

**UN Energy Multi-Partner Trust Fund**  
Programme Submission Document Template & Guidelines

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|-------------------------------------|
| <b>A. Cover Page</b>                |
| <b>Recipient Organization: UNDP</b> |

|   |
|---|
| <b>Programme Manager:</b>   |
| Name: Marcel Alers<br><br>Telephone: 917-916-3879<br>E-mail: <a href="mailto:marcel.alers@undp.org">marcel.alers@undp.org</a> |

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| <b>Main Implementing Partners (if any):</b>    |
| Name of Org:<br>Name:<br>Telephone:<br>E-mail: |

|                                |
|--------------------------------|
| <b>Programme Title:</b>        |
| Technical Support to UN-Energy |




|                          |
|--------------------------|
| <b>Programme Number:</b> |
|                          |

|   |
|---|
| <b>Programme Cost:</b>  |
| MPTF: \$ 195,000<br>Other (7% support cost): \$ 13,650<br>TOTAL (USD): \$ 208,650 |

|                            |
|----------------------------|
| <b>Programme Location:</b> |
| New York                   |

|   |
|---|
| <b>Programme Duration:</b>  |
| Total duration (in months): 8<br>Expected Start Date: May 1 <sup>st</sup> , 2021<br>Expected End Date: December 31 <sup>st</sup> , 2021 |

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| <b>Review &amp; Approval Dates:</b>      |
| 7-16 April, 2021 (virtual review by PRC) |

|  |  |                        |   |                                |      |  |  |                                   |  |
|--|--|------------------------|---|--------------------------------|------|--|--|-----------------------------------|--|
| <b>Signatures of Recipient Organization and ...:</b>   |  |                        |   |                                |      |  |  |                                   |  |
| <b>I.</b>  | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; padding: 5px;">Name of Representative</td> <td style="padding: 5px;">Adriana Dinu<br/>Deputy Director<br/>Bureau for Policy and<br/>Programme Support</td> </tr> <tr> <td style="padding: 5px;">Name of Recipient Organization</td> <td style="padding: 5px;">UNDP</td> </tr> <tr> <td style="padding: 5px;">Signature<br/></td> <td style="padding: 5px;"> </td> </tr> <tr> <td style="padding: 5px;">Date: 26<sup>th</sup> April 2021</td> <td style="padding: 5px;"> </td> </tr> </table> | Name of Representative | Adriana Dinu<br>Deputy Director<br>Bureau for Policy and<br>Programme Support | Name of Recipient Organization | UNDP | Signature<br> |  | Date: 26 <sup>th</sup> April 2021 |  |
| Name of Representative   | Adriana Dinu<br>Deputy Director<br>Bureau for Policy and<br>Programme Support  |                        |   |                                |      |  |  |                                   |  |
| Name of Recipient Organization   | UNDP   |                        |   |                                |      |  |  |                                   |  |
| Signature<br> |  |                        |   |                                |      |  |  |                                   |  |
| Date: 26 <sup>th</sup> April 2021  |  |                        |   |                                |      |  |  |                                   |  |
|  |  |                        |   |                                |      |  |  |                                   |  |
| <b>II.</b>   | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; padding: 5px;">Signature</td> <td style="padding: 5px;"> </td> </tr> <tr> <td style="padding: 5px;">Date</td> <td style="padding: 5px;"> </td> </tr> </table>   | Signature              |   | Date                           |      |  |  |                                   |  |
| Signature  |  |                        |   |                                |      |  |  |                                   |  |
| Date   |  |                        |   |                                |      |  |  |                                   |  |

| <b>B. Description of Proposal</b> |  |
|-----------------------------------|--|
| Executive Summary                 | <p>UN-Energy is the principal interagency mechanism within the United Nations system related to energy, under the auspices of the Chief Executive Board of the United Nations. The need for UN inter-agency collaboration continues to be relevant as 2030 approaches and achieving SDG7— affordable, reliable, sustainable and modern energy for all — is not on track without coordinated effort and attention. Energy is widely considered as a key enabler and prerequisite to many of the 17 Sustainable Development Goals, including those focused on poverty, health, food, health, education, gender equality, jobs and climate change. UNDP’s Administrator is one of the UN-Energy Co-chairs and UNDP is an active member of UN Energy.</p> <p>The purpose of this initiative is to support UN-Energy activities aimed at accelerating progress towards SDG7 achievement in support of the 2030 Agenda and the Paris Agreement, in line with UN-Energy Work Plan priorities for the next biennial period of 2021/2022. An immediate priority of the current project is to assist UN-Energy in their effort to support the outcome of the High-level Dialogue on Energy 2021 to be held at a summit level during the 76th session of the General Assembly in September 2021 in New York. UNDP, in its capacity as Co-Chair of UN-Energy, is also the Co-Chair for the High-level Dialogue on Energy.</p> <p>The High-level Dialogue on Energy focuses on five broad themes, namely, i) energy access, ii) energy transition, iii) enabling SDGs through inclusive, just energy transition, iv) innovation, technology and data, and v) finance and investment. Each of the five themes will be supported by a multi-stakeholder Technical Working Group (TWG).</p> <p>UN-Energy, in collaboration with relevant international organisations and multi-stakeholders, will provide support for the TWGs to help identify substantive challenges and opportunities. UN-Energy will also support the efforts to mobilise voluntary commitments from Member States and other multi-stakeholders in the form of “Energy Compacts” that will detail key outcomes, milestones and implementation timelines with clear tracking frameworks towards 2030.</p> <p>The primary focus of this proposed global initiative is to advance the following objective:</p> <p><u>Objective:</u> Strengthen UN-Energy’s technical role including relevant technical support related to the preparation of the High-level Dialogue and relevant follow up action thereafter. Such effort entails:</p> |

|  |  |
|--|--|
|  | <ul style="list-style-type: none"> <li>- <input type="checkbox"/> Provide technical support and guidance to a broad range of stakeholders in technical consultation process, including in support of five Technical Working Groups composed of experts from non-state actors, as well as hosting briefings and thematic sessions for targeted stakeholders such as the private sector, civil society groups, and youth. Staff and consultants to be hired to support these efforts.</li> <br/> <li>- <input type="checkbox"/> Provide technical inputs on various aspects of the High-level Dialogue on Energy and relevant follow up activities. Such activities include input to website of UN-Energy and engagement with media, digital communication means (e.g. newsletters, website, social media), campaigns, etc.</li> <br/> <li>- <input type="checkbox"/> Knowledge sharing, codification of lessons learned and best practices</li> <li>- <input type="checkbox"/> Provide technical input to UN-Energy engagement in developing and mobilizing voluntary contributions in form of Energy Compacts. Such effort will include:             <ul style="list-style-type: none"> <li>o <input type="checkbox"/> Contribute to the drafting of the Energy Compacts;</li> <li>o <input type="checkbox"/> Ensure credibility and quality of Compacts, especially from Non-State Actors, by applying systematic due diligence.</li> <li>o <input type="checkbox"/> Facilitation of consultations and development of the Energy Compact, including the associated development process especially focused at Country Level using our network of Country Offices;</li> <li>o <input type="checkbox"/> Assist to catalyze Energy Compacts, including through outreach to target countries, companies and multi-stakeholders;</li> <li>o <input type="checkbox"/> Planning of a post-High-level Dialogue on Energy strategy for Energy Compact tracking and monitoring.</li> </ul> </li> </ul> |
|--|--|

**C. Results Framework/ Log Frame (please attach as an annex)**

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

| <b>BUDGET*</b>   |               |
|--|---------------|
| <b>CATEGORIES</b>  | <b>AMOUNT</b> |
| 1. <input type="checkbox"/> Staff and other personnel costs                          | 185,000       |
| 2. <input type="checkbox"/> Supplies, Commodities, Materials                         |               |
| 3. <input type="checkbox"/> Equipment, Vehicles and Furniture including Depreciation |               |
| 4. <input type="checkbox"/> Contractual Services                                     |               |
| 5. <input type="checkbox"/> Travel   |               |

|  |         |
|--|---------|
| 6. □ Transfers and Grants to Counterparts                        |         |
| 7. □ General Operating and Other Direct Costs                    | 10,000  |
| <b>SUB-TOTAL</b>   | 195,000 |
| Indirect support costs (7% of total programme costs – lines 1-7) | 13,650  |
| <b>TOTAL (USD)</b>   | 208,650 |

\*The following definition 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. expenses 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 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 ..... TOR and ... and ....., Section II – Financial Matters.

## **E. Monitoring, evaluation and reporting**

A substantive mid-term and final narrative report will be produced by 31 August 2021 and 31 December 2021 respectively.

## Annex 1

### C. Results Framework/ Log frame

| Category   | Activity   | Output   |
|--|--|--|
| Strengthen UN-Energy's technical role including relevant technical support related to the preparation of the High-level Dialogue and relevant follow-up action thereafter. | <p>Provide substantive technical inputs into the five Technical Working Groups (TWG) and Ministerial Thematic Forums for the High-level Dialogue on Energy</p> <p>Synthesize five TWG reports, and make technical materials available (i) on-line via UN-Energy website and (ii) in-person leading up to and beyond the High-level Dialogue</p> <p>Update UN-Energy website and provide communications support for the High-level Dialogue on Energy (e.g. through newsletter and its website)</p> | <p>Technical knowledge, codification of lessons learned and best practices shared and strengthened across stakeholder community.</p> <p>Advocacy and communications for UN-Energy strengthened.</p>  |
| Provide technical input to UN-Energy engagement in developing and mobilizing voluntary contributions in form of Energy Compacts.   | <p>Contribute to drafting of the Energy Compacts</p> <p>Facilitation of consultations and development of the Energy Compact, including the associated development process</p> <p>Assist to catalyze Energy Compacts, including through outreach to target countries, companies and multi-stakeholders</p> <p>Planning of a post-High-level Dialogue on Energy strategy for Energy Compact tracking and monitoring</p>  | <p>Mobilization of hundreds of Energy Compacts</p> <p>Partnerships developed across Member States and non-state actors to catalyze Energy Compacts</p> <p>Monitoring and tracking framework post-dialogue established</p> <p>An effective due diligence framework is put in place, ensuring a robust assessment of the credibility, ambition and quality of compacts, aligned with existing processes (SDG7/Paris Agreement)</p> |

|  |  |  |
|--|--|--|
|  | Undertake due diligence on compacts, in particular from Non-State Actors |  |
|--|--|--|

## Annex 2

| <b>BUDGET*</b>   |                |
|--|----------------|
| <b>CATEGORIES</b>  | <b>AMOUNT</b>  |
| 1. <input type="checkbox"/> Staff and other personnel costs                          | 185,000        |
| 2. <input type="checkbox"/> Supplies, Commodities, Materials                         |                |
| 3. <input type="checkbox"/> Equipment, Vehicles and Furniture including Depreciation |                |
| 4. <input type="checkbox"/> Contractual Services                                     |                |
| 5. <input type="checkbox"/> Travel   |                |
| 6. <input type="checkbox"/> Transfers and Grants to Counterparts                     |                |
| 7. <input type="checkbox"/> General Operating and Other Direct Costs                 | 10,000         |
| <b>SUB-TOTAL</b>   | <b>195,000</b> |
| Indirect support costs (7% of total programme costs – lines 1-7)                     | 13,650         |
| <b>TOTAL (USD)</b>   | <b>208,650</b> |



# Multi-Partner Trust Fund

## Annex 2: Fund allocation proposal and Assessment Fiche

| <b>Part A: Meeting Information</b><br><i>(To be completed by The Fund Secretariat)</i> |   |
|--|---|
| PRC Meeting No:  | See summary of the PRC meeting (attached) |
| Item No:   | See summary of the PRC meeting (attached) |
| Date of Meeting:   | 7-16 April 2021 (virtual review)          |
| Programme / Project  | Technical support to UN-Energy            |

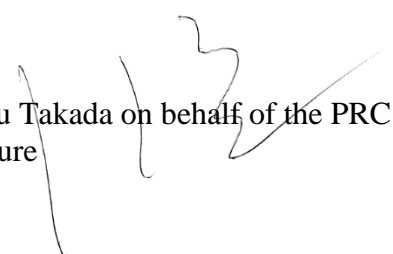
| <b>Part B: Programme Summary</b><br><i>(To be completed by The Fund Secretariat)</i> |  |
|--|--|
| Date of Submission:  | Proposed programme, if approved, would result in:<br><input checked="" type="checkbox"/> New programme<br><input type="checkbox"/> Continuation of previous funding<br><input type="checkbox"/> Other (explain): |
| Recipient Organization(s):   | Contact:   |
| UNDP   | Marcel Alers, BPPS, UNDP   |
| Programme Title:   | Technical Support to UN-Energy   |
| Total Programme Budget:  | \$ 208,650   |
| Amount of .... Funds requested:  | \$ 208,650   |
| Amount and percentage of indirect costs requested by:                                | \$ 13,650 (7%)   |

### 1. Background

The purpose of this project is to support UN-Energy activities aimed at accelerating progress towards SDG7 achievement in support of the 2030 Agenda and the Paris Agreement, in line with UN-Energy Work Plan priorities for the next biennial period of 2021/2022. An immediate priority of the current project is to assist UN-Energy in their effort to support the outcome of the High-level Dialogue on Energy 2021 to be held at a summit level during the 76th session of the General Assembly in September 2021 in New York. UNDP, in its capacity as Co-Chair of UN-Energy, is also the Co-Chair for the High-level Dialogue on Energy.

The primary focus of the current project is to strengthen UN-Energy's technical role including relevant technical support related to the preparation of the High-level Dialogue and relevant follow up action thereafter.

| <b>Part C: Administrative Review</b><br><i>(To be completed by The Fund Secretariat)</i> |  |     |
|--|--|-----|
| 4. Review by the Fund Secretariat  |  |     |
| (a)  | Is the programme document complete?  | Yes |
| (b)  | Is the proposal in line with the UN-Energy Work Plan 2021-2022?  | Yes |
| (c)  | Is the proposal technically sound and fit-for-purpose in delivering priorities of the UN-Energy Work Plan? | Yes |
| (d)  | Does the proposal have clear and measurable results, including a results-based focus?                      | Yes |
| (e)  | Is the Indirect Support Cost within the approved rate of 7%?   | Yes |
| (f)  | Is the Progress Report included? (for supplementary funding only)  | N/A |

| <b>D. Part Recommendation of the Programme Review Committee</b><br><i>(To be completed by The Fund Secretariat)</i>   |                       |
|---|-----------------------|
| 5. Recommendation of the Programme Review Committee (PRC)   |                       |
| <input checked="" type="checkbox"/> Recommended for approval for a total budget of USD \$ 208,650<br><input type="checkbox"/> Recommended for approval with modification/condition. |                       |
| Minoru Takada on behalf of the PRC<br>Signature    | 19 April 2021<br>Date |
| Comments / Justification  |                       |
| The proposal is recommended for approval based on the PRC review (see attached the summary of the PRC review).  |                       |



**E. Approval on behalf of the UN-Energy Co-Chairs**

.....  
[Redacted Signature]

Achim Steiner  
Administrator of UNDP and UN-Energy Co-Chair  
Signature

03-May-2021  
.....  
Date

.....  
[Redacted Signature]

Damilola Ogunbiyi  
SRSG for Sustainable Energy for All and UN-Energy Co-Chair  
Signature

2021/04/28  
.....  
Date

**F. Administrative Agent Review**

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

.....  
Signature

.....  
Date