

SE4ALL Multi-Partner Trust Fund
Programme Submission Document Template & Guidelines¹

A. Cover Page
Recipient Organization: United Nations Industrial Development Organization (UNIDO)

Programme Manager:	
Name:	Ms. Marina Ploutakhina
Telephone:	+43 (1) 26026-5051
E-mail:	m.ploutakhina@unido.org

Main Implementing Partners (if any):	
Name of Organization:	UNIDO
Name:	Mr. Paul Maseli
Telephone:	+43 (1) 26026-0
E-mail:	p.maseli@unido.org

Programme Title:
Sustainable Energy for All (SE4ALL)

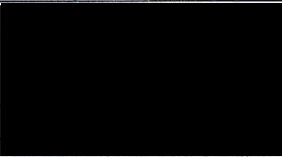
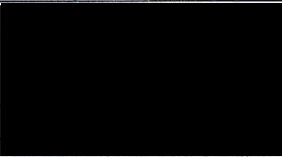
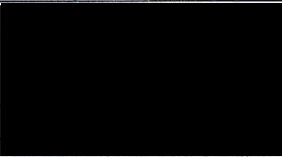
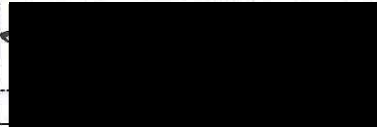
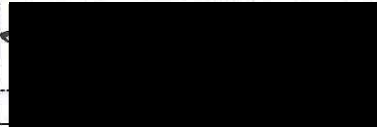
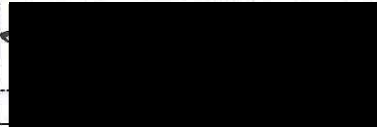
Programme Number:

Programme Costs:	
SE4ALL MPTF:	\$8604,500
Other:	\$42,315
TOTAL (USD):	\$646,815

Programme Location:
Vienna International Centre (VIC); Wagramerstrasse 5; P.O. Box 300; A-1400, Vienna; AUSTRIA

Programme Duration:
Total duration (in months): 6 months Expected Start date ² : 6 May 2013 Expected End date: 30 Oct 2013

Review & Approval Dates

Signatures of Recipient Organization and SE4ALL MPTF						
I.	<table border="1"> <tr> <td>Name of Representative</td> <td rowspan="4"></td> </tr> <tr> <td>Name of Recipient Organization</td> </tr> <tr> <td>Signature</td> </tr> <tr> <td>Date</td> </tr> </table>	Name of Representative		Name of Recipient Organization	Signature	Date
Name of Representative						
Name of Recipient Organization						
Signature						
Date						
II.	<table border="1"> <tr> <td>Robert C. Orr, ASG, EOSG (on behalf of SE4ALL MPTF)</td> <td rowspan="3"></td> </tr> <tr> <td>Signature</td> </tr> <tr> <td>Date</td> </tr> </table>	Robert C. Orr, ASG, EOSG (on behalf of SE4ALL MPTF)		Signature	Date	
Robert C. Orr, ASG, EOSG (on behalf of SE4ALL MPTF)						
Signature						
Date						

¹ The template is provisional, and subject to change in the future.

² The official start date of any approved project/programme occurs when funds are transferred by MPTF Office.

B. Description of Proposal

The Sustainable Energy for All (SE4ALL) initiative — a global multi-stakeholder energy partnership launched by UN Secretary General Ban Ki-moon — intends to catalyze action in all countries for achieving the following inter-related goals by 2030.

- Ensuring universal access to modern energy services
- Doubling the global rate of improvement in energy efficiency
- Doubling the share of renewable energy in the global energy mix

Since its inception in 2011, SE4ALL has established itself as a fully-fledged partnership with action on the ground and a vast array of supporters in every corner of the world. It now seeks to put in place an organization and business plan that realizes the necessary actions and commitments towards the goals. The role of the SE4ALL leadership and the Global Facilitation Team (GFT) would be political advocacy, and to mobilize ideas, actions, funding and programs with public, private and civil society organizations (CSO) and with public and private entities and stakeholders. They will thus act as facilitators and catalysts rather than direct implementers, originating commitments, tracking actions and results, intermediating knowledge and capacity, mobilizing funding, and trouble-shooting as needed. This is a formidable task in itself, given the considerable geographic spread of the campaign and its scope across three inter-linked energy access and sustainability goals.

Executive summary

The primary objective of the proposed project will be to provide initial support for the establishment of the SE4ALL Global Facilitation Team, including practical and logistical set-up of the office as well as early support of country-level -and communications activities. This project proposal is the product of the initial needs identified by the SE4ALL Chief Executive (designate) in coordination with UNIDO in its capacity as a collaborating partner organization. Thus, the funds requested will be used for the following purposes:

1. Setting up the SE4ALL office. This includes preparation of the physical space (installation of offices, cubicles etc), purchasing of office furniture and technical office equipment, office supplies & materials, and to cover the fixed costs (i.e. electricity, cleaning, water).
2. Initiating activities on country action and other relevant activities, this includes undertaking country missions, supporting gap analyses and assessments to be conducted by consultants and experts.
3. Supporting facilitation and communication, this includes information sharing and communications materials (consultants will be hired to support these efforts).

All activities and resources pertaining to above proposed project are in line with the SE4ALL 2013 – 2015 Strategic Work Program and decisions and conclusions of meetings of the Executive Committee to-date.

C. Results Framework/Logframe (please attach as an annex)

D. Budget (budgets must be submitted in Excel as well)

This budget below must be prepared for funding requested from the SE4ALL MPTF, providing a description of each item.

PROGRAMME BUDGET (SE4ALL MPTF Funds only)

SE4ALL MPTF PROJECT BUDGET	
CATEGORIES	AMOUNT
1. Staff and other personnel costs	0
2. Supplies, Commodities, Materials	\$162,750
3. Equipment, Vehicles and Furniture including Depreciation	\$139,500
4. Contractual Services	\$242,250
5. Travel	\$60,000
6. Transfers and Grants to Counterparts	\$0
7. General Operating and Other Direct Costs	\$0
SUB-TOTAL	\$604,500
Indirect support costs (7% of total programme costs - lines 1-7)	\$42,315
TOTAL	\$646,815

The following definitions are as per the F&BN WG paper, which form part of the approved decision

Staff and other personnel costs: Includes all related staff and temporary staff costs including base salary, post adjustment and all staff entitlements.

Supplies, Commodities, Materials: Includes all direct and indirect costs (e.g. freight, transport, delivery, distribution) associated with procurement of supplies, commodities and materials. Office supplies should be reported as "General Operating".

Equipment, Vehicles and Furniture including Depreciation: For those reporting assets on UNSAS or modified UNSAS basis (i.e. expense up front) this would relate to all costs to put asset into service. For those who do donor reports according to IPSAS this would equal depreciation for period.

Contractual Services: Services contracted by an organization which follow the normal procurement processes. In IPSAS terminology this would be similar to exchange transactions. This could include contracts given to NGOs if they are more similar to procurement of services than a grant transfer.

Travel: Includes staff and non-staff travel paid for by the organization directly related to a project.

Transfers and Grants to Counterparts: Includes transfers to national counterparts and any other transfers given to an implementing partner (e.g. NGO) which is not similar to a commercial service contract as per above. In IPSAS terms this would be more similar to non-exchange transactions.

General Operating and Other Direct Costs: Includes all general operating costs for running an office. Examples include telecommunication, rents, finance charges and other costs which cannot be mapped to other expense categories.

Indirect support cost: should be in line with the rate of 7%, as specified in the SE4ALL MPTF TOR and MOU and SAA, Section II- Financial Matters.

E. Monitoring, evaluation, and reporting

Description of monitoring, evaluation and reporting of proposal. It is expected that a narrative report is produced periodically for sharing with the Members of the Programme Review Committee and for possible publishing on the web.

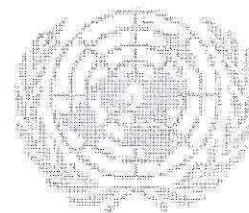
Annex 1 (UNIDO)

C. Results Framework/Logframe

Categories	Output
Setting up the SE4ALL office	<ul style="list-style-type: none">• Preparation of SE4ALL offices' physical space (renovation and installation of offices, cubicles etc).• Providing the SE4ALL office with furniture.• Providing the SE4ALL office with technical equipment.• Purchasing supplies and materials, providing for commodities to allow for a timely functioning of the SE4ALL office.
Early support of country-level – activities.	<ul style="list-style-type: none">• Initiate activities on country action and other relevant activities, including undertaking country missions, supporting gap analyses and assessments.
Early support of communications activities	<ul style="list-style-type: none">• Supporting facilitation and communication, this includes information sharing and communications materials.

Annex 2		
C. Budget (UNIDO)		
1	Staff and other personnel costs	0
2	Supplies, Commodities, Materials	162,750
3	Equipment, Vehicles and Furniture including Depreciation	139,500
4	Contractual Services	242,250
5	Travel	60,000
6	Transfers and Grants Counterparts	0
7	General Operating and Other Direct Costs	0
	Total programme cost	604,500
	Support cost (7%)	42,315
	Total (USD)	646,815

Multi-Partner Trust Fund



Annex 2: Fund allocation proposal and Assessment Fiche

Part A. Meeting Information <i>(To be completed by The Global Facilitation Team)</i>	
PRC Meeting No:	To be established once chief executive assumes position.
Item No:	
Date of Meeting:	
Programme / Project	UNIDO Sustainable Energy for All

Part B: Programme ¹ Summary <i>(To be completed by the Recipient Organization)</i>	
Date of Submission:	Proposed programme, if approved, would result in: <input checked="" type="checkbox"/> New programme <input type="checkbox"/> Continuation of previous funding <input type="checkbox"/> Other (explain):
<i>Head of Recipient Organization(s): UNIDO</i>	Contact: Marina Ploutakhina +43 1 26026 5051 m.ploutakhina@unido.org ,
Programme Title: Sustainable Energy for All	
Total Programme Budget: US\$ <u>604,500</u>	
Amount of SE4ALL MPTF funds requested: US\$ <u>646,815</u>	
Amount and percentage of indirect costs requested by RO (7%): US\$ <u>42,315</u>	
<p align="center"><i>B. Recipient Organization description of how the proposal fits in with the Work Plan</i></p>	

² The term "programme" is used for projects, programmes and joint programmes

1. Background

The primary objective of the proposed project will be to provide initial support for the establishment of the SE4ALL Global Facilitation Team, including practical and logistical set-up of the office as well as early support of country-level -and communications activities. This project proposal is the product of the initial needs identified by the SE4ALL Chief Executive (designate) in coordination with UNIDO in its capacity as a collaborating partner organization. Thus, the funds requested will be used for the following purposes:

1. Setting up the SE4ALL office. This includes preparation of the physical space (installation of offices, cubicles etc), purchasing of office furniture and technical office equipment, office supplies & materials, and to cover the fixed costs (i.e. electricity, cleaning, water).
2. Initiating activities on country action and other relevant activities, this includes undertaking country missions, supporting gap analyses and assessments to be conducted by consultants and experts.
3. Supporting facilitation and communication, this includes information sharing and communications materials (consultants will be hired to support these efforts).

Part C: Administrative Review

(To be completed by the Global Facilitation Team)

4. Review by The Global Facilitation Team

(a)	Is the programme documentation complete? <i>(all parts of annex 1)</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(b)	Is the proposal in line with the strategic workplan? (see section b)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(c)	Is the proposal technically sound (situation analysis, institutional clarity, clear deliverables, means of verification)?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(d)	Does the proposal have clear and measurable results, including a results-based focus?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(e)	Is the Indirect Support Cost within the approved rate of 7%?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(f)	Is the Progress Report included? <i>(for supplementary funding only)</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

E. Part Recommendation of the Programme Review Committee

(To be completed by the Global Facilitation Team)

5. Recommendation of the Global Facilitation Team (GFT) on behalf of the SE4ALL MPTF Programme Review Committee

- Approved for a total budget of US\$ 646,815
- Approved with modification/condition

Minoru

.....
Signature



Comments/Justification

At the request of Dr. Kandeh Yumkella, SRSG for Sustainable Energy for All (designate), the Global Facilitation Team (GFT) assumed the interim role of Programme Review Committee (PRC) for the first round of MPTF submissions.

Based on that understanding, the GFT has evaluated the proposal and concluded, on behalf of the PRC, that it falls within the scope of the SE4ALL work plan and is thus eligible to receive funding from the SE4ALL MPTF.

F. Approval on behalf of SE4ALL Chief Executive

Robert C. Orr

Assistant Secretary General, EOSC

[Redacted Signature]

Part G: Administrative Agent Review

(To be completed by the MPTF Office)

6. Action taken by the Executive Coordinator, Multi-Partner Trust Fund Office, UNDP

- Programme consistent with provisions of the SE4ALL MPTF Memorandum of Understanding with the Recipient Organizations and the Standard Administrative Arrangement with donors.

Yannick Glemarec

**Executive Coordinator,
Multi-Partner Trust Fund Office, UNDP**

.....

Signature

.....

Date