

UN MULTI-PARTNER HUMAN SECURITY TRUST FUND FOR THE ARAL SEA REGION IN UZBEKISTAN

MPHSTF TECHNICAL SECRETARIAT DIRECT COST

PROJECT DOCUMENT

Project Title: Technical support to the Steering Committee of the UN Multi-Partner Human Security Trust Fund for the Aral Sea region in Uzbekistan	Participating UN Organization(s): The UN RCO in Uzbekistan hosts the Technical Secretariat while the UNDP in Uzbekistan administers the Technical Secretariat project on behalf of the UN RCO.
Project contact: Ms. Helena Fraser , UN Resident Coordinator to the Republic of Uzbekistan, Co-chair of the MPHSTF Steering Committee Ms. Rusyan Jill Mamiit , Development Coordination Officer, Partnerships and Development Finance, MPHSTF Focal Point at UN RCO in Uzbekistan	Implementing Partner(s) – name & type (Government, CSO, etc.): N/A – Secretariat support Project location Tashkent, Uzbekistan
Project Description: The Technical Secretariat supports the implementation of the UN Multi-Partner Human Security Trust Fund for the Aral Sea region in Uzbekistan. The UN RCO in Uzbekistan hosts the Technical Secretariat (TS). The TS works in close collaboration with the UN MPTF Office (MPTFO) as the Administrative Agent of the Fund. This project document details the functions of the Technical Secretariat. This project document includes the budget for the full operational cost of the Technical Secretariat for 4 years from 1 July 2020 to 31 December 2023. The budget includes the operational costs for connectivity,	Total Project Cost USD 629,588.00 Proposed Project Start Date: 1 July 2020 Proposed Project End Date: 31 December 2023

travel, consultants, and office supplies. UN RCO will oversee and manage the proposed budget. Finally, the project document also includes the staffing needs of the TS, which includes four positions: Head of Technical Secretariat, External Relations and Outreach Specialist, Monitoring and Evaluation Specialist, Programme Specialist.

Representative of the United Nations (Co-chair of the Steering Committee)

Name and position:

Helena Fraser, UN Resident Coordinator for the Republic of Uzbekistan

Signature and date: _____
20-Jul-2020

Representative of the Government (Co-chair of the Steering Committee)

Name and position:

Badriddin Abidov, Deputy Minister, Ministry of Investments and Foreign Trade of the Republic of Uzbekistan, Member of the Steering Committee

Signature and date: _____

Representative of the UNDP

Name and position:

Ms. Doina Munteanu, UNDP Officer-in-Charge in Uzbekistan

Signature and date: _____
18-Jul-2020

Introduction

The UN Multi-Partner Human Security Trust Fund for the Aral Sea region in Uzbekistan (MPHSTF), established in November 2018, aims to be transformative, evidence- and human-rights based, and inclusive. The overall goal of the MPHSTF is to catalyse and strengthen a multi-sectoral and people-centred response to address the consequences of one of the world's biggest man-made environmental disasters. The MPHSTF provides a coherent strategy to coordinate aid flows and increase government ownership to enable sustainable results, which is consistent with the Busan development effectiveness principles on local ownership, focus on results, partnerships of development partners, and transparency of aid.

Based on a unified Programmatic Framework, that builds on the results of an independent Socio-economic Survey conducted in 2017 in the Aral Sea Region communities most affected by the environmental disaster, the MPHSTF seeks to build the resilience of the communities affected by the Aral Sea crisis through achieving five outcomes that support environmental resilience, income generation, and health of the population particularly those considered vulnerable such as women, children, and the youth.

Outcome 1	• The stress on local communities due to the deteriorating environmental situation reduced.
Outcome 2	• The employment and income generation opportunities for local communities increased.
Outcome 3	• Local community access to affordable and healthy food and clean drinking water secured.
Outcome 4	• The overall health of the local population improved and healthy lifestyle promoted.
Outcome 5	• The living conditions of local population improved, with particular focus on vulnerable groups such as women, children and youth.

In support of the above outcomes, this project document summarizes the functions of the Technical Secretariat. It also includes the associated direct costs to perform such for the entire operational cycle of the MPHSTF, until December 31, 2023. To reflect the multi-year nature of the Technical Secretariat support and to include appropriate results indicators for the Technical Secretariat against annual reporting, there is a plan to revisit and revise the project document on an annual basis when necessary.

The Technical Secretariat

1. Overall Function

The UN RCO in Uzbekistan oversees and manages the main functions of the Technical Secretariat. The UNDP Country Office in Uzbekistan provides operational support services¹ to the Technical Secretariat. As such, the Technical Secretariat directly reports to the UN Resident Coordinator (RC) in Uzbekistan. An MPHSTF focal point at the UN RCO supports the RC.

The Technical Secretariat provides both technical and operational expertise. Its primary role is to manage the approval of project/programme proposals in accordance with the MPHSTF Terms of Reference and the allocation envelopes as agreed by the Steering Committee. The Technical Secretariat ensures that successful proposals have been developed in accordance with agreed-upon proposals submission guidelines and criteria specified in the MPHSTF Operational Manual.

The Technical Secretariat is responsible for the following²:

- Coordination of efforts within MPHSTF, including the implementation of decisions made by the Steering Committee;
- Elaborate an Operations Manual, in accordance with the signed legal agreements, and ensure compliance with it;
- Plan and prepare the meetings of the Steering Committee and hold records of decisions through minutes of the meetings;
- Coordinate projects/programmes eligibility and allocation processes, including any calls for proposals;
- Provide advice and recommendations (in close collaboration with the Administrative Agent) to the Steering Committee on implementation performance, and cash management planning;
- Submit Fund Transfer Requests, approved by the SC, to the Administrative Agent;
- Oversee the design, development and maintenance of one integrated platform for programme design, management and reporting;
- Ensure monitoring and control of operational risks (update the risk monitoring matrix regularly);
- Consolidate the narrative annual and final reports submitted by Participating UN Organizations and present the consolidated report to the Steering Committee for review;
- Support coordination of efforts with the Government of Uzbekistan and other development actors rendering assistance to the Aral Sea region to avoid overlapping and duplication;
- Liaise with the Administrative Agent on MPTF administration issues, including issues related to MPTF extension and closure;
- Within the MPHSTF M&E system, advise the Participating UN Organizations on appropriate performance indicators and data gathering, consolidate the information received from the Participating UN Organizations into a central results-based management system;

¹ Operational support services-services provided by the UNDP Operations Units in the area of HR, Procurement, IT, Admin and Finance

² As per the MPHSTF Terms of Reference

- Monitor and evaluate the implementation of projects/programmes against the programmatic framework of the MPHSTF.

It is important to note that the Steering Committee governs the MPHSTF. The Committee holds periodic meetings to foster cooperation and a shared vision among key donor representatives, and those from the government organizations and civil society networks. During these meetings, the Technical Secretariat provides operational and administrative support to the MPHSTF Steering Committee in ensuring coherence, qualitative development of operational documents, monitoring of the results achieved, and conformity of the MPHSTF activity with the priorities of the Government.

The Technical Secretariat supports the entire programming cycle of the MPHSTF with a work plan and budget reviewed annually by the Steering Committee. The Technical Secretariat also provides advice and quality control over the MPHSTF implementation and coordinates the meetings. It facilitates collaboration and communication between the Government of Uzbekistan, Participating UN Organizations, contributing donors and the co-chairs of the MPHSTF. It develops and implements a resource mobilization strategy to attract investments from other donors. The Technical Secretariat supervises the implementation of interventions that are context-specific and rely on available local assets and resources thereby empowering the participating communities.

2. Work Plan

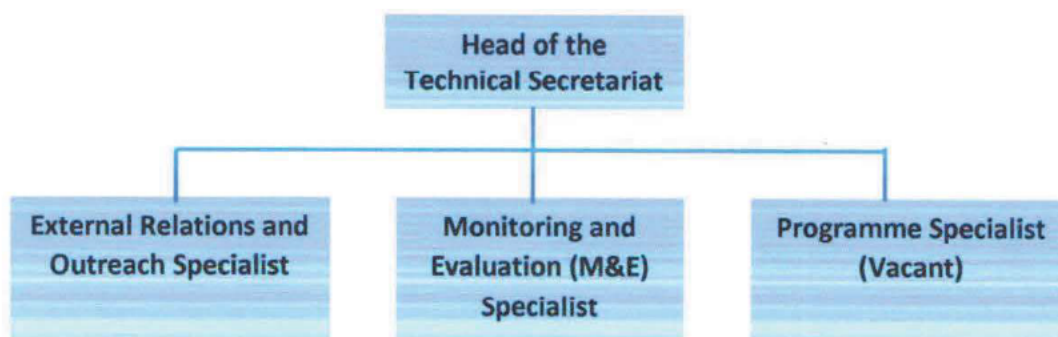
The Technical Secretariat supports the entire programming cycle of the MPHSTF with a work plan and budget reviewed annually by the Steering Committee. The main activities within the programming cycle until the end of 2023 are as follows;

#	Activities
1.	Support to the ongoing mobilization of current and potential donors' financial and technical resources to the MPHSTF
2.	Design the Call for Proposals and oversee the proposal development, submission, and approval processes including: • Development and submission of the project proposals by PUNOs ○ Organization of wide discussions between UN agencies, Government, research institutions and NGO ○ Joint formulation of the project proposals to be submitted to MPTF • Evaluation of the project proposals submitted by PUNOs ○ Creation of the independent review panel ○ Project proposal evaluation ○ Consolidation of the review results for submission to the Steering Committee • Selection of the project proposals ○ Organization of the Steering Committee meeting for selection of the proposals for funding

#	Activities
	Development of the full-fledged project documents for selected project proposals based on the Steering Committee decision
3.	Development and submission of relevant documents to MPTF Office in New-York for funds transfer to PUNOs
4.	Monitor, review, and evaluate the implementation of projects by PUNOs
5.	Monitor the implementation and closure of the projects, and provide practical assistance to PUNOs in the implementation
6.	Consolidate annual and final fund reports.
7.	Project and fund periodic review and closure

3. Structure and Roles of Technical Secretariat Staff

The Technical Secretariat will have four staff under the following organigram:



The Technical Secretariat operates under an overall management of the Head of the TS (HTS). The HTS will coordinate the implementation of MPHSTF activities and its entire programming cycle. HTS will work under the overall guidance of the MPHSTF Steering Committee and direct supervision of the Head of the UN Resident Coordinator, and in close collaboration with relevant partners and UN agencies.

The External Relations and Outreach Specialist oversees the implementation activities aimed at establishing partnerships, managing external relations and communications for the MPHSTF, and assisting resource mobilization within the Fund.

The Monitoring and Evaluation (M&E) Specialist provides support for the implementation of activities aimed at establishing and maintaining M&E systems, results-based reporting and evaluation at the Fund-level with appropriate institutional and governance system for the MPHSTF and its results framework. The M&E Specialist will lead the regular M&E missions in the project areas in the Aral Sea region. The Specialist will also provide the necessary support to MPHSTF-funded projects in monitoring their progress and achievements.

The Programme Specialist will work in close collaboration with the MPHSTF Participating UN Organizations and be responsible for programmatic aspects of the MPHSTF, including formulation of the MPHSTF projects portfolio responding to its Results Matrix.

Additionally, the Technical Secretariat will be supported by specialists in communications and other areas on a consultancy basis as required.

4. The Technical Secretariat's Budget

The proposed budget required to perform the functions of the Technical Secretariat throughout the MPHSTF's lifecycle is summarized below. This proposed budget will be subject to annual review and approval of the Steering Committee. The rule of thumb is that Technical Secretariat costs should not exceed 3% of total fund capitalization.

At the meeting of the Steering Committee in December 2019, the members of the Committee approved the Technical Secretariat's annual work plan and budget for 2020. Currently, the Technical Secretariat has USD 41,000 available until June 2020. The budget in this document covers the operational cost of the Technical Secretariat from 1 July 2020 to 31 December 2023.

Budget Summary per UNDG Category, for July 1st, 2020 until December 31st, 2023

	Categories	2020 (July- Dec)	2021	2022	2023	Total (in USD)
1	Staff and other personnel costs	45,000	95,000	100,000	102,000	342,000
2	Supplies, Commodities, Materials	6,000	7,000	7,000	5,000	25,000
3	Equipment, Vehicles and Furniture including Depreciation	0	6,000	5,000	0	11,000
4	Contractual Services	19,000	34,000	14,000	14,000	81,000
5	Travel	9,000	12,000	12,000	9,000	42,000
6	General Operating and Other Direct Costs	14,200	24,400	24,400	24,400	87,400
	Sub-Total	93,200	178,400	162,400	154,400	588,400
7	Indirect Support Costs (7%)	6,524	12,488	11,368	10,808	41,188
	Total Costs	99,724	190,888	173,768	165,208	629,588*

*NB: The amount is indicative and not available. It will be available upon receipt of donors' contributions.

Notes on the budget of the MPHSTF Technical Secretariat

Staff and other personnel costs

- SC9 Head of Technical Secretariat - recruitment completed.
- SC7 External Relations and Outreach Specialist - recruitment completed.
- SC7 Monitoring and Evaluation Specialist - recruitment completed.
- SC7 Programme Specialist - vacant.

The current UNDP proforma costs for staff for 12 months are as follows: One SC9 level post, USD 28,000; Three SC7 level posts - each USD 21,000.

Supplies, Commodities, Materials

This budget line includes all direct and indirect costs (e.g. transport, delivery, distribution) associated with procurement of supplies, commodities and materials, e.g. publication of relevant materials, stationery supply etc.

Contractual Services

This budget line includes consultants and contractual services in the following areas: professional editing and graphic design of the MPHSTF related reports, organization of presentations and individual events within the framework of donor's visits, logistic for the Steering and Advisory Committees meetings, filming video-clips on Aral Sea catastrophe and MPHSTF's activities, evaluation of project proposals, support to annual reporting requirements and communication needs such as website design services, report writing, printing and translation.

Travel

This budget line includes travel and transportation costs for the promotion of MPHSTF abroad and in Uzbekistan, using international negotiation platforms, cooperation formats and internal business trips for M&E visits.

General Operating and Other Direct Costs

Includes all general operating costs for running the Technical Secretariat office (rent office, telecommunication, internet, admin support costs, operational support services costs³, miscellaneous expenses, finance charges and other costs).

5. Legal Context or Basis of Relationship

Basis of Relationship

UN Organization	Agreement
UNDP	In accordance with the Certificate of Accreditation (# 024) issued by the Ministry of Foreign Affairs of the Republic of Uzbekistan, dated on April 14, 1999 (Registration # 024). Agreement between the Government of the Republic of Uzbekistan and the United Nations Development Program dated June 10, 1993 (entered into force on April 7, 2005).

³ Operational support services are charged based on corporate cost recovery policy and UNDP Direct Project Cost guidelines