims and demands made by any of the personnel; and
 - ii. All suits, claims, demands and liability of any nature or kind, including costs and expenses associated therewith, arising out of acts or omissions of any of the personnel. Without limiting the generality of the foregoing, this shall extend to suits, claims, demands and liability in the nature of worker's compensation, products liability, and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by any of the personnel.
- Notwithstanding the type of selection process, UNOPS will be responsible for key HR administration, including contracting (including revisions/extensions, based on EOSG request), deployment (including travel based on applicable UN Travel Policy,) and contract administration (including payment based on EOSG certification, and benefits). Except for processing contract documents and processing the payments of fees and other benefits and entitlements set out in the personnel contracts, the EOSG is responsible for internal administration issues, such as fee/level setting, leave administration and performance management administration.
- EOSG will coordinate the work of the individual contractors and supervise their performance.
- The EOSG is responsible for ensuring security of Partner Managed Personnel, and
- EOSG is responsible for reporting the Partner Managed Personnel as its own personnel to bodies.
- UNOPS will not be required to report these personnel to bodies.