

**MPTF Somalia Secretariat
Direct Cost Project**

Project Title: MPTF Somalia Secretariat – Direct Cost	Recipient UN Organization(s): UNDP Somalia
Project Contact: MPTF Office: Pierre Bardoux-Chesneau (pierre.bardoux@undp.org) MPTF Somalia: Peter Nordstrom (nordstomp@un.org)	Implementing Partner(s) – name & type (Government, CSO, etc): N/A Project Location: Somalia
Project Description: The direct cost project will support the establishment of a secretariat to oversee and manage the Somalia MPTF in close coordination with national and international counterparts. The dedicated capacity will ensure efficient administration of the MPTF and strengthen its position as a strategic instrument for the UN and international partners to deliver integrated support to Somalia’s national development and peacebuilding priorities.	Total Direct Cost 2021-2024: \$ 4,554,862 Mobilized MPTF funding: \$ 1,585,620 (accrued interest under UN stream) \$ 206,798 (accrued interest under National stream) Remains to mobilize: \$ 2,762,444 Proposed Project Start Date: 1 July 2021 Proposed Project End Date: 31 December 2024
Purpose of the Revision: N/A	

<p>Representative of the United Nations in Somalia</p>  <p>Adan ... Deputy Representative of the Secretary-General, Resident and Humanitarian Coordinator</p> <p>Date & Seal 17/May/2021</p>	<p>Representative of UN Recipient Organisation:</p>  <p>Digitally signed by Jocelyn Mason DN: cn=Jocelyn Mason, o=UNDP, ou=Resident Representative, email=jocelyn.mason@undp.org, c=SO Date: 2021.05.03 19:47:09 +03'00'</p> <p>Jocelyn Mason Resident Representative UNDP Somalia</p> <p>Date & Seal</p>
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Background

The UN Multi-Partner Trust Fund for Somalia (Somalia MPTF) was established in 2014 following the New Deal Compact agreed to at the Brussels Conference in 2013. The UN MPTF, alongside the World Bank's Multi-Partner Fund and the African Development Bank's Somalia Infrastructure Fund, is governed by the Somalia Development and Reconstruction Facility (SDRF) and its agreed aid coordination architecture.

To date, the Somalia MPTF has a capitalization of 439 million USD and an active portfolio of 19 joint programmes. Contributions to the Fund have been steady with a slight decline since 2018. The level of earmarking is unsustainably high, which complicates fund management, undermines the potential of the Somalia MPTF, and contravenes principles of pooled funding. Representatives of active donors to the Somalia MPTF have, as a prerequisite for considering increased unearmarked contributions, requested the UN in Somalia to invest in the management capacity of the Fund to strengthen leadership, improve strategic oversight, and ensure that the Fund adds value in line with their expectations on the UN's role in Somalia. The fast-paced context of Somalia and the multiple and interlinked challenges facing the country require the flexibility that pooled funding mechanisms can provide. The Somalia MPTF is well-placed to accommodate flexible and innovative programmatic approaches in accordance with the UN's prevention agenda, to promote greater UN integration and joint delivery as required by the UN reform process, and to ensure that the UN's support to implementing Somalia's National Development Plan, as outlined in the UN Cooperation Framework 2021-2025, prioritizes those most left behind and integrates cross-cutting issues under Agenda 2030 such as gender equality, youth empowerment, and human rights.

In strengthening the Somalia MPTF, the UN will improve collaboration and coordination within the UN system, across government counterparts, and with related pooled funds in Somalia. This includes the Somalia Humanitarian Fund (SHF), the UN Peacebuilding Fund (PBF), as well as the African Development Bank's Somalia Infrastructure Initiative and the World Bank's Multi-Partner Fund. Central to these efforts is the establishment of a dedicated secretariat for the Somalia MPTF situated in the Integrated Office of the Deputy Special Representative of the Secretary-General, Resident and Humanitarian Coordinator for Somalia, through a direct cost modality. A dedicated fund secretariat follows established practice for funds of similar size and complexity (including the funds mentioned already operating in Somalia) and is a necessary measure to realize the strategic potential of pooled funding for delivery of UN support with national ownership.

The Somalia MPTF was established in 2014 for a period of ten years. There is a recognized need among stakeholders to extend the Fund beyond its current end date of 31 December 2024. The next two years consequently provide a window of opportunity for the UN in Somalia to significantly improve the operations of the Fund and strengthen its strategic relevance as a way of laying the foundation for a reformed, enhanced, and extended MPTF. Aligning the Somalia MPTF with the timeframe of Agenda 2030 and Decade of Action would make an important contribution to the UN's efforts to support Somalia in the final push to achieve the Sustainable Development Goals. The fund secretariat established through this direct cost modality will play an instrumental role to ensure that pooled funding under UN management remains a preferred and strategic option for collective international support to Somalia's development and peacebuilding priorities. The fund secretariat will start with a lean staffing structure and be gradually strengthened as reforms of the Somalia MPTF are showing results, with anticipated increase in donor contributions and a higher share of

unearmarked funding requiring corresponding management and coordination capacity in line with funds of similar size and complexity.

Role of the Secretariat

The fund secretariat will provide strategic, operational, and administrative support to the governing structure of the Somalia MPTF. It will serve as the entry point for all fund-related matters and lead engagement with national and international stakeholders. The secretariat is responsible for the coordination and day-to-day management of the Fund. It works with fund stakeholders, including government, to codify policies and rules of procedure of the Fund to be reflected in its terms of reference and operations manual. The secretariat provides strategic advice and quality control for programmes in the Fund's portfolio. It confirms that new programmes are developed in accordance with established procedures and reflect agreed priorities. It facilitates that lessons learned from programme implementation are documented and integrated into new initiatives, and promotes coherence and interlinkages between programmes in the portfolio. The secretariat ensures the Fund is guided by a sound risk management strategy as well as a robust approach to monitoring, reporting, and learning. It facilitates collaboration and communication between stakeholders, including through the aid coordination architecture, donor briefings, project board meetings, and day-to-day informal interactions.

The secretariat is responsible for reporting on the implementation of the portfolio through bi-annual consolidated reports and quarterly newsletters. The reports include programme-level annual narratives and financial reports, and any specific European Union reporting requirements received from recipient organizations. The reports also include the strategic outlook and portfolio-level impact analysis provided by the fund secretariat. The secretariat will annually and at request brief on portfolio status and plans to the SDRF Steering Committee and relevant working groups under the aid coordination architecture.

Finally, the secretariat is responsible for developing an investment plan and resource mobilization strategy for the Fund, in close consultation with stakeholders. The secretariat ensures the coherence of the portfolio and its alignment with the strategic objectives of the Fund, it promotes and facilitates increasing levels of unearmarked contributions to the Fund and facilitates dialogue with stakeholders on the allocation of these resources.

In summary, the main functions of the secretariat for the Somalia MPTF are:

Strategic

- Execute and coordinate all management functions of the Somalia MPTF
- Develop and implement investment plan and resource mobilization strategy
- Promote portfolio-level coherence and coordination
- Support design of new joint programmes to ensure compliance with priorities and rules of procedure
- Establish, maintain and nurture strategic relationships with fund stakeholders
- Advice on investment priorities and new opportunities
- Provide strategic communication at portfolio-level
- Review and update rules of procedures for the Fund to ensure it's adherence to good fund management principles and position within Somalia's aid context
- Coordinate with other pooled funding instruments in Somalia to promote synergies and complementarities

Operational

- Coordinate portfolio-level monitoring, reporting and learning
- Represent the Fund in interaction with fund stakeholders, including government, donors, and implementing partners
- Coordinate, consolidate and circulate timely portfolio-level reporting on bi-annual and needs-basis
- Ensure efficient financial flows, including review and processing of fund transfer requests and adherence to UNDG budgeting principles
- Apply and continuously review a robust risk management strategy and risk management matrix in coordination with the Risk Management Unit
- Maintain portfolio-level overview of financial flows, implementation progress and other operational procedures to inform decision-making
- Establish a Results Based Management System for the Fund, including portfolio-level outcomes and indicators

Administrative

- Organise regular and ad hoc meetings with fund stakeholders and ensure minute-keeping and decision-tracking
- Maintain an information management system, including regularly updating the MPTF Gateway
- Procure goods and services to support fund management activities

Secretariat Structure

The MPTF secretariat will initially be comprised of three staff hosted by UNDP Somalia and organizationally located in the Integrated Office of the Deputy Special Representative of the Secretary-General, Resident and Humanitarian Coordinator for Somalia (DSRSG/RC/HC). The MPTF secretariat will integrate with the management of the PBF and SHF to maximise the impact of pooled funding in Somalia, share secretariat resources, and coordinate investments.

Senior Trust Fund Manager (P5 – Nairobi)

Under the strategic guidance of the DSRSG/RC/HC, the Senior Trust Fund Manager will act as the head of the fund secretariat and perform the following functions:

Advisory and Capacity Building

- Provides strategic advice to the MPTF Steering Committee (currently the SDRF) on Fund-related matters
- Supports the DSRSG/RC/HC, donors and national counterparts in the review and redesign of the governance arrangements; strategies and coordination arrangements ensuring alignment to Agenda 2030 as well as national sectoral and cross-cutting priorities
- Guides the Recipient UN Organizations and National Entities on the programming processes and requirements as laid out in the MPTF operational arrangements
- Ensures the development of the Fund's strategic planning documents

Advocacy and Building Strategic Partnerships

- Liaises and coordinates with donor focal points and other MPTF stakeholders
- Establishes and maintains strategic partnerships with additional potential donors, and identify and initiates key resource mobilization opportunities

- Ensures linkages and consistency between the MPTF and other pooled funds in Somalia, including the SHF and the PBF
- Analyzes and research information on donors, prepare substantive briefs on possible areas of cooperation
- Ensures preparation of resource mobilization strategy

Management and Oversight of the Fund Secretariat

- Oversees the review and updating of the MPTF ToR and the Operations Manual
- Prepares annual work plan(s) and budget for the MPTF Secretariat
- Prepares job descriptions and vacancy announcements, and identify, hire and supervise staff and consultants
- Provides administrative support to the DSRSG/RC/HC and the UN components of the Fund's governance arrangements
- Oversees activities of the Secretariat and its team

Management of Key Fund Operations Tasks

- Participates in the development of contribution agreements
- Ensures communication of decisions to Heads of UN entities, (include eligibility, maximum allocation available, timeline for programming and any specific requirements)
- Facilitates UN multi-agencies engagement in programming
- Ensures submission of programme proposals to the governance structure of the MPTF after proper appraisal and quality assurance processes
- Provides strategic oversight on MPTF implementation including annual narrative and financial reporting, mid-term review and final evaluation planning
- Ensures the development of the Fund Result Based Management system
- Oversees implementation of the communication and visibility plan
- Oversees consolidation of financial annual narrative reports and other updates
- Leads approval/updates of operational arrangements and rules of procedures

Programme Officer (P3 – Nairobi or Mogadishu)¹

The Programme Officer will work with UN entities, government counterparts, and other implementing partners to strengthen the quality of the UN's joint programming in Somalia, ensure alignment with the MPTF's investment strategy, and promote portfolio. Reporting to the Senior Trust Fund Manager, the Programme Officer will be responsible for the following tasks:

- Promote alignment between priorities outlined in the National Development Plan and the UN Cooperation Framework, the MPTF's investment plan, and individual programme design
- Provide programme guidance, updates, and information to implementing partners and other fund stakeholders
- Provide technical advice and innovative approaches to facilitating programme interventions and achievement of programme deliverables
- Guide delivery of technical assistance and engagement with implementing partners
- Build, manage, and expand relationships with partners to support coordinated implementation of programmes

¹ Duty station will be determined based on operational need.

- Contribute to the formulation and periodic review of the MPTF's investment plan, resource mobilization strategy, and results framework

Reporting and Learning Specialist (Secondment – Mogadishu)²

To manage the complexity of diverse UN-wide and MPTF-specific reporting requirements and to ensure analysis, learning and cross-pollination within the UN's programmatic portfolio, the Reporting and Learning Specialist will work with partners to strengthen the empirical foundation of the UN's programming and to capture the impact of the UN's support to Somalia across the humanitarian-development-peacebuilding nexus. The Reporting and Learning Specialist will be responsible for the following fund-specific tasks:

- Contributes to the development of a results-based management system for the UN's pooled funds
- Develops and operationalizes the Fund Performance Dashboard and portfolio overview in close collaboration with programme-level M&E Officers, and government counterparts managing the Somalia Aid Information Management System
- Reviews programme proposals format and ensures adherence to standard requirements
- Manages the design of a database relating to UNCF and HRP result indicators in coordination with the management of the PBF and SHF to promote synergies across the triple nexus
- Ascertains, in consultation with the Senior Trust Fund Manager, that recipient organizations have responsive monitoring and reporting systems to ensure proper oversight of programmes, with attention being given to timely, accurate and appropriate progress updates and the identification of constraints and risk management
- Monitors the risk management information and updates the MPTF risk matrix and promotes information sharing on risk with other pooled funds in Somalia
- Reviews and provides feedback on the narrative and financial programme reports submitted by the Recipient UN Organizations and other implementing partners
- Prepares the consolidated progress updates and annual/final reports as outlined in the MPTF's programming cycle and legal agreements
- Drafts periodic consolidated reports on the achieved Fund results upon request and in coordination with partners
- Promotes analysis learning within the framework of UN-administered pooled funds and ensures that evaluation findings and lessons learned are reflected and incorporated in portfolio-level strategies and in the design of new programmes
- Keeps abreast with political analysis and academic research of relevance for Somalia

Operations Specialist (NOC – Nairobi)

The Operations Specialist ensures efficient operational management of the Fund in line with the operations manual and UN-specific rules and regulations. They will be responsible for the following tasks:

- Develops and monitors the MPTF Secretariat's budget and associated workplan(s)
- Procures goods and services to support the work of the MPTF secretariat

² Offer of secondment from a Member State under discussion. Duty station to be confirmed based on operational need and in consultation with the seconding authority.

- Reviews and processes funds transfer requests from implementing partners to ensure alignment with funding frameworks, programme documents, and donor agreements
- Supports development and review of programme budgets and workplans and ensures adherence to MPTF, PBF, and UNDG requirements
- Monitors and analyzes delivery and status of programmes, including donor contributions, expenditure, and programme-level governance structures
- Maintains financial and operational data in the Fund Performance Dashboard
- Provides operational advice and support to other units in the Integrated Office, including the PBF secretariat
- Supports human resources in close coordination with the UNDP Somalia Human Resources Unit and ensures timely renewal of contracts and reviews and certifies HR reporting data
- Supports the overall delivery of the MPTF portfolio in Somalia

Portfolio Associate (National UNV – Nairobi)³

- Drafts routine correspondence, reports and other documents
- Researches and compiles background materials for reports, briefings, etc.
- Provides assistance to monitor and measure project progress and prepare project reports as required
- Performs financial recovery functions for the project including financial agreements and report preparations
- Provides administrative support services
- Maintains and update the project information management system and reporting tools
- Provides logistical support activities organised by the secretariat, including meetings, missions, and other official undertakings
- Assists in coordination and dissemination of communication materials
- Performs other duties as required

When required, the secretariat will procure consultancy services for specific/short term tasks. The unit structure can be reviewed and adjusted as per needs and budget availability. Funds of similar size and complexity are generally supported by a secretariat comprised of four to five international and national staff, with added administrative functions. A gradual scale up of the MPTF Somalia secretariat may be required to meet demands associated with an anticipated increase in unearmarked contributions and year-on-year growth of the portfolio.

Coordination with Other UN-Managed Funds

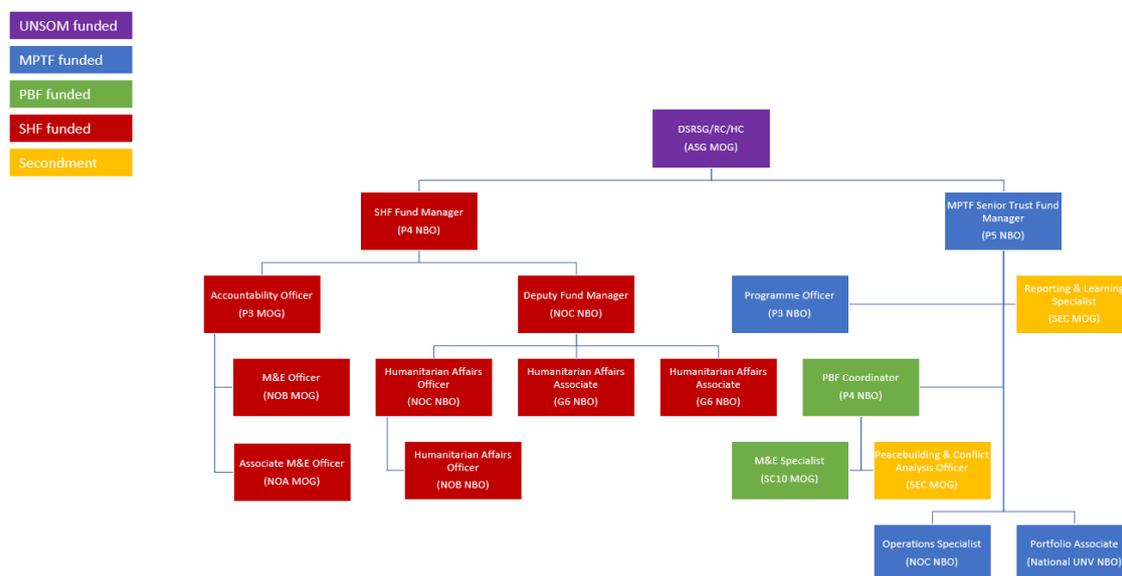
In addition to the MPTF, the UN manages two other multilateral funds in Somalia: the UN Peacebuilding Fund (PBF) and the Somalia Humanitarian Fund (SHF). The establishment of the MPTF secretariat ensures closer coordination and better exploration of synergies between the three Funds, as well as pooling of shared secretariat resources to strengthen strategic oversight and operational efficiency.

Both organizationally situated in the Integrated Office of the DSRSG/RC/HC and hosted by administratively hosted by UNDP Somalia, the secretariats for the MPTF and the PBF will be formally merged. Under the overall leadership of the DSRSG/RC/HC, the Senior Trust Fund Manager will coordinate closely with the SHF Fund Manager to share analysis, sequence investments, and promote synergies across the humanitarian-development-

³ Lesser priority for potential recruitment in 2022

peacebuilding nexus to ensure the UN-managed funds in Somalia the tools with which to drive the operationalization of the triple nexus.

UN Somalia fund management



Budget of the MPTF Secretariat

The budget required to perform the functions of the secretariat for the Somalia MPTF will initially be drawn from accrued interest of the Fund, amounting to 1,792,418 USD in April 2021. The cost of the MPTF secretariat will be charged to the Fund account as direct costs.

Budget of the MTPF secretariat 2021-2024⁴

Category	Amount (USD)
1. Staff and other personnel	3,288,880
2. Supplies, commodities, materials	75,000
3. Equipment, vehicles, and furniture (including depreciation)	-
4. Contractual services	318,000
5. Travel	200,000
6. Transfers and grants to counterparts	-
7. General operating and other direct costs	375,000
Total direct costs of the action	4,256,880
8. Indirect costs (7%)	297,982
Total eligible costs of the action	4,554,862

⁴ Detailed budget annexed.

Results framework

	Outputs	Indicators	Means of verification	Indicator milestones
<p>Outcome 1: The Somalia MPTF is an efficient and strategic partner to government, donors, civil society, and UN entities and the preferred option for providing international support to Somalia</p>		<p>Outcome indicator 1: Improved perception of the effectiveness and added value of the MPTF Baseline: TBC Target: 80% approval rating</p> <p>Outcome indicator 2: Growth of the MPTF portfolio in Somalia Baseline: 439,000,000 USD Target: 650,000,000 USD</p>	<p>Baseline perception survey followed by annual surveys</p> <p>Independent evaluation of the MPTF secretariat</p> <p>Aid flow data</p> <p>UNCF annual result reports</p>	
	<p>Output 1.1: Fund investment plan outlining key investment priorities and opportunities, including principles for allocation of unearmarked contributions</p> <p>List of some activities under this output: Development of fund investment plan</p> <p>Consultations with partners, including UN, government and donors</p>	<p>Output indicator 1.1.1: Volume of unearmarked contributions to the Somalia MPTF Baseline: <10% Target: >30%</p> <p>Output indicator 1.1.2: Investment plan developed and approved by the SDRF Steering Committee Baseline: N/A Target: Developed and approved</p>	<p>Yearly increase in contributions to the MPTF</p> <p>Financial reports</p> <p>SDRF Steering Committee minutes</p> <p>MPTF donor meeting minutes</p> <p>Investment plan document</p>	
	<p>Output 1.2: Resource mobilization strategy aligned with the UNCF funding framework developed and implemented</p> <p>List of some activities under this output: Development of resource mobilization strategy</p> <p>Consultations with partners, including UN, government and donors</p>	<p>Output indicator 1.2.1: Resource mobilization strategy finalized based on consultations and approved by the UNCT Baseline: N/A Target: Done</p>	<p>UNCT minutes</p> <p>Minutes from donor briefings</p>	

		<p>Output indicator 1.2.3: Tailored engagement with existing and potential new MTPF donors Baseline: N/A Target: Quarterly donor briefings and frequent informal interactions with partners</p>	<p>Donor engagement tracker</p> <p>Donor profiles developed and maintained</p>	
	<p>Output 1.3: Efficient fund operations, including fund transfers, reporting, etc</p> <p>List of some activities under this output: Maintenance of a Fund Performance Dashboard and financial tracker</p>	<p>Output indicator 1.3.1: Fund Performance Dashboard developed and maintained Baseline: N/A Target: Done</p>	<p>Existence of Fund Performance Dashboard</p>	
	<p>Establishment of an archive of fund documentation</p> <p>Timely and improved reporting</p>	<p>Output indicator 1.3.2: Online archive for fund documentation established and maintained Baseline: N/A Target: Done</p>	<p>Existence of online archive</p> <p>Updating of MPTF Gateway</p>	
		<p>Output indicator 1.3.3: Regular reporting done in a timely manner and with improved quality Baseline: N/A Target: All reporting submitted on time</p>	<p>Annual and semi-annual reports</p> <p>Feedback from partners</p>	
	<p>Output 1.4: Strategic communication raises profile of the Somalia MPTF</p> <p>List of some activities under this Output: Quarterly newsletters</p> <p>Thematic briefings</p> <p>Increased social media presence</p> <p>Promotional material on the use of pooled funding in Somalia</p>	<p>Output indicator 1.4.1: Increased communication output Baseline: N/A Target: Quarterly newsletters issued ahead of quarterly donor briefings and frequent communication through other means</p>	<p>All communication output</p>	
	<p>Output 1.5: Mainstreaming of conflict sensitivity, gender and youth analysis, and human rights across the portfolio</p>	<p>Output indicator 1.5.1: Programmes under the MPTF are better aligned with conflict dynamics and integrate cross-cutting priorities Baseline: N/A</p>	<p>Programme documents</p> <p>Review feedback</p>	

	<p>List of some activities under this output: Programme review process</p> <p>Programming principles as outlined in the investment plan</p>	<p>Target: Applied to all new programmes in the portfolio</p>		
	<p>Output 1.6: Operations Manual reviewed and updated to improve decision-making and review processes</p> <p>List of some activities under this output: Review of Operations Manual in cooperation with the Aid Coordination Unit</p>	<p>Output indicator 1.6.1: Review and decision of new programmes more participatory and less time consuming</p> <p>Baseline: N/A</p> <p>Target: Maximum three months from pipeline endorsement to approval</p>	<p>PWG minutes</p> <p>SDRF decision on Operations Manual</p>	
	<p>Output 1.7: Somalia MPTF renewed for another ten-year period</p> <p>List of some activities under this output: Renew legal agreement</p> <p>Update fund ToR</p>	<p>Output indicator 1.7.1: Signed agreement on extension</p> <p>Baseline: N/A</p> <p>Target: Done</p>	<p>Official correspondence</p>	