



COUNTRY PROGRAMME DOCUMENT

MPTF RWEE FUND

Global Secretariat

Duration of the project:	01/01/2022 – 31/12/2027
--------------------------	-------------------------

UN organization

Name of Representative: Brenda Behan

Title: Director of Gender

Signature:

Name of Organization: World Food Programme (WFP)

Date & Seal

MPTF RWEE FUND

Global Secretariat

Background

The RWEE Multi-Partner Trust Fund for the Joint Programme ‘Accelerating Progress Towards Rural Women’s Economic Empowerment’ was initially established in 2013 through a Memorandum of Understanding between the four UN agencies, FAO, IFAD, UN Women and WFP, based on the Terms of Reference for the Fund. The Fund was extended on two occasions in 2018 and 2020, and was further extended in December 2021 for a six-year period until 31st December 2027. This document sets out the role of the Global Secretariat for the Fund.

Role of the Secretariat

The RWEE Fund Secretariat is responsible for the overall coordination of the programme and ensures maximum effectiveness of the Fund with regards to strategic, technical, operational, administrative and financial matters, in close collaboration with the Fund’s governing structure. The Secretariat serves as the entry point for all fund-related matters and engages with the RWEE teams at national level, with the relevant technical teams of the four participating agencies at global level, and with donors and other stakeholders. The Secretariat is responsible for the coordination and day-to-day management of the Fund and for developing the Fund ToR and Operational Guidance. The Secretariat provides oversight of the development of country proposals and workplans, ensuring adherence to compliance criteria and standards. It ensures that new programmes are developed in accordance with the overall Theory of Change and strategic approaches for the programme. The Secretariat is responsible for facilitating the documentation of lessons learned from programme implementation, promoting experience sharing between the participating countries and supporting the integration of learning into programme development and implementation. Further, the Secretariat is responsible for ensuring strong visibility of the programme and for ensuring that evidence-based learning is used to contribute to policy dialogue and advocacy. The Secretariat ensures the Fund is guided by a sound risk management strategy as well as a robust approach to monitoring, reporting, and learning.

The Secretariat is responsible for reporting on the implementation of the Fund through annual consolidated reports incorporating narrative reporting on results, progress against programme indicators and financial reports. The Secretariat has oversight of the development of bi-annual country narrative reports and submits them to the Multi Partner Trust Fund Office.

The Secretariat is responsible for developing a number of strategies and associated annual plans for the Fund, including a communications strategy, a knowledge management strategy and a resource mobilization strategy. 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 contributions to the Fund and facilitates dialogue with stakeholders on the allocation of these resources.

In summary, the main functions of the Secretariat are as follows:

- Execute and coordinate all management functions of the Fund;
- Review and update rules of procedures for the Fund to ensure its adherence to good governance principles;

- Ensure the development of strategic documents for the Fund;
- Support country level programme design to ensure compliance with strategic approaches and priorities, the establishment of robust monitoring systems, and rules of procedures;
- Promote coherence and South-South learning among participating countries;
- Establish and maintain strategic relationships with fund stakeholders;
- Mobilize further funds through engagement with additional resource partners;
- Contribute to strategic policy dialogue and advocacy on gender equality and women's economic empowerment.

Composition of the Secretariat

The Secretariat is comprised of two full time staff, a Global Coordinator and a Monitoring and Evaluation Specialist. They are hosted by WFP headquarters in Rome under a Global Coordination Unit for the programme. A Communications/Knowledge Management Specialist will also form part of the Secretariat and will be employed based on the needs of the programme.

Global Coordinator

Under the strategic guidance of the Technical Advisory Committee, the Global Coordinator will lead the Secretariat and perform the following functions:

Management and Oversight of the Fund

- Ensures appropriate governance arrangements are in place for the programme and are reviewed and revised as appropriate;
- Develops/updates the ToR and Operational Guidance for the Fund;
- Guides the participating UN agencies at global and national level on the Fund requirements as laid out in the Operational Guidance;
- Prepares annual work plan and budget for the MPTF Secretariat;
- Oversees activities of the Secretariat, recruits and supervises the work of staff and consultants and contributes to the supervision of National Coordinators.

Planning and Coordination

- Leads coordination mechanisms of the Fund, serving as the overall manager for internal and external partners of the programme;
- Organizes and facilitates regular meetings of the Technical Advisory Committee and the International Steering Committee;
- Leads the organization of forums and/or inter-agency meetings and side events;
- Maintains financial oversight by liaising with the MPTFO including receipt of and response to updates on allocations, reception of funding, transfers to country teams and related processes.

Programme Development and Implementation

- Reviews country level concept note submissions, proposals and workplans and ensures submission of programme proposals to the governing bodies following appraisal and quality assurance processes;
- Oversees country activities and provides technical support and guidance as needed;
- Regularly liaises with the National Coordinators and the country teams to ensure that implementation proceeds with programme objectives and priorities, and in compliance with agreed workplans and rules/procedures of the participating agencies;
- Undertakes implementation support missions to the participating countries and official visits to other countries as requested.

Communications & Advocacy

- Oversees the development and implementation of the communications strategy and annual communications plans;
- Raises the profile of the programme and identifies and maximizes opportunities for visibility;
- Represents the JP RWEE in international fora as needed;
- Liaises with country teams to ensure programme visibility at national level;
- Identifies and maximises opportunities for advocacy and for contributing to policy dialogue at global and regional levels.

Partnership Building and Resource Mobilisation

- Develops and implements the partnership building and resource mobilisation strategy and associated annual plan;
- Maintains regular contacts with existing donors;
- Researches and identifies additional potential donors and funding opportunities;
- Initiates and establishes contact with potential resource partners and prepares material for donor engagement;

Monitoring, Evaluation and Reporting

- Oversees the development and implementation of a results-based M&E system for the programme, ensuring a robust system that facilitates global aggregation of data;
- Monitors programme progress and recommends programme adjustments as needed;
- Ensures and supports the implementation of baselines, endlines, mid-term and final evaluations;
- Reviews the country level bi-annual and annual reports and ensures their submission to the MPTFO; prepares the annual consolidated report.

Knowledge Management

- Oversees the development of a knowledge management strategy and associated annual plans;
- Identifies good practices and lessons learned from the JP RWEE implementation, and documents this knowledge for wider replication and use;

- Oversees the development and implementation of a knowledge management platform for internal cross fertilization and sharing of best practices between participating countries;
- Supports South-South knowledge exchange and develops a culture of learning.

Monitoring and Evaluation Specialist

The Monitoring and Evaluation Specialist, in close collaboration with, and under the supervision of, the Global Coordinator, carries out the following functions:

Implementation of the M&E System

- Ensures the development and implementation of the M&E system for the programme, ensuring that quality data is collected and reported for all indicators (goal, outcome and output levels) across all participating countries;
- Ensures the applicability of the global level logical framework to country level implementation;
- Oversees country baseline and endline surveys and provides guidance to country teams on the development and implementation of these surveys;
- Ensures global level aggregation of data and results (baselines, endlines and ongoing monitoring);
- Develops and maintains a Management Information System (MIS) for the programme, ensuring ongoing data analysis and aggregation;
- Contributes to the monitoring of programme progress and inputs into the consideration of programme adjustments as needed;
- Reviews M&E plans and annual workplans with specific attention to performance indicators and targets;
- Capacity builds country teams in M&E based on identified training needs;
- Supports country teams in the development of country M&E guides, including output level indicator methodologies;
- Reviews monitoring tools and provide support to their implementation as needed
- Reviews country level survey data analysis and reports;
- Supports the implementation of baselines, endlines, mid-term and final evaluations;
- Provides technical support to the country level MEAL Coordinators;
- Carries out technical support missions to participating countries.

Capacity Building

- Supports the country level MEAL Coordinators to identify training needs in relation to M&E for agency staff, implementing partners and local government
- Develops a training manual for adaption at country level to be used for training implementing partners and local government staff;
- Reviews country progress reports, including the bi-annual report for submission to donors, ensuring that performance indicator tables are completed in line with the approved workplans.

Communications and Knowledge Management Consultant/Specialist

The Communications and Knowledge Management Consultant, in close collaboration with, and under the supervision of, the Global Coordinator, carries out the following functions:

Communications

- Develops and implements a communications strategy and annual plan for the programme;
- Supports country teams to develop country level communications plans.
- Supports the design of a website for the programme;
- Maintains the website on an ongoing basis and develops web content and materials that showcase the work of the programme;
- Develops high quality communications products, including newsletters, briefs, stories etc. for use in multiple channels targeting diverse audiences in order to increase programme visibility;
- Identifies communication and outreach needs related to programme activities and identifies targeted audience groups, events, platforms and other opportunities for JP RWEE participation;
- Generates donor specific visibility content for use across a range of platforms, in order to contribute to resource mobilisation efforts;
- Supports the preparation of in-person and virtual events including the development of content, the development and dissemination of communications material, and logistical arrangements;
- Coordinates an inter-agency communications working group and liaises with the communications focal points from each agency in support of visibility;
- Develops and implements social media strategies in order to raise the profile of the programme with stakeholders, including policy makers, practitioners and donors;
- Monitors and analyses digital and social media sites, identifying opportunities for inclusion of the programme in the digital platforms and social media of other organizations, and informing the development of communication activities and strategies;
- Monitors and reports on website traffic and social media analytics;
- Supports the development and implementation of country level communications plans;

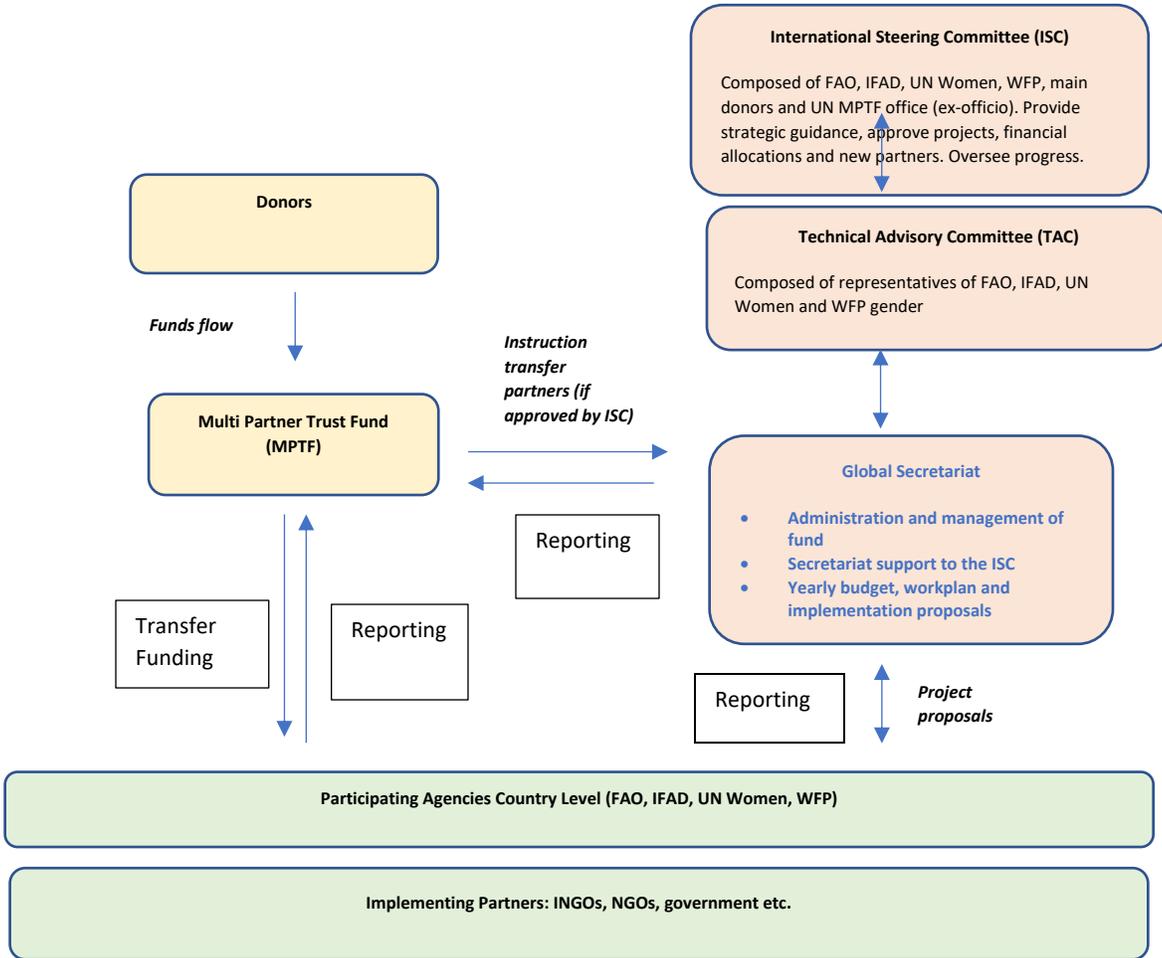
Knowledge Management

- Develops a knowledge management strategy and annual plan for the programme;
- Supports country teams to develop country level knowledge management plans;
- Supports the establishment of a knowledge management platform for the programme and supports country teams on use of the platform;
- Develops knowledge products and oversees strategies for their dissemination;
- Supports the development of a culture of learning within the programme.

When required, the Secretariat will procure consultancy services for specific/short term tasks, for example a Resource Mobilisation Consultant to support resource mobilisation efforts in the first year of the programme. The unit structure will be reviewed and adjusted as per evolving needs, potential increased scope, and budget availability.

Figure 1: Fund Structure

The Secretariat is positioned within the governance and coordination mechanisms for the Fund as per the diagram below.



Budget of the Secretariat

The budget required to perform the functions of the Secretariat in 2022 are detailed below. The cost of the MPTF secretariat will be charged to the Fund account as direct costs.

Category	Description	Amount (USD)
1. Staff and other personnel	Global Coordinator FT (P4), M&E Specialist FT (P2), Comms/KM specialist (P2 initial 6 months); RM specialist (60 days).	318,000
2. Supplies, commodities, materials		-
3. Equipment, vehicles, and furniture (including depreciation)		-
4. Contractual services	JP RWEE website, internal knowledge management platform, events, Graphic design work, translation, other comms costs.	34,312
5. Travel	Approx. 5 country missions	15,000
6. Transfers and grants to counterparts		-
7. General operating and other direct costs	ICT/capita	8,000
Total direct costs of the action		375,312
8. Indirect costs (6.5%)		24,395
Total		399,707