

LEAVING NO ONE BEHIND – THE INTERNAL DISPLACEMENT SOLUTIONS FUND (IDSF)

OPERATIONS MANUAL (version 1.1)

16 May 2024



**Internal Displacement
Solutions Fund**



**United Nations
MPTF Office**

This Operations Manual articulates relevant operational rules, guidelines, and processes of the Internal Displacement Solutions Fund (IDSF). It complements the Terms of Reference (TOR) of the Fund. In case of contradiction between the provisions of the TOR and the operations manual, the text of the TOR prevails. It is not a legally binding document.

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Key Terms and Acronyms

For the purposes of this Operations Manual, the following terms and acronyms are used as follows:

UNSDCF	United Nations Sustainable Development Cooperation Framework
FTR	Fund Transfer Request
Fund	The Internal Displacement Solutions Fund (IDSF)
IFI	International Financial Institution
JP	Joint Programme
MAF	Management and Accountability Framework of the UN Development and Resident Coordinator System
M&E	Monitoring & Evaluation
MOU	Memorandum of Understanding for pass-through arrangements establishing the MPTF and appointing the MPTF Office as its Administrative Agent. The MOU for the Participating United Nations Organisations will be signed by all Participating UN Organizations implementing activities.
MPTF	Multi-Partner Trust Fund
MPTFO	UN Multi-Partner Trust Fund Office
PUNO	Participating UN Organization
SAA	A Standard Administrative Agreement signed between the Administrative Agent and the contributing donor, setting out the terms and conditions governing the receipt and administration of the contribution by the Administrative Agent, the transfer to the Participating UN Organisations, and related provisions.
SC	Steering Committee
SDGs	Sustainable Development Goals
TOR	Terms of Reference of the Internal Displacement Solutions Fund (IDSF)
UN	United Nations
UNCT	UN Country Team. The UNCT is the main inter-agency mechanism in a country for inter-agency coordination, coherence and decision-making. It is led by the UN Resident Coordinator and composed of the representatives of UNSDG entities.
UNEG	United Nations Evaluation Group
UNRC	United Nations Resident Coordinator
UNSDG	United Nations Sustainable Development Group

1 Introduction

This manual articulates operational rules, guidelines, and processes for the Internal Displacement Solutions Fund (IDSF). It complements the Fund Terms of Reference (TOR), which contains the foundational parameters for the Fund, including its rationale, scope and strategic approach, and governance arrangements. In case of contradiction between the provisions of the TOR and the operations manual, the text of the TOR prevails.

By the end of 2022 there were over 71 million internally displaced persons (IDPs) across 110 countries and territories, with 62.5 million as a result of conflict and violence, and 8.7 million as a result of disasters¹. Recognizing that States and the UN system must re-focus and find ways to significantly shift their approach to internal displacement, and in response to an appeal from Member States, the UN Secretary-General set up a High-Level Panel on Internal Displacement and developed an Action Agenda on Internal Displacement as a follow-up to the Panel report of 2021. The Action Agenda emphasizes that making progress on solutions is key to the achievement of the Sustainable Development Goals (SDGs) and that action to resolve internal displacement must be recognized as a priority of inclusive development, with “leaving no one behind” being a central promise of the 2030 Agenda.²

The IDSF was established to support strategic, collaborative and coherent engagement of UN Country Teams (UNCTs) through joint programmes led by UN Resident Coordinators (UNRCs) and implemented by participating UN organizations (PUNOs) at the country level. Joint programmes will support SDG-propulsive national priorities as reflected in the Cooperation Frameworks.³

The overall objective of the Fund is to **advance solutions to internal displacement at country-level by enabling joint action that builds on the views, needs, and capacities of IDPs and host communities and promotes sustainable, nationally-owned solutions**. It is structured around three overarching goals that leverage different instruments based on global best practices (Figure 1).

Figure 1. Fund Goals and Supported Instruments

Promote nationally owned solutions to internal displacement	Leverage a whole-of-UN response to displacement	Build IDP solutions investment cases
IDP Solutions Strategies	Solutions Accountability Frameworks ⁴	Solutions Financing Frameworks
- Expert policy advice and technical assistance for “whole of government” approaches embedding internal displacement in national and local development plans - Strategic engagement of local actors in development of policies and laws - Establishment of multi-stakeholder national coordination mechanisms	- UNRC-led accountability frameworks to strengthen multi-agency and partner coordination, accountability and reporting to deliver IDP Solutions Strategies - Frameworks should articulate key policy changes, required technical expertise, and the roles and responsibilities across UN humanitarian and development agencies, inclusive of partners	- Assessments and development-oriented financing roadmaps - Rapid business cases promoting innovative financing options - Sustainable national financing solutions (e.g. improved tax administration, tax policy reforms, diaspora mobilization) - Review and piloting of private sector partnerships

¹ Global Report on Internal Displacement 2023, IDMC

² Internally displaced persons are mentioned as one of the groups explicitly included in the 2030 Agenda.

³ This implies that expected results for joint programmes are taken from UNSDCF (or UNDAFs, where UNSDCF has not yet been introduced).

⁴ These accountability frameworks for multi-agency coordination on solutions to internal displacement should not be confused with the Management and Accountability Framework (MAF) of the UN Development and Resident Coordinator System. In this context, accountability frameworks refers to UN RC-led accountability frameworks that delineate explicit roles and responsibilities, available capacities and the participatory role of local responders in delivering an IDP Solutions Strategy.

2 Governance Arrangements

The Fund TOR outlines the key structures and roles of the governance structure for the Fund, which are summarized below for ease of reference:

Steering Committee (SC): The decision-making body of the Fund, ensuring overall coordination.

Secretariat: The entity responsible for the operational functioning of the Fund. It provides technical and administrative support to the Steering Committee and follows up on all aspects of the allocation and project cycles within the Fund.

Participating UN Organizations (PUNOs): UN Specialized Agencies, Funds and Programmes that have signed the Memorandum of Understanding (MoU) with the Administrative Agent. Each PUNO will assume full programmatic and financial accountability for the funds disbursed to it by the Administrative Agent.

Convening agents: For each Joint Programme (JP), PUNOs select one PUNO to act as convening agent in consultation with the UN Resident Coordinator (UNRC), as per [UNSDG guidance on joint programmes](#).⁵ The convening agent provides coordination and programmatic leadership for the JP.

Implementing partners: National government, local authorities, civil society, including community-based organizations, academia and private sector are all potential implementing partners that can receive funding through the PUNOs.

Contributors: Financial contributions to the Fund will be accepted from governments of Member States of the United Nations, intergovernmental organizations or non-governmental organizations, private sector companies or individuals.

Technical Review Team: The team responsible for reviewing proposals' adherence to quality standards, a process coordinated by the Secretariat.

Administrative Agent: The UN Multi-Partner Trust Fund Office in New York, housed in UNDP, administers the Fund under the pass-through management modality.

⁵ As described in the UNSDG Guidance Note on a New Generation of Joint Programmes (Oct 2022), PUNOs select the Convening Agent in consultation with the UNRC, as the UNRC has a coordination role for the STFA. The selection should be informed by relevant joint work plans, the UNCT configuration exercise, and the capacity and positioning of the organization to provide coordination and programmatic leadership for the duration of the JP.

3 Steering Committee Composition and Meeting Procedures

The Fund TOR describes the composition, functions and decision-making process of the Steering Committee (SC). The procedures below complement the provisions in the TOR.

3.1 Composition and chairing

The SC composition is as follows:

- Chair
- Representatives of five (5) PUNOs, which would always include UNDP, IOM, and UNHCR plus two additional PUNOs (three if UNDP, IOM, or UNHCR is the chair)
- Representatives of two (2) contributing development partners
- Representatives of two (2) programme countries affected by internal displacement
- Fund Secretariat (*ex officio member*)
- Administrative Agent (*ex officio member*)
- OCHA (*ex officio member*)
- DCO (*ex officio member*)

Chairs: The Fund is chaired by the United Nations Special Adviser to the Secretary General on Solutions to Internal Displacement in its incubation phase (2023-2024). The Chair of the Fund is expected to rotate between UNDP, IOM and UNHCR after the closure of the Special Adviser's mandate and be maintained at an ASG level. The Chair holds the overall responsibility for the strategic delivery of the fund and supports resource mobilization and visibility of the fund. There should be a handover period of at least 3 months, 2 months prior to end of calendar year and one month in new calendar year, to enable a smooth transition between Chairs.

Members: Membership is at senior leadership level. Rotation will be staggered for PUNOs, contributing donors, and programme countries affected by internal displacement every 12-18 months (after an initial rotation of 18-24 months) in order to retain institutional memory within the group. Incoming members are approved by the sitting Steering Committee.

Representatives of programme countries affected by internal displacement will be nominated by the Group of Friends established in support of the Action Agenda. For future rotation, they will be proposed by the Secretariat, selecting amongst countries that have already benefitted from allocations, and are therefore not eligible for significant further allocations (the only exceptions would be for minor top-ups to approved JPs, if the original allocations were below the cap of USD 3 million).

Table 1. Schedule of Rotating Chairs and Membership in the Steering Committee

	2023/2024	2025	2026	2027
Chair	Special Advisor	IOM	UNDP	UNHCR
PUNO Members	IOM	UNDP	UNHCR	IOM
	UNDP	UNHCR	IOM	UNDP
	UNHCR	3 additional PUNOs	3 additional PUNOs	3 additional PUNOs
	UN-Habitat DPPA			
Contributing donor members	Germany	2 contributing donor members	2 contributing donor members	2 contributing donor members
	Norway			
	Switzerland			
Programme country members	2 programme country members	2 programme country members	2 programme country members	2 programme country members

Ex officio members	Secretariat, Administrative Agent, OCHA, DCO
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3.2 Convening of meetings

Frequency: The SC meets at least once a year, with additional meetings convened on an ad-hoc basis. The chair can convene extraordinary meetings if deemed necessary.

Format & quorum: Meetings may be held face-to-face, virtually or using a hybrid format. At least 50% of members must be present (virtual or in person) to achieve a quorum.

Lead times: The Secretariat will aim to circulate the meeting agenda and related documents by e-mail to all members at least five (5) days before the date of the meeting.

3.3 Decision-making

The SC endeavors to reach an agreement by consensus, meaning by the general agreement amongst members. When consensus cannot be reached, the chair makes the final decision and instructs the Secretariat and Administrative Agent accordingly.

Virtual non-objection process: Decisions may also be taken through a virtual (e-mail based) non-objection approval process, following these steps:

- The Chair (or Secretariat on behalf of the Chair) circulates an e-mail to members clearly articulating the item(s) for decision, with supporting documentation.
- Members have ten (10) days to communicate any questions or concerns they might have regarding the decision.
- In case no objection is received within that period, the decision is considered approved.
- In case of objection by any member(s), the Chair takes into account the feedback received, addresses concerns, and proposes one of the following options, giving members a further five (5) days to communicate any objections:
 - Approve the proposed decision with conditions;
 - Approve partially the proposed decision;
 - Postpone the decision, requesting further information; or
 - Reject the proposed decision.

Immediate decision-making process: For decisions taken in meetings (face-to-face or virtual), the following steps will be followed:

- The Chair or Secretariat presents each decision item, having circulated supporting documentation in advance, according to the lead times presented above.
- In case of non-objection, the proposed decision is considered to be approved.
- In case of objection by any member(s), the SC can decide by consensus:
 - to approve the proposed decision with conditions;
 - to approve partially the proposed decision;
 - to postpone the decision, request further information; or
 - to reject the proposed decision.

Minutes & document retention: The Secretariat ensures that the decisions taken by the SC are duly recorded and communicated to members and observers within 5 days. All documents related to the SC meetings, including the agenda and minutes of the meeting will be maintained on a web-based shared folder by the Secretariat. The Secretariat will be responsible for managing the shared folder to ensure it is accessible online, all documents are up to date; and that the rights to add, delete and access the documents are controlled.

4 Joint Programme Approval Cycle

The Joint Programme (JP) approval cycle has six key steps (Figure 2) designed to facilitate an efficient, strategic, and transparent allocation of funds. The JP approval cycle is coordinated by the Secretariat in an iterative manner, initiating a new cycle when funding becomes available.

Figure 2. IDSF Programme Approval Cycle



1. Funding Round Description

The Secretariat prepares the Funding Round Description which identifies eligibility criteria for the invitation of UN country teams, the financial cap per JP, and the specific thematic or focus areas of the funding round (which may or may not change between funding rounds). The Secretariat submits the Funding Round Description to the Steering Committee for endorsement.

Based on the endorsed Funding Round Description, the Secretariat initiates a call for JP proposals with an e-mail to UNRCs of eligible UNCTs. The call for proposals may be limited to a smaller number of eligible countries to enable more timely review; however, all eligible countries shall have equal opportunities to submit proposals over the lifetime of the Fund. Along with the Funding Round Description, the Secretariat shares the latest version of the Operations Manual and the deadline for submissions, allowing at least six weeks for JP development including obtaining the necessary endorsement by the UNRC and support letter from government counterparts.

2. Joint Programme Development

Each eligible UNCT, under the leadership of the UNRC, can submit one (1) JP proposal. How each UNCT determines which PUNOs will develop JPs is left to the discretion of the UNRC. All JPs will be developed and implemented with technical support and quality assurance provided through an inter-agency coordination mechanism at the country level. The JP should describe steering and management structures, including the JP Steering Committee and JP team. As per the UNSDG Joint Programme Guidance Note, JPs have the option to use an existing mechanism to provide strategic oversight and guidance for the JP team from launch to closure, rather than setting up a dedicated governance body (See page 6 of UNSDG Joint Programme Guidance Note for more detail on JP Steering Committee functions).

Submissions must be made via the **Fund Management Platform (FMP) of the MPTFO Gateway**, unless otherwise stipulated by the Secretariat. Each Resident Coordinator's Office should inform the Secretariat of the focal point of the Convening Agent leading JP development. This Secretariat will grant focal points access to the FMP; focal points will be able to invite additional colleagues from PUNOs to contribute to the proposal, but the convening agent remains responsible for coordinating and submitting the proposal.

JP Teams should review their proposals to ensure they meet the mandatory criteria and quality standards outlined in the Joint Programme Assessment Template in Annex 2 prior to submission, as it will increase the likelihood of a smooth approval process.

All JP proposals must be approved by the relevant UNRC prior to submission by the Convening Agent. Proposals must comply with the criteria and quality standards outlined in Section VI of this manual, which are aligned with the UNSDG Joint Programme Guidance Note. Each proposal must be accompanied by a letter of support from a relevant Government counterpart (unless specific exemptions have been granted), which should also be uploaded into the system. Submissions will not be editable after the deadline has passed.

3. Review by Technical Review Team

The Secretariat is responsible for guiding the technical review process, consolidating reviews, and convening a discussion of the review team to address any strong divergence in rating, as and when they see fit.

Prior to review by the Technical Review Team, the Secretariat reviews each JP proposal using the **mandatory criteria (See Annex 2)** which consist of straightforward yes/no questions. If any of the mandatory criteria are not met by a JP proposal, it will not be considered by the Technical Review Team for qualitative assessment.

The Secretariat leads the Technical Review Team to review the proposals using the **Joint Programme Assessment Template in Annex 2**. The Technical Review Team is comprised of a minimum of 5 technical focal points provided by the entities in the Steering Committee, ensuring inclusion of representation of humanitarian, development and peace pillar, and a technical focal point of UN Women.

Only one technical focal point may be assigned by each respective entity. While the technical point may consult with colleagues, he/she is responsible for ensuring assessments are conducted in a consistent manner, notably with regards to the standards and ratings applied). With the exception of the Secretariat, individual technical focal points should not be Steering Committee members.

Following an introductory meeting convened by the Secretariat to discuss the application of quality criteria and scoring, members will have at least ten (10) working days to independently review and score the JP proposals. If there are more than five (5) proposals to review, the Secretariat is encouraged to allow fifteen (15) working days for review. The scores will form the basis for a preliminary ranking of proposals.

The Secretariat shares the consolidated assessment and ranking of JP proposals with the Chair. It should clearly articulate which feedback provided by the Technical Review Team will require action by PUNOs prior to approving the JP documents. The overall timeline for the technical review should not take more than twenty-one (21) days from the deadline for submissions to the sharing of the consolidated assessment with the Chair.

4. Steering Committee Approval

The Chair will have at least ten (10) days to review the programmatic and financial aspects of proposals, the Technical Review Team's assessment, projected availability of funds, and other contextual factors regarding progress on development and implementation of solutions pathways. If there are more than five (5) proposals to review, the Chair may take up to fifteen (15) days to review. The Chair then submits his/her recommended list of proposals for approval by the Steering Committee (SC). The SC takes a decision following either the virtual non-objection process (for decisions taken via e-mail) or the immediate decision-making process (for decisions taken in meetings) described in section 3.

The Secretariat records decisions using the Decision-Making Matrix in Annex 3 and communicates the outcome with SC members. The Secretariat then shares the feedback and any specific conditions related to the approval with UNRCs and PUNOs.

5. JP Revision / Elaboration

Approved JP proposals are finalized by their teams using the same simplified Joint Programme format in the FMP, taking on board feedback and conditions communicated by the Secretariat, elaborating the document further as required.

Once revised the JPs are re-submitted to the Secretariat for review. The Secretariat is responsible for ensuring quality assurance of the full JP documents, checking in particular that all of the mandatory conditions for approval have been met. If they have not, the JP will be sent back to the team for further development.

6. Funds Transfer

Following the approval by the SC and the signature of joint programme documents by the responsible parties, and based on availability of funds, the Secretariat requests the Administrative Agent to transfer the funds allocated to the PUNOs. The Secretariat prepares a Fund Transfer Request (FTR form, see Annex 4) for each approved joint program and budget allocation to be signed by the Chair. The SC may decide to transfer resources in tranches to approved programmes.

The Administrative Agent reviews the submitted documents and carries out transfers approved by the SC to PUNOs no later than five (5) working days after the receipt of the FTR and all supporting documents. Upon completion of the transfer, the representative of the PUNO, the Chair of the SC, and the Secretariat will be notified by e-mail. The transfers will be reflected on the webpage of the Fund.

PUNOs shall acknowledge receipt of the funds to the Secretariat within five working days from receipt. The date of the initial transfer of the funds shall then be adopted as the project's start date. This date will be reflected on the project's Gateway page. The organization shall note the project number assigned by the Administrative Agent; this number must be included in all reports and communication concerning the project.

5 Revisions to Joint Programmes after Approval

Decisions relating to **significant programmatic or budget revisions** are approved by the Chair. What constitutes a significant revision is presented in Table 2 below. The steps of the review process are as follows:

1. Lead PUNO/convening agent of joint programme submits request to the Secretariat using **the Fund Management Platform (FMP)** and providing supporting documentation (i.e. the revised ProDoc and integrated workplan/budget/results framework).
2. The Chair has ten (10) days to a) issue a decision or b) request further information. The Secretariat communicates the Chair's decision with the Steering Committee.
3. Administrative Agent posts revision in the ERP System and Gateway (public website)

Decisions relating to **minor programmatic revisions or no-cost extensions** may be approved by the Secretariat alone. If the Secretariat feels that a particular decision merits discussion with the Chair, an issue previously deemed minor may be escalated. The steps are as follows:

1. Lead PUNO/convening agent submits request to the Secretariat using **the Fund Management Platform (FMP)** and providing supporting documentation (i.e. the revised ProDoc and integrated workplan/budget/results framework).
2. The Secretariat has ten (10) days to a) issue a decision, b) request additional information or c) escalate the issue to the Chair for review.
3. Administrative Agent posts revision in the ERP System and Gateway (public website)

Table 2. Overview of Revisions Requiring Approval

Revisions	Approval entity
Significant programmatic revisions Revisions that significantly change the scope, objectives, expected results, strategy or priorities, including geographic scope and beneficiary targeting, which may or may not have budget implications.	SC Chair
Significant budget revisions: Any increase in total budget	SC Chair
Minor programmatic revisions Technical-level revisions that <i>do not</i> significantly change the scope, objectives, expected results, strategy or priorities.	Secretariat
Minor budget revisions: ⁶ Revisions made between UNDG budget lines/ outputs that exceed 25% of budget category/outputs	Secretariat
No-cost extension of JP duration	Secretariat

6 Budget Principles

The Fund is anticipated to have a multi-year funding envelope of USD 100 million over an initial 5 years (2023-2028), with annual disbursements averaging USD 20 million per year.

Total budgets of JPs should not be less than (unless specifically requested in the Funding Round Description) USD 1.5 million and should not exceed USD 3 million. Approved JPs, if under USD 3 million, may request additional funds in subsequent funding rounds to “top up” their allocation. However, the total allocation per country may not exceed USD 3 million.

JPs may be **co-funded** by other sources at country level, e.g. by UN entities, Government agencies, or other development partners.

The Administrative Agent will be entitled to allocate **an administrative fee of one percent (1%)** of received contributions to meet the costs of performing its standard functions.

Indirect costs/remuneration of the PUNO recovered through programme support costs will be seven per cent (7%), with exceptions in line with UNSDG agreements, e.g., for WFP and UNHCR. Each organization shall establish a separate ledger account for the receipt and administration of the funds disbursed to it by the Administrative Agent. Transfers between PUNOs and other UN Agencies that would result in double charging of the (up to) 7% fee are not accepted. Seven percent is calculated based on the “total direct costs” and not out of the “total programme costs”. Total direct costs + total indirect costs = total programme costs.

Secretariat costs will be charged to the Fund as direct costs. The Secretariat's budget will be annually agreed and approved by the Steering Committee. No full-time staff are expected in the Secretariat until the Fund reaches a minimum of \$20 million in contributions.

A minimum threshold of USD 100,000 per individual transfer to a PUNO will be instituted though flexibility will be applied if sufficient justification is provided.

⁶ Considered minor in the context of this fund, given the limited scale of funding available to each JP.

7 Eligibility

7.1 Country eligibility

The Steering Committee decides which countries will be eligible for a funding round. In Phase I of the Fund, the call for proposals will be extended to 13 pilot countries identified by the Steering Group for the Action Agenda where the new solutions model is being developed. The **13 eligible Phase I Pilot countries**⁷ are: Afghanistan, CAR, Chad, Colombia, Ethiopia, Iraq, Libya, Mozambique, Nigeria, Somalia, South Sudan, Vanuatu and Yemen. The Fund will provide joint programme funding for a number of additional countries (Phase II), as additional funds become available thereafter.

Funding is only available to **country operations that have either addressed solutions explicitly in the Cooperation Frameworks** or, if the Cooperation Framework cycle is approaching renewal, have outlined an internal displacement solutions strategy that clarifies how the development system will support solutions.

7.2 PUNO eligibility

All PUNOs that have signed the MOU regulating their relationship with the Administrative Agent are eligible to submit proposals for funding. All proposals must be submitted by a Convening Agent on behalf of two or more PUNOs (Joint Programmes); single entity proposals will not be accepted. PUNOs are responsible for the implementation and delivery of approved JPs.

The PUNOs will engage with their own implementing agencies as and when needed to support JP implementation. National government, local authorities, civil society, including community-based organizations, academia and private sector are all potential implementing partners that can receive funding through the Participating UN Organisations.

8 Risk management

8.1 Purpose

The purpose of this Risk Management Strategy is to **support the delivery of the Internal Displacement Solutions Fund** by:

1. Informing strategic decision-making for portfolio management;
2. Promoting fiduciary accountability and verify that resources are used for foreseen purposes; and
3. Ensure the Fund's interventions adhere with "Do No Harm" principles.

This strategy complements, but does not replace, risk management processes carried out by PUNOs at the programme level. It focuses on risks at the fund level, i.e. risks with implications beyond an individual project/programme. Project-level risk management will continue to be carried out according to the institutional requirements of the respective implementing organizations, with additional standards on the frequency and format for reporting on risks set by the Fund-level risk management strategy.

8.2 Approach

The approach adopted for this strategy has five phases which are carried out iteratively:

⁷ Together with RCs/UNCTs and the Steering Group on Solutions to Internal Displacement, the Special Adviser identified the eligible countries based on where conditions were met to resolve the internal displacement of a significant number of IDPs in these countries and where there is a high degree of Government political will to address this issue.

i) Establish context: Consultations with Fund stakeholders will be used to establish the scope and boundaries of the risk assessment.

ii) Risk assessment begins with the identification of risks relevant to the Fund. Risks are analyzed based on their relative impact and likelihood, two factors which are used to determine risk level. Likelihood refers to the estimated chance of a risk occurring, while impact is the estimated severity of the risk outcome. The trajectory of the ranking over time will be an important indicator for risk evaluation, which requires a prioritization of risks to determine the appropriate levels of response. The trajectory refers to the direction of risk level since the last assessment.

iii) Monitoring will vary based on the type of risk, its volatility, and its risk level. Monitoring will draw on both internal and external sources of qualitative and quantitative information. It will be coordinated with fund- and project-level monitoring and evaluation efforts as much as possible. Reporting on priority risks will be done through a Risk Dashboard designed to inform and track decision making within the Steering Committee.

iv) Risk treatment involves the selection and implementation of appropriate mitigation and adaptation measures in order to minimize the likelihood and/or impact of risk. Adaptation methods are planned contingency actions, based on a consensus of risk tolerance, to be implement in the case that risks materialize, to minimize negative consequences. Responsibility for risk treatment measures should be clearly indicated in the risk dashboard.

v) Communication and consultation: The Secretariat will regularly engage with various fund stakeholders (including Steering Committee members and any additional contributing donors) to share information and collect input.

8.3 Baseline Risk Assessment

The Secretariat will conduct a one-off baseline risk assessment, exploring three categories of risk, adapted from categories developed by the OECD:

- **Contextual risk:** risk that could arise from the context – driven by domestic, regional, and/or global forces – over which external actors have limited control.
- **Programmatic risk:** risk that the fund will not achieve its objectives or may exacerbate contextual risk.
- **Institutional risk:** range of potential adverse consequences on Fund partners and/or stakeholders, notably those active in the Fund governance and implementing organizations.

The Secretariat will engage technical experts from within the UN and other key stakeholders to contribute to the baseline analysis, to identify potential roles and responsibilities for monitoring and review processes under the strategy and to develop proposed treatment options. The baseline risk assessment will be structured around the framework shown in Table 3. The draft baseline assessment will be shared with the Steering Committee for review within the first year of the Fund’s operationalization to **establish a shared view of the Fund’s risk profile**. It will provide the foundations for regular monitoring and reporting, using the Risk Dashboard described below.

Table 3. Baseline Risk Assessment Framework

Risk Assessment			
Risk	Risk Drivers	Risk outcome (Implications for the Fund)	Risk Level (for the Fund)

Potential for a defined adverse event or outcome to occur	Factors that influence the realization of a risk	Effects the risk would have on fund objectives and operations	<i>Risk Level</i> = Likelihood x Impact <i>Likelihood</i> : Estimated chance of a risk occurring <i>Impact</i> : Estimated severity of the risk outcome <i>Trajectory</i> = Direction of risk level since last assessment
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Monitoring Plan			Proposed Treatment Options	
Responsibility	Regularity	Sources	Mitigation	Adaptation
The party responsible for monitoring the risk (individual or team)	The frequency at which a risk should be monitored (e.g. weekly, monthly, quarterly)	The sources of information used for monitoring	Measures taken to reduce the impact and/or probability of a risk <i>before</i> it is realized	Contingency measures to reduce the impact of a risk <i>after</i> it is realized

Table 4. Risk Ratings Matrix

Impact	Catastrophic	5	5	10	15	20	25
	Significant	4	4	8	12	16	20
	Moderate	3	3	6	9	12	15
	Low	2	2	4	6	8	10
	Negligible	1	1	2	3	4	5
Risk Rating = Likelihood x Impact			1	2	3	4	5
			Very improbable	Improbable	Possible	Probable	Very probable
			Likelihood				

8.4 Risk Dashboard

The Secretariat will maintain the risk register in the baseline risk assessment, monitoring the identified risks and adding or removing risks as deemed necessary. The Secretariat will present high priority risks to the Steering Committee as required using the Risk Dashboard (

Table 5). Whereas the more detailed baseline assessment provides the foundations for monitoring and reporting, the Risk Dashboard will serve as the primary tool to inform discussion and decision-making about risk management for the Fund.

The Secretariat will use project-level reporting on risks as one input for regular risk monitoring, but the Secretariat will also establish a regular dialogue with PUNOs to ensure prompt information sharing on risks in the case that a risk should be escalated to the Chair or the Steering Committee.

PUNOs are obligated to pro-actively alert the Secretariat of any areas of concern flagged through their own risk monitoring, as risks at the project-level may have implications for the Fund at large.

Table 5. Risk Dashboard for Informed Decision-Making

RISK DASHBOARD				
High Priority Risks	Risk Level (for the Fund) ⁸	Implications for the Fund	Treatment	Decision-making
High priority risks for the fund to be discussed in consultations with fund stakeholders	Risk level = likelihood x impact Trajectory since last assessment	Analysis of the implications for the fund	Brief description of the current treatment and recommendations for further action, if relevant.	Documentation of any decisions taken with regards to risk treatment (mitigation and/or adaptation)

9 Reporting

The reporting and accountability requirements elaborated in the Fund TOR are summarized in the reporting schedule below. Reports in the reporting schedule will be provided in English. All narrative reports should be consolidated by the convening agent with inputs from PUNOs (i.e. one report per JP). See Annex 6 for the Annual Narrative Report Template.

Table 6. IDSF Reporting Schedule

Scope	Report	Prepared by	Submitted to	Deadline / frequency
Joint Programme	Light 6-month project updates	Convening Agent with inputs from all PUNOs	Secretariat	31 October (annually)
	Quarterly financial reports on expenditure incurred	PUNOs (HQ)	Administrative Agent	April (Q1) July (Q2) October (Q3)
	Annual Financial Report as of 31 December (per PUNO for each JP)	PUNOs (HQ)	Administrative Agent	30 April (annually)
	Certified final financial statements and final financial reports (for each JP)	PUNOs	Administrative Agent	31 May after calendar year of financial closure
	Annual narrative reports on the activities in approved JPs	Convening Agent with inputs from all PUNOs	Secretariat	31 March (annually)
	Final narrative reports after the completion of activities	Convening Agent with inputs from all PUNOs	Secretariat	31 March after calendar year of operational closure
Fund	Light 6-month Fund update	Secretariat	SC, Donors, PUNOs	31 December 2024/25 (Only for first 2 years of the fund)

⁸ The risk rating should capture the evaluation of the risk level factoring in any mitigation measures *already* being implemented, i.e. the residual risk. The rating may be revised if additional proposed treatment measures are implemented.

Consolidated annual narrative report (including Final Narrative Reports submitted during the year)	Secretariat	SC, Donors, PUNOs	31 May (annually)
Consolidated Final Narrative Report	Secretariat	SC, Donors, PUNOs	30 June after calendar year of operational closure
Certified annual financial statement on AA activities	Administrative Agent	SC, Donors, PUNOs	31 May (annually)
Certified final financial statement on AA activities	Administrative Agent	SC, Donors, PUNOs	31 May after calendar year of financial closure

10 Monitoring and Evaluation

JP-level M&E: At the JP level, PUNOs assume full programmatic and financial accountability for the funds disbursed to them by the Administrative Agent. They undertake M&E in accordance with their own regulations, rules, directives and procedures and in line with processes outlined in the ProDoc. PUNOs are expected to provide reporting as required to fulfill their obligations of the reporting schedule (Table 6).

Convening Agents of JPs are expected to: (i) oversee coordination within JPs; (ii) consolidate narrative reporting from PUNOs, as per the reporting schedule; and (iii) submit consolidated reports on behalf of JP Teams. The JP team, under the leadership of the convening agent, monitors implementation and results in accordance with the JP results framework, work plan and budget. Monitoring by the JP team involves: (a) tracking performance through the collection of appropriate and credible data and other evidence; (b) analyzing evidence to improve effectiveness and efficiency, and to adjust JP results and strategy, as needed; and (c) checking assumptions and risks, including review of the sustainability plan and exit strategy. The JP document summarizes the methodology and arrangements for effective monitoring, including data collection, reviews or studies, and joint field visits. For more detail on M&E of JPs, see the [UNSDG guidance on joint programmes](#).

Fund-level M&E: The Secretariat will carry out two main functions with regards to M&E: First, the Secretariat will conduct periodic assessments of project implementation and results in accordance with JP results frameworks, work plans. Second, the Secretariat develop and maintain a results framework to track and report results and operational performance at the Fund-level.

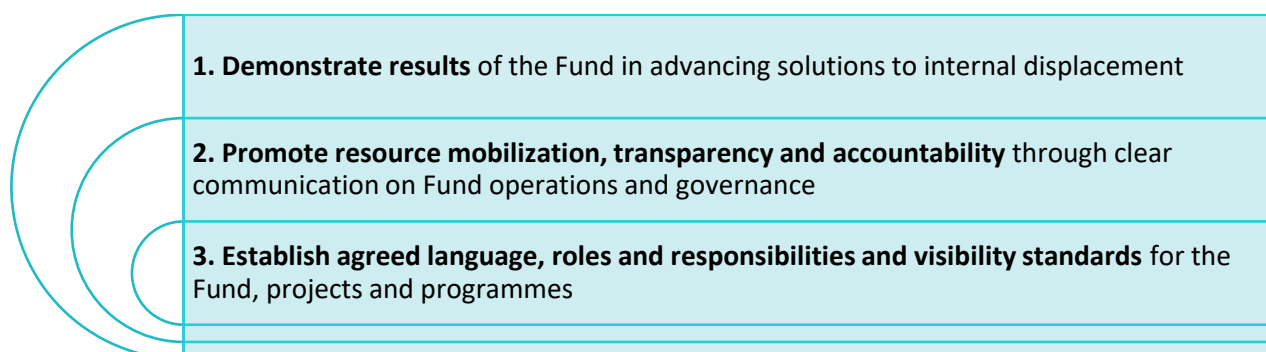
The Steering Committee will decide whether to commission any mid-term or final evaluation. The cost of any evaluation of the Fund is to be borne by the Fund.

11 Communications and Visibility Strategy

11.1 Purpose

This communications and visibility strategy provides a framework for communications and visibility efforts related to activities funded by the IDSF. The strategy complements but do not replace UNCT or programme-level communications strategies, which should be carried out in accordance with existing institutional requirements of UNCTs and PUNOs.

Figure 3. Objectives of the Communications & Visibility Strategy



11.2 Principles

Replicability: Emphasis will be placed on communicating results and best practices that can inform and inspire solutions for internal displacement in other country contexts.

Accessible: A variety of communications tools/channels will be used to ensure target audiences are reached, regardless of technological preferences or access. UN members of the Steering Committee have a responsibility to support visibility of the fund across respective relevant communication channels.

Cost-effective: Budgets for any communications or visibility elements will be carefully considered to ensure overhead is kept to a minimum, maximizing the share of the Fund directly benefiting country-level solutions.

Transparent: Communications tools will be developed about the Fund operations and governance, in addition to results, to ensure transparency and accountability about how the funds are being used.

11.3 Target Audiences

For the first two objectives of the strategy, the potential audiences include:

- IDPs, NGOs, CBOs and governments in countries receiving funding
- Contributing and prospective donors
- Participating and prospective UNCTs

For the third objective of the strategy – establishing visibility standards – the primary audience will be the PUNOs of the Fund to ensure adherence with common standards.

11.4 Expectations for PUNOs

PUNOs are expected to take the appropriate measures to ensure the communication of their joint programme results and activities, adhering with the visibility requirements of the fund and any other partner organizations of the programme.

Generally, all communication materials prepared will display the following logos, as appropriate:

- PUNO logos, following their specific visibility guidelines;
- Logo of the Fund, as provided by the Secretariat;~~and~~
- Logos of contributing donors.

PUNOs will share with the Secretariat visibility and communication materials produced that can be further distributed.

PUNOs will maintain a close communication and will consult with the Secretariat on any sensitive issues that require particular attention. The Secretariat is responsible to provide advice as required.

11.5 Products

Stories: A central component of the Fund’s strategy will be identification, development and curation of narrative stories that demonstrate results for internally displaced persons.

Photography: High-quality photographs showing funded activities and results.

Infographics: Visual representations of data and information.

Print and publications: factsheets, banners, posters, and booklets (web-based and/or printed) to support communications and advocacy objectives

Official communications: such as joint, interagency and regional press releases, statements and media advisories.

11.6 Website

The MPTFO website, Gateway (<http://mptf.undp.org>), is a web-based service portal that provides real-time financial data issued directly on contributions in and out of the fund account, from the UNDP accounting system. The Fund will have a dedicated page on the Gateway which will allow partners and the public at large to follow-up the Fund contributions, transfers and expenses, and access key documents and reports.

The Secretariat and the MPTFO will ensure that the Fund’s operations are posted on the Gateway. Further, in accordance with the Funding Compact, the Fund should specifically mention individual contributors in all results reporting. Each Participating Organization and members of the Steering Committee will take appropriate measures to promote the Fund. Information shared with the media regarding beneficiaries of funding, official press releases, reports and publications will acknowledge the role of the Fund.

11.7 Visibility Standards

Visibility standards will be elaborated and applied for Fund-level materials as well as projects and programmes receiving funding. A clear, visual identity will be helpful shorthand for communicating the funding source. Table 7 provides an outline which will need to be fully elaborated with the support of a graphic designer and in consultation with UN communications teams. All logos, along with the guidelines, should be made accessible and downloadable.

Table 7. Visibility Standards – Draft Outline for Elaboration

Fund logo • Primary logo (potentially with tag line) • Logo variations ○ Vertical: For use where horizontal space is limited ○ Grayscale and/or Mono: For use in highly restricted formats, where only grayscale or mono reproduction is available • Logo translations:

○ Logos and any taglines translated into relevant official UN language of the JP if not English
Supporting Logos • The Fund logo should appear, wherever possible, with supporting logos, which include: ○ Logos of contributing donors ○ United Nations emblem ○ SDG logo
Co-branding • In situations in which the Fund is not the only source of funding, the primary logo shall be treated as the “donor logo” and supporting logos may be left off. (e.g. in the UN Country Results Report where all donor logos appear).
Social media A hashtag will be set for all posts related to the Fund. Options could include: • ... The hashtag may be different for each language of application. A direct translation is not necessary. Rather, the hashtag should consistently communicate the spirit of the Fund, regardless of the language of application. Additional social media guidelines may be elaborated at a later stage.
Publications • Templates may be developed for reports, factsheets, letterheads, flyers, presentations, banners and business cards. • These should be used by the Secretariat for all official publications related to the Fund. • PUNOs are encouraged to use the templates for programme-specific publications, but it is not a requirement
Color palettes & Type • A color palette and font types should be set for Fund-level communications materials. • PUNOs are encouraged to use set color palettes and types for project/programme-specific communications tools, but it is not a requirement.

12 Closures

Fund closure requires that all funded programmes to be closed operationally and financially, satisfying all commitments and liabilities. Notwithstanding the completion of the initiatives financed from the Fund, any unutilized balances will continue to be held in the fund account until all commitments and liabilities incurred in implementation of the projects/programmes have been satisfied and project activities have been brought to an orderly conclusion. The Steering Committee will decide on the use of any unutilized balance of the Fund. Any balance remaining in the Fund Account, upon closure of the Fund, will be used for a purpose mutually agreed upon, or returned to the Donor(s) in proportion to their contribution to the Fund as agreed upon by the donor(s) and the Steering Committee.

For the closure of projects, PUNOs must follow the following steps:

1. Report to the Secretariat and Administrative Agent the operational closure of the Project;
2. Submit the final narrative report no later than March 31 of the following year after the operational closure of the project;
3. Upon receipt of the final narrative report and its acceptance by the Secretariat, the Administrative Agent will close the operation of the project management system;
4. Return any balance available to the Administrative Agent by bank transfer to the Fund; and

5. Provide certified financial statements and final financial report to the Administrative Agent within a maximum period of six months (June 30) days from the end of the year following the operational closure of the Project.

Upon completing the above steps, the Administrative Agent will perform the financial closure of the project in the system and inform the Steering Committee through the Secretariat.

The Administrative Agent closes the Fund through the following steps:

1. Verify that all projects have been financially closed;
2. Verify that all fund direct costs projects have been financially closed;
3. Verify that all interests have been received;
4. Refund the balance of the account (including interest) to donors;
5. Issue the certified final report of the activities of the AA; and
6. Closure of the Fund in the system.

13 Amendments to the Operations Manual

The Secretariat shall review the Operations Manual as required to ensure the relevance and appropriateness of procedures regarding the context and lessons learned. The Secretariat shall submit revised iterations to the Steering Committee for review and approval.

Any changes may be approved by the Steering Committee, provided that such amendments are consistent with the mandates, policies and procedures of the United Nations. In the event of any conflict between this Operations Manual (the former), and either the mandates, policies and procedures of the UN, or any contribution agreements (the latter), the latter will prevail.

Should any proposed revisions have implications for the Terms of Reference (TOR) for the Fund, both documents should be revised in tandem and submitted for review and approval by the Steering committee to ensure the complementarity of these two documents.

14 Annexes

14.1 Annex 1. JOINT PROGRAMME DOCUMENT

N.B. The template below provides an overview of the key elements of the template; however, it does not capture every field in the online tool. Please refer to handbook for more detailed guidance on how to use the Fund Management Platform (FMP).

General Information

Fund	LEAVING NO ONE BEHIND – THE INTERNAL DISPLACEMENT SOLUTIONS FUND (IDSF)					
Joint programme title	[Add]					
Signatories <i>[one contact per PUNO; add rows if required]</i>	Organization	Organization Title	Role	Name	User e-mail	
	Select "other"	[Add "UNRC"]	Signatory	[Add name of UNRC]	[Add]	
	Select Convening Agent	[Add]	Signatory	[Add]	[Add]	
	Select PUNO	[Add]	Signatory	[Add]	[Add]	
	Select PUNO	[Add]	Signatory	[Add]	[Add]	
Contacts <i>[one contact per PUNO; add rows if required]</i>	Contact Type	Name	e-mail	Position	Additional e-mail	
	Focal point	[Add]	[Add]	[Add]		
	Focal point	[Add]	[Add]	[Add]		
	Focal point	[Add]	[Add]	[Add]		
Description <i>[Short executive Summary of project max 3500 characters]</i>	[Add]					
Universal Markers	Gender Equality Marker		Risk <i>[underline]</i>			
	• [GEM0 (no contribution) through GEM3 (principal objective)]		• Low • Medium • High			
IDSF Specific Markers <i>[Mark the box for each key area based on level of contribution]</i>	Relevance of IDSF Overarching Objectives			Primary objective	Contributing to	Not contributing to
	IDP Solutions Strategies: Promoting nationally owned solutions to internal displacement					
	Accountability Frameworks: Leveraging a whole-of-UN response to displacement					

	Solutions Financing Frameworks: Building IDP solutions investment cases					
Geographical Scope	Geographical Scope	Name of Region	Region(s)	Country		
	[Select "Country"]	Provide description of geographic coverage/scope within country	[Select one] Africa Americas Antarctica Asia Europe Oceania	[Select country from list]		
	Global/interregional Regional Country	255 characters max				
Participating Organizations <i>[List all PUNO and indicate the convening agent]</i>	Participating Organizations					
	[Add] <i>(Convening agent)</i> [Add]					
Programme and Project Cost <i>Add additional rows as required for each individual PUNO and/or other sources of fund</i>	Participating Organization					Am
	Budget Requested					
	[Participating Organization 1]				[Add] [\$ Amount]	
	[Participating Organization 2]				[Add] [\$ Amount]	
	Total Budget Requested				[Add] [\$ Amount]	
	Other Sources (Parallel Funding)					
	[Add Source 1]				[Add] [\$ Amount]	
	[Add] Source 2]				[Add] [\$ Amount]	
	Total				[Add] [\$ Amount]	
Thematic Keywords <i>[indicate key words that can be used to identify the project proposal in a word search]</i>						
Programme Duration	Anticipated Start Date	[Add]				
	Duration (In months)	[Add]				
	Anticipated End Date	[Automatically populated]				

Narratives

Title	Text
Situation Analysis [max 3500 characters with spaces] This section provides a brief, evidence-based summary of the internal displacement challenges to be addressed. It provides a context analysis with a strong protection and conflict-sensitivity component to inform the joint programme. Analysis should reflect the peace and conflict dynamics, include gender analysis and identify the development or human rights challenges to be addressed. The situation summary should: » Identify the immediate, underlying and root causes of internal displacement, including the different ways that women and girls and men and boys experience the identified problems, and respond to gaps in fundamental rights, including discrimination, and power-imbalances. » Offer evidence to justify the JP based upon high quality, disaggregated data⁹, with emphasis is on critical SDG-related data gaps and gender-sensitive and sex disaggregated statistics. » Examine, as appropriate to the JP, normative and institutional gaps that need to be addressed to enable a “whole-of-government” approach, embedding internal displacement in national and local development plans and costed strategies/national financing frameworks.	[ADD]
Rationale and theory of change [max 7000 characters with spaces] This section offers a brief rationale and theory of change for the JP, which should demonstrate an ambition to deliver catalytic impact and strong value for money. This may be obtained from the UNSDCF. At a minimum the section will describe: (1) Expected JP results – with direct linkage to at least one of the three overarching goals of the Internal Displacement Solutions Fund (IDSF)¹⁰ – with explanation about how people, and especially vulnerable groups, will benefit; (2) How JP contribute to strengthen the triple foundation (durable solutions, prevention and protection and assistance) as drivers for IDP Solutions, and substantive contribution to one or more of the cross-cutting drivers¹¹ in line with the UN Secretary-General’s Action Agenda on Internal Displacement. (3) Programme strategies, major assumptions including any potential unintended consequences and mitigation measures (if relevant). (4) How JP results and strategies will <i>complement</i> the efforts of other development partners and programmes working on the same problems. (5) How JP can crowd in or leverage financing from Government, the private sector, IFIs, and other partners in support of IDP Solutions.	[ADD]
Sustainable, nationally-owned solutions [max 1500 characters with spaces] This section describes how the JP will ensure sustainability of the investment upon completion and support a nationally-owned solution, notably through support for strengthening government structures. Funding will be prioritized for contexts that are conducive for nationally-owned solutions – namely, where the government or relevant local authorities have shown a willingness to take action to uphold the rights of IDPs and facilitate solutions to their displacement. Demonstrate how the JP builds on existing commitments and relationships and is aligned with principles Modelling IDP Solutions (adherence to ideals of re-use and improvement; plans to share/make end results available for others).	[ADD]
Gender marker justification [max 1500 characters with spaces]	[ADD]

⁹ Disaggregated by income, sex, age, education level, ethnicity, migratory status, disability and geographic location

¹⁰ See Section 2. Rationale of the IDSF TOR.

¹¹ See Section 8 Programmatic arrangement of the IDSF TOR

This section provides the justification for the Gender Equality Marker selection, which should be at least a 2. Justification can make reference to other aspects of the proposal, including the situation analysis, theory of change and results framework, which should also reflect a focus on gender equality.	
Accountability to displaced persons [max 1500 characters with spaces] This section describes how the JP demonstrates clear accountability to displaced persons – giving voice to IDPs in defining and implementing their own solutions. JP should engage IDPs to drive the initiative from the beginning of strategy development to the final evaluation. Country operations must have an inclusive coordination mechanism in place for solutions in which relevant operational actors participate, including local level linkages and IDP representation as well as receiving communities.	[ADD]
Steering and management arrangements [max 1500 characters with spaces] This section describes steering and management arrangements for the JP. It does not substitute for organization-specific arrangements required by the respective internal policies of PUNOs. It offers a brief description of key groups, their composition, and major roles and responsibilities. It includes: » The JP Steering Committee (SC) » The JP Team » Role of the UN Resident Coordinator (UNRC) and Resident Coordinator's Office (UNRCO) As relevant, this section will indicate common business services that will be used to enhance JP implementation	[ADD]
Complementary roles and responsibilities among PUNOs [max 1500 characters with spaces] This section should elaborate the PUNOs roles and responsibilities in the joint programme, how the JP leverage the comparative advantages UN agencies and enable delivery as "ONE UN".	[ADD]
Monitoring, learning, and reporting [max 3000 characters with spaces] This section summarizes the arrangements for: (1) Monitoring and learning by the JP team (JP step 9): This is done under the coordination and programmatic leadership of the lead PUNO, and includes data collection, reviews or studies, and joint field visits. For PUNOs that apply HACT, this includes quality assurance, scheduled audit and HACT spot checks, as required. Some arrangements for monitoring depend upon the choice of FMM (See Annex D I Guidance Note on a New Generation of Joint Programmes- Annexes). (2) Reporting and communications (JP Step 11): One consolidated, results-based annual report is produced that includes programmatic and financial elements. It provides evidence about progress toward JP results, based upon monitoring reports and field missions, along with updated data for indicators (as available). Relevant parts of the UNSDCF annual results report may be used, unless otherwise required by the donor or pooled fund mechanism. When a separate report is required, the standard report template is used. (3) Annual progress reviews¹² (JP step 12): Arrangements, roles and responsibilities for conducting annual progress reviews.	[ADD]
Evaluation [max 1500 characters with spaces] This section describes arrangements, responsibilities and timing for the JP joint evaluation (<i>as required</i>), including how evaluation findings and recommendations will be used by the JP partners and other stakeholders.	[ADD]

¹² This may be timed to coincide with UNSDCF annual review

SDG Targets [provide linkages to relevant SDG Goals, Targets and Indicators; add as many rows as required]

Target	Description
Main Goals	
Goal	[Add SDG Goal]
[Add TARGET number]	[Add TARGET Description]
[Add TARGET number]	[Add TARGET Description]
Goal	[Add SDG Goal]
[Add TARGET number]	[Add TARGET Description]
[Add TARGET number]	[Add TARGET Description]

SDG Indicators	
Indicator Code	Description
[Add]	[Add]
[Add]	[Add]

Contribution to SDGs [Each PUNO to indicate the relevant SDG targets and the percentage of support – to total 100% per PUNO- add columns corresponding to targets above]						
Participating Organization 1 [Add name]	[Add SDG Target #]	[Add SDG Target #]	[Add SDG Target #]	[Add SDG Target #]		% Total
	[Add %]	[Add %]	[Add %]	[Add %]		100
Participating Organization 2 [Add name]	[Add SDG Target #]	[Add SDG Target #]	[Add SDG Target #]	[Add SDG Target #]	[Add SDG Target #]	
	[Add %]	[Add %]	[Add %]	[Add %]		100

Risks

Event Description	Category	Level	Likelihood	Impact	Mitigating Measures	Risk Owner
[Add]	☐ Social and Environmental ☐ Financial ☐ Operational ☐ Organizational ☐ Political ☐ Regulatory ☐ Strategic	☐ Low ☐ Medium ☐ High ☐ Very High ☐ Not applicable	☐ Rare ☐ Unlikely ☐ Possible ☐ Likely ☐ Very Likely ☐ Not applicable	☐ Insignificant Minor ☐ Moderate ☐ Major ☐ Extreme ☐ Not applicable	[Add]	[Add]
[Add]	☐ ///	☐ ///	☐ ///	☐ ///	///	///
[Add]	☐ ///	☐ ///	☐ ///	☐ ///	///	///

Budget by UNSDG Categories [add columns for each individual PUNO]

Budget Lines	Description (optional)	Participating Organization 1 (Amount USD)	Participating Organization 2 (Amount USD)	Total
1. Staff and other personnel				
2. Supplies, Commodities, Materials				
3. Equipment, Vehicles, and Furniture, incl. Depreciation				
4. Contractual services				
5. Travel				
6. Transfers and Grants to Counterparts				
7. General Operating and other Direct Costs				
Project Costs Sub Total				
8. Indirect Support Costs				
Total				

Results based budget

Outcome	Output	Agency	Budget (USD)	% allocated to GEWE (if any)

Budget per Gender (GEWE) (calculated automatically based on % reported in results based budget)

	Participating Organization 1	Participating Organization 2	Total \$
\$ Towards GEWE	[Add \$ Amount]	[Add \$ Amount]	[Add \$ Amount]
% Towards GEWE	[Add % vs total budget]		%

Annex 2. Joint Programme (JP) Assessment – Template

Mandatory Criteria Checklist (to be completed by Secretariat prior to review by Technical Review Team)

The following criteria are straightforward yes/no questions. If any of the below criteria are not met by a JP proposal, it will not be considered by the Technical Review Team for qualitative assessment.

Yes/No	Criteria
	Requires pooling of expertise, knowledge, and networks from two or more PUNOs
	Clearly defined Convening Agent responsible for project coordination
	Budget: ≥ USD 1.5 million and ≤ USD 3.0 million (unless specific exemptions have been granted by the Steering Committee)
	1-3 year timeframe for implementation
	Endorsed/submitted by relevant UNRC
	Includes letter of support from relevant government counterpart (unless not required due to exceptional circumstances)

Joint Programme Assessment by Technical Review Team

THE INTERNAL DISPLACEMENT SOLUTIONS FUND (IDSF)

JP Title	
UN Country Team	
Date of assessment	

Questions	Score	Organization (Individual in Technical Review Team)
1. Does the JP's situation analysis have a strong protection and conflict-sensitivity component to inform the JP? - Does the JP exhibit sound analysis with an awareness of the peace and conflict dynamics? (Yes = 1 point; No = 0 points) - Does it acknowledge and make efforts to mitigate the risk of potential indirect or unintended consequences of proposed interventions (if deemed necessary)? (Yes = 1 point; No = 0 points) - Does the JP support efforts to protect the rights and respond to the needs of their displaced citizens and residents? (Yes = 1 point; No = 0 points) <i>(Relates to Situation Analysis section, the Rationale and theory of change section, and the Accountability to displaced persons section)</i>	(3 points possible)	
2. Does the JP clearly support at least one of the three overarching goals of the IDSF? (Yes = 3 points; No = 0 points) - IDP Solutions Strategies: Promoting nationally owned solutions to internal displacement - Accountability Frameworks: Leveraging a whole-of-UN response to displacement - Solutions Financing Frameworks: Building IDP solutions investment cases <i>(Relates to IDSF Specific Markers on relevance to IDSF Overarching Objectives supported by narrative on rationale and theory of change)</i>	(3 points possible)	
3. Will the JP deliver catalytic impact? How strong is the value for money proposition relative to other proposals? Ready to deliver (i.e. able to unleash significant and large-scale transformation in a 1–3-year timeframe with catalytic funding). Yes = 1 point; No = 0 points)	(3 points possible)	

• Clear theory of change for catalyzing systemic change. Yes = 1 point; No = 0 points) • Identified pathways to additional financing and resources. Yes = 1 point; No = 0 points) <i>(Relates to rational and theory of change section, supported by realistic workplan, results framework and budget)</i>		
4. Does the JP demonstrate clear accountability to displaced persons – giving voice to IDPs in defining and implementing their own solutions? • Does JP engage IDPs to drive the initiative from the beginning of strategy development to the final evaluation. Yes = 2 points; No = 0 points) • Country operations must have an inclusive coordination mechanism in place for solutions in which relevant operational actors participate, including local level linkages and IDP representation as well as receiving communities. Yes = 1 point; No = 0 points)	(3 points possible)	
5. Does the JP leverage the comparative advantages UN agencies and enable delivery as “ONE UN”? • Demonstrates how multiple UN agencies are providing integrated and mutually reinforcing support and policy across the triple foundations (solutions, prevention protection and assistance). Yes = 1 point; No = 0 points) • Leverages established/planned Coordination Mechanism strengthening HDP nexus synergies. Yes = 1 point; No = 0 points) • Complements work of other ecosystem stakeholders, such as the private sector and Government. Yes = 1 point; No = 0 points)	(3 points possible)	
6. Does the JP ensure sustainability of the investment upon completion? To what extent does the JP support a nationally-owned solution, notably by engaging and supporting government counterparts? • Funding will be prioritized for contexts that are conducive for nationally-owned solutions – namely, where the government or relevant local authorities have shown a willingness to take action to uphold the rights of IDPs and facilitate solutions to their displacement. (Yes = 1 point; No = 0 points) • Builds on existing commitments and relationships. (Yes = 1 point; No = 0 points) • Aligned with principles Modelling IDP Solutions (adherence to ideals of re-use and improvement; plans to share/make end results available for others). (Yes = 1 point; No = 0 points)	(3 points possible)	
7. Does the JP support gender equality with a Gender Equality Marker? Is the marker sufficiently justified in the proposal? • Situation analysis, theory of change and results framework all reflect a focus on gender equality consistent with GEM2 or GEM3. (Yes = 3 points; No = 0 points) The GEM uses a four-point scale coding to signal contributions to gender equality and women’s empowerment (GEWE) as a principal objective (GEM 3), as a significant but not principal objective (GEM 2),	(3 points possible)	

in a limited way (GEM 1) or with no expectation to contribute to gender equality and/or the empowerment of women (GEM 0). ¹³		
8. Does the JP include a robust results framework with ambitious, but realistic and measurable targets? - Results are part of/derived from UNSDCF and/or are aligned with national SDG priorities (Yes = 1 point; No = 0 points) - Indicators are SMART (specific, measurable, achievable, relevant and time-bound), demonstrating clear contribution to SDGs. (Yes = 2 point; No = 0 points)	(3 points possible)	
9. Is the level of risk considered to be acceptable, based on the JP objectives and mitigation measures in place? Have relevant risks been identified? Are there critical risks that have not been taken into account? Are relevant and appropriate mitigation measures proposed? (Yes = 3 points; No = 0 points)	(3 points possible)	
10. Any additional comments <u>in support of</u> JP approval by the Steering Committee?	No points assigned	
11. Any <u>reservations</u> about the proposed JP for consideration by the Steering Committee?	No points assigned	

¹³ <https://gendercoordinationandmainstreaming.unwomen.org/building-block/gender-equality-marker>

Annex 3. Steering Committee Decision-Making Matrix - Template

Steering Committee Decision-Making Matrix THE INTERNAL DISPLACEMENT SOLUTIONS FUND (IDSF)

Date of decision making by Steering Committee:	DD/MM/YYYY
Signature (Chair)	

Decisions related to Joint Programmes

UN country Team	JP Title	Steering Committee Decision ¹⁴	PUNOs	Requested budget (\$US\$)	Endorsed JP budget (\$US)	Approved allocation (\$US)	Planned transfer of funds (\$US) [TBC based on schedule of deposit]		
							Tranche 1 QQ YYYY	Tranche 2 QQ YYYY	Tranche 3 QQ YYYY
TOTAL									

Additional information relating to conditions or requests for further information:

Additional decisions taken by Steering Committee

Decision Item	Steering Committee Decision

Attachments:

- ...

¹⁴ (i) Approve; (ii) Approve the proposed decision with conditions; (iii) Approve partially the proposed decision; (iv) Postpone the decision, requesting further information; or (v) Reject the proposed decision.

Annex 4. Fund Transfer Request - Template

Fund Transfer Request
THE INTERNAL DISPLACEMENT SOLUTIONS FUND (IDSF)

Date submitted to the Administrative Agent	DD/MM/YYYY
Fund Transfer Request Number:	
Form prepared by (Fund Secretariat Contact Person):	

Fund Transfer Request for Approved Project/Programme

Country of Disbursement	JP Title (new projects) or MPTF Office Project Number (existing projects)	Recipient Entity	Approved/Allocated Amounts (for entire project period, including cost-extension if applicable) (USD)	Previously Transferred Amounts (USD)	Current Transfer Amount (USD)	Remaining balance (USD)

Supporting Documentation Checklist:

☐	A document is attached that evidences the fund allocation decisions made by the Steering committee pertaining to each Recipient Entity.
☐	For new projects and revisions/cost-extensions to existing projects, attach an approved programmatic document signed by the Recipient Entities.
☐	Ensure that the attached approved programmatic document includes a project budget in UNDG categories that shows the budget assigned to each Recipient Entity

Secretariat Confirmations pertaining to this Fund Transfer Request:

☐	The funds requested to be transferred in this Fund Transfer Request are calculated in accordance with the approved programmatic document and associated budget and the JP Steering Committee allocation decisions pertaining to each Recipient Entity.
☐	The indirect support costs have been calculated in agreement with the approved programmatic document and do not exceed 7% of the Total Programme Cost.
☐	There is sufficient funding currently available in the JP to support this Fund Transfer Request.
☐	The most recent applicable legal agreement between MPTF Office and the Recipient Entity (MOU/MOA/NUNO Financing Agreement) is signed for all Recipient Entities receiving funds in this Fund Transfer Request.
☐	The minimum of \$100,000 per transfer to each Recipient Entity is respected. If not, justification has been provided with this Fund Transfer Request.
☐	The amount requested for transfer to each project, together with the amounts previously transferred, does not exceed the project budget.
☐	The amount requested for transfer for each Recipient Entity per project, together with the amounts previously transferred, does not exceed the project budget for that Recipient Entity.
☐	The contact information (including email addresses) shown below for Heads and focal points of Recipient Entities is up-to-date at the time of submission of this Fund Transfer Request to ensure correct transmittal of the transfer notification by MPTF Office.
☐	Any conditions imposed by the JP Steering Committee on the approved allocation or transfer to a Recipient Entity (or Entities) has been reviewed and cleared by the JP Steering Committee.

Confirmation of Fund Allocation Decision by Chair of Steering Committee:

In accordance with the above-stated Fund Allocation Decision made by the Steering Committee, we hereby request the Administrative Agent of this fund to make the above transfers to Recipient Entities within 5 working days of the receipt of this Fund Transfer Request Submission Form.

Signature	DD/MM/YYYY
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Printed name Date

Recipient Entity Contact List for MPTFO Transfer Notification Purposes			
Recipient Entity Name	To/CC	Name	e-mail address
IOM	To		
UNDP	To		
IDSF Secretariat	Cc		

Annex 5. Programme/Budget Revision Request – Template

Request for Project Revision THE INTERNAL DISPLACEMENT SOLUTIONS FUND (IDSF)

Date of Request	<i>Automatically populated</i>
From Entity	[Select all PUNOs in JP team]
Contact	
Programme Number (MPTFO Project ID)	<i>Automatically populated</i>
Programme Title	<i>Automatically populated</i>
Total Approved Programme Budget	<i>Automatically populated</i>
Programme Duration (in months)	<i>Automatically populated</i>
Starting Date	<i>Automatically populated</i>
Completion Date	<i>Automatically populated</i>

1. Type of Programme/Budget Revision Requested <i>Check all that apply</i>		Approval requirements
Extension of programme duration		☐
	Cost Extension	☐ YES ☐ NO
	New completion date	DD-MM-YYYY
	Duration (in months)	
Budget Revision		☐
	Type	☐ Increase ☐ Decrease
	Amount requested	
	Fund specific comments	
	New Total Programme budget	
Change of programme scope (submit revised programme document)		☐

Programme Expenditure to date

Total Commitments	
Total Expenditures	

2. Reason revision is being requested:

Documents

Upload / list supporting docs (e.g. ProDoc, integrated workplan/budget/results framework)

Signatures of Requesting PUNOs

(To be completed by ALL PUNOs of the joint programme)

Signature Process	On behalf of entity	Signature	Date	Name/Title
Digital / Manual	Convening agent listed first in bold			

Do not edit below this line – reserved for IDSF Chair and/or Secretariat

Decision on taken on programme/budget

<i>Signature</i>	DD/MM/YYYY
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Comments (if any):

Annex 6. Annual JP Narrative Report – Template

The JP team produces one consolidated, results-based annual report. This standard report template is applicable to all JPs. It is harmonized with the reporting template for the UNSDCF. Relevant parts of the UNSDCF annual results report may be used, unless otherwise required by the donor or pooled fund mechanism. Reports are prepared by the JP team and reviewed and endorsed by the JP SC and shared with relevant stakeholders.

Cover Page [Copy-paste first two sections from JP document]

Joint programme title:		
Outcomes(s): <verbatim from JP document and UNSDCF>		
Duration:		
Start date and planned end date:	Start:	End:
JP Team		
Convening PUNO:		
PUNOs:		
Total approved budget:		
Out of which:		
» Funded		
» Un-funded		
Source of funds:		
» Government		
» PUNO 1		
» PUNO 2		
» Donor 1		
» Donor 2...		
» Non-UN partner 1		
» Non-UN partner 2...		
Report submitted by:		
Name:		
Title:		
PUNO:		
Contacts:		

Executive Summary [up to ½ page]

This is a summary of the most important achievements of the JP during the reporting period. Please highlight: (1) major results achieved and contributions to the UNSDCF outcome(s), country priorities, and/or related SDG targets, and (2) tangible benefits or changes for targeted vulnerable groups. The report should ensure the visibility of individual donors.

1. Overview [Copy-paste from JP document up to ½ page]

This section describes the purpose of the JP. (1) The development challenges to be addressed; (2) Planned JP results, with explanation about how people, and especially vulnerable groups, will benefit;

and (3) Major programme strategies, assumptions and risks. This section will also highlight any major changes in the programme context, including new or heightened risks.

2. Results [up to four pages]

This is the most important section of the report. There are three parts:

2.1 Narrative

The narrative provides a succinct description about the actual results that have been achieved based upon the JP document and theory of change. Please include key data and make reference to national policy priorities, the roles of partners and any new or innovative partnerships, and national or local implementation capacities that were developed or used.

The narrative will refer to:

- » **Outputs:** Provide a summary of progress toward the outputs and sub-outputs, with reference to changes in indicators (*as available*) Explain any variance between planned and actual outputs during the reporting period. Describe tangible benefits or changes for beneficiaries, especially vulnerable groups. Where possible, provide a percentage of outputs or sub-outputs that are *on-track* or *achieved* and the number and type of beneficiaries.
- » **Outcomes:** Based on achievement of outputs, provide a summary of major contributions of the JP toward the UNSDCF outcome(s), country priorities, and/or related SDG targets. In particular, this section should highlight contributions (*as applicable*) to the national policy agenda, influence of country budget allocations, and the adoption and scaling-up of programme solutions. Please refer to changes in indicators (*as available*).
- » **Constraints, adjustments, lessons and good practices:**

Explain constraints that were encountered and any adjustments that were made to strengthen the relevance and effectiveness of the JP and the coherence and coordination of UN system support.

Describe lessons and good practices and as needed, update information about assumptions and risks, risk mitigation measures and the sustainability plan and exit strategy. Please include experiences of failure, which are a rich source of lessons.

2.2 Indicator-based performance assessment

This section is based upon the JP results framework, work plan and budget. Provide information about the achievement of targets for indicators at the outcome and output level. Where there are variances or data are not available, provide an explanation and indicate when data will be reported.

Joint Programme: Integrated Results Framework, Work Plan, and Budget				
Years:				
National development priority:				
Related SDG:				
CF Outcome(s): <<copy paste>>				
Outcome indicator:	Baseline:	Target:	MOV:	
Outcome indicator:	Baseline:	Target:	MOV:	
Outcome indicator:	Baseline:	Target:	MOV:	
Outcome indicator:	Baseline:	Target:	MOV:	
Output 1.1 for Joint Programme				
Output indicators	Baseline	Target	MOV	
a.				
b.				
c.				

Results-based annual report for [Year]		
Progress toward CF outcome	Reason for variance (if any)	
Actual:		
Actual:		
Actual:		
Actual:		

Progress toward JP outputs	Reason for variance (if any)	
Actual:		
Actual:		
Actual:		

New information

2.3 A results story

This is a brief story about how the JP is making a difference. It can be at the institutional and policy level or at a local, human level. Please include photos, graphics, and news items as appropriate.

The problem or challenge

In plain language, describe the specific problem or challenge faced by the subject of your story.

Action through the joint programme

How was the problem or challenge addressed through the joint programme by the JP team?

Result

Describe the observable **change** that occurred. How did conditions change at the family or community level or how did institutions perform better to address the problem?

Lessons

What did the JP partners learn from the experience; how will it be used to strengthen the JP?

3. Other Assessments or Evaluations *[up to ½ page, as applicable]*

Provide information from assessments, evaluations or studies undertaken that are relevant to the JP.

4. Resource mobilization *[up to ½ page, optional]*

Provide information about financial management, procurement and human resources and indicate whether additional resources were mobilized.