

DECARBONISING HUMANITARIAN ENERGY

Multi-Partner Trust Fund





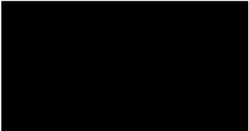
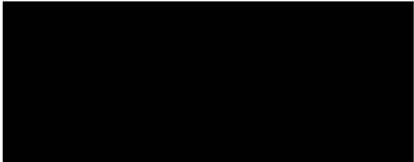
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Programme Document – Inception Phase Second Amended Budget

17 January 2024



DHE Secretariat Project Document (Inception Phase Amended Budget)

<p>Project Title: Decarbonising Humanitarian Energy (DHE)</p>	<p>Recipient Organisations:</p> <ul style="list-style-type: none"> • United Nations Training and Research Institute (UNITAR) • United Nations Development Programme (UNDP) • Norwegian Refugee Council (NRC) / NORCAP
<p>Project Contact: Leslie Sligh DHE Secretariat</p> <p>7bis Avenue de la Paix Case postale 2300 Nations 1211 Genève Switzerland</p> <p>leslie.sligh@unitar.org</p>	<p>Project Location: UNITAR</p> <p>7bis Avenue de la Paix Case postale 2300 Nations 1211 Genève Switzerland</p>
<p>Project Description: DHE MPTF Inception Phase</p>	<p>Project Costs:</p> <ul style="list-style-type: none"> • UNITAR: 151,444 USD • UNDP: 502,091 USD • NRC / NORCAP: 176,819 USD • TOTAL: 830,354 USD
<p>Project Start Date: 01 January 2023</p>	<p>Project End Date: 15 March 2024</p>
<p>UNITAR Signatory: Name: Evariste Karambizi Title: Director, Division R Signature:  Date: 19/01/2024</p>	<p>UNDP Signatory: Name: Haoliang Xu Title: UNDP Assistant Administrator and Director of Bureau for Policy and Programme Support (BPPS) Signature:  Date:</p>
<p>NRC / NORCAP Signatory: Name: Benedicte Giaever Title: Executive Director, NORCAP – Part of NRC Signature:  Date:</p>	<p>Chair of DHE Steering Committee: Name: Mark Gibson Title: DHE Steering Committee Chair Signature:  Date: 17 January 2024</p>

1. BACKGROUND

In 2022, UNITAR, UNDP and NORCAP co-created the Decarbonising Humanitarian Energy (DHE) Multi Partner Trust Fund (MPTF). The DHE MPTF is administered by the MPTF Office in New York, USA and supported by a Secretariat provided by UNITAR in Geneva, Switzerland.

2. DHE MPTF Goal, Impact and Geographic Scope

Goal: The adoption of energy efficiency measures and sustainable energy solutions in fragile and humanitarian contexts, facilitated by a Centralised Clean Energy Service at scale, will lead to significant reductions in greenhouse gas emissions, energy usage and costs for humanitarian actors.

Impact: The DHE MPTF will design, demonstrate and facilitate a Centralised Clean Energy Service (CCES) that provides coordinated support for energy efficiency, clean energy transitions, and energy access in humanitarian settings at scale. It will achieve this through the provision of technical assistance and the promotion of sustainable delivery models that involve the private sector in installing, maintaining and operating energy infrastructure in humanitarian contexts while evaluating opportunities to extend electricity access to conflict and crisis affected communities, resulting in GHG emissions reductions, cost savings, employment opportunities, improved essential service delivery and capacity strengthening at local and global levels. The activities of the CCES will (a) reduce energy consumption and costs for humanitarian Energy Transition Partners (ETPs) (i.e. humanitarian, government or community partners managing diesel gensets in humanitarian contexts), (b) facilitate private sector engagement and establish viable delivery models for renewable energy services suitable for humanitarian contexts, (c) “bundle” projects within geographic regions to achieve economies of scale and unlock additional revenue from innovative financing mechanisms, and (d) facilitate expanded energy access for displaced and local host communities.

Geographic Scope: The initial funding is to target five countries (subject to confirmation in the Inception Phase) starting from Niger and Nigeria, and expanding to three additional countries, as approved by the Steering Committee.

3. DHE Partners

The objective of the DHE MPTF will initially be delivered by the three Programme Partners, who are the co-creators of the Fund, each of whom bring sector-leading expertise to the collaboration, namely:

- **GPA Coordination Unit (GPA CU)**, which is hosted by the **United Nations Institute for Training and Research (UNITAR)**, is the secretariat of the global platform for sustainable energy in displacement settings. The GPA CU is working on decarbonising humanitarian energy structures since its inception in 2018 and has developed de-risking strategies and contractual frameworks for humanitarian agencies and the private sector. It has experience in coordinating

projects with multiple partners, and is currently coordinating a decarbonisation project for humanitarian agencies and INGOs across 50+ sites in Nigeria.

- **NORCAP** is part of the **Norwegian Refugee Council (NRC)** and a global provider of expertise to the humanitarian and development sectors. NORCAP has extensive experience in providing experts to undertake energy-related activities in the field and has existing MOUs with all relevant potential humanitarian agencies. To create long-term expertise in these regions, the NORCAP experts will train and supervise additional local consultants.
- The **United Nations Development Program (UNDP)** will bring its long-track record of support and expertise in sustainable energy, as well as access to its extensive Country Office network. UNDP's Green Energy Team (GET), in the Information and Technology Management Unit (ITM) in Copenhagen, operates a Seven-Step Green Energy Solution, which is an end-to-end process that initiates, monitors, facilitates and supports smart facility implementation from its inception through to the commissioning, operation and maintenance phase of energy efficiency and renewable energy projects. UNDP's Bureau for Policy and Programme Support (BPPS) will offer technical guidance on energy programming and a coordination function within UNDP, in particular with UNDP's network of country offices, and UNDP's Energy offer for the Sahel.

4. Inception Phase Activities

The Operational Phase of the DHE-MPTF will be preceded by an Inception Phase, during which all administrative aspects of the fund's implementation will be finalised and detailed in an Operations Manual.

The Inspection Phase began in January 2023. Initially conceived as a six-month phase, the inception period was extended through to the end of September 2023, following a Steering Committee approval of a three-month extension during a Steering Committee meeting held on 17 August 2023. Due to the need to process budgets requests, the SC approved an additional administrative extension on 11 January 2024 to 15 March 2024.

The activities of the Inception Phase, including lead contributor and associated outputs for each task, is listed in Table 1.

Table 1: Inception Phase Activities

Task #	Key Tasks	Lead	Key Contributors	Output
1	IKI Application			
1a	Submit IKI Application	UNITAR	UNDP / NORCAP	<ul style="list-style-type: none"> IKI Application & MPTF ToR
2	MPTF Operationalisation			
2a	Submit ToR	UNITAR	UNDP / NORCAP	<ul style="list-style-type: none"> Terms of Reference
2b	SSA Signed between (MTF & GFFO)	GFFO	n/a	<ul style="list-style-type: none"> Signed SSA
2c	UNDP to sign MoU with MPTF Office	UNDP	n/a	<ul style="list-style-type: none"> Signed MoU
2d	UNITAR to sign MoU with MPTF Office	UNITAR	n/a	<ul style="list-style-type: none"> Signed MoU
2e	NORCAP to sign NUNO Agreement & Pass HACT Assessment	UNDP & MPTF	NORCAP	<ul style="list-style-type: none"> HACT Assessment & Signed NUNO Agreement
2f	NORCAP recruitment of energy experts to support Inception & Operational Phase	NORCAP	UNITAR / UNDP	
3	Programme Prioritisation			
3a	Prioritise Country Selection, including first missions, workshops in countries, etc.	UNITAR	UNDP / NORCAP	<ul style="list-style-type: none"> Database, BI Tool & Two Page Narrative
3b	Identify Potential Quick Wins	UNITAR	UNDP / NORCAP	<ul style="list-style-type: none"> Opportunities, Risk & Quick Wins Matrix
4	Governance Structure			
4a	Develop Structure, Identify Participants & Draft ToRs for Governance Bodies	UNITAR	UNDP / NORCAP	<ul style="list-style-type: none"> Governance Structure & ToRs
4b	Develop Rules & Procedures for MPTF	UNITAR	UNDP / NORCAP	<ul style="list-style-type: none"> Governance Rules & Procedures
4c	Agree Hosting Arrangement for the Secretariat	UNITAR	UNDP / NORCAP	

Task #	Key Tasks	Lead	Key Contributors	Output
5	Theory of Change & M&E Approach			
5a	Finalise and Approve ToC	NORCAP	UNITAR / UNDP	<ul style="list-style-type: none"> ToC Baseline, Indicators & Targets Approach to managing, assessing and reporting on Leakage M&E Results Framework Independent External Evaluator(s) Onboard Continuous Learning Process DHE Dashboard
5b	Finalise and Approve Baseline, Indicators & Targets	UNITAR	UNDP / NORCAP	
5c	Developing Approach to Monitoring 'Leakage'	UNDP	UNITAR / NORCAP	
5d	Develop M&E Results Framework	UNITAR	UNDP / NORCAP	
5e	Identify & Onboard Independent External Evaluator(s)	UNITAR	UNDP / NORCAP	
5f	Develop and Implement Continuous Learning Process	UNITAR	UNDP / NORCAP	
5g	Review UNDP Dashboard	UNDP	UNITAR / NORCAP	
6	Operationalising DHE MPTF			
6a	Define Roles, Responsibilities & Contribution of Implementing Entities	UNITAR	UNDP / NORCAP	<ul style="list-style-type: none"> Operations Manual (see below) 2022 to 2025 Workplan Risk Management Strategy Gender, Inclusivity & Conflict Strategy Secretariat & Inception Phase Budgets Operations Manual (see below) Integration with similar projects
6b	Agree 2022 to 2025 Workplan	UNITAR	UNDP / NORCAP	
6c	Develop Risk Management Strategy	UNDP	UNITAR / NORCAP	
6d	Conduct & Implement Gender, Inclusivity & Conflict Analysis for CCES	NORCAP	UNDP/ UNITAR	
6e	Develop & Approve Budget for Secretariat and Inception Phase	UNITAR	UNDP / NORCAP	
6f	Draft Operations Manual (based on below)	UNITAR	UNDP / NORCAP	
6g	WP1: Coordination & Strategic Project Development (TOR Step 1)	NORCAP		
6g (i)	<ul style="list-style-type: none"> Identify & Create Synergies with Other Relevant Projects 	UNITAR	UNDP / NORCAP	

Task #	Key Tasks	Lead	Key Contributors	Output
6g (ii)	<ul style="list-style-type: none"> Develop Scope & Tools for Country Evaluation / Country Workplan (UNDP Step 1) 	NORCAP	UNDP / UNITAR	<ul style="list-style-type: none"> Approach to Country Evaluation & Country Workplan
6g (iii)	<ul style="list-style-type: none"> Draft & Approve WP1 Section of Operations Manual 	NORCAP	UNDP / UNITAR	<ul style="list-style-type: none"> WP1 Section of Operations Manual
6h	WP2: Evidence & Technical Assistance (TOR Step 2 & 3)	UNDP		
6h (i)	<ul style="list-style-type: none"> Assess Need & Install Energy Monitoring Devices & Identify Preferred Solution (UNDP Step 1) 	UNITAR	UNDP / NORCAP	<ul style="list-style-type: none"> Identification of most appropriate EMD
6h (ii)	<ul style="list-style-type: none"> Define Energy Efficiency (EE) Workflow, (inc Energy Efficient Buildings) (UNDP Step 1) 	UNDP	UNITAR / NORCAP	<ul style="list-style-type: none"> Integration of EE into Process Flow
6h (iii)	<ul style="list-style-type: none"> Review UNDP Audit Protocols (inc. EE & IKI Safeguards) (UNDP Step 2) 	UNDP	UNITAR / NORCAP	<ul style="list-style-type: none"> Updated Audit Protocols
6h (iv)	<ul style="list-style-type: none"> Drafting & Review UNDP Business Cases (inc. EE) (UNDP Step 2) 	UNDP	UNITAR / NORCAP	<ul style="list-style-type: none"> Updated Business Case Templates
6h (v)	<ul style="list-style-type: none"> Define Role of CCES with regards to Safety of Electrical Systems 	NORCAP	UNDP / UNITAR	<ul style="list-style-type: none"> Integration of Electrical Safety into Process Flow
6h (vi)	<ul style="list-style-type: none"> Draft & Approve WP2 Section of Operations Manual 	UNDP	UNITAR / NORCAP	<ul style="list-style-type: none"> WP2 Section of Operations Manual
6i	WP3: Greening Humanitarian Energy Infrastructure (TOR Steps 4 to 8)	UNDP		
6i (i)	<ul style="list-style-type: none"> Identify and review relevant LTAs (EMDs, EEE, Solar Solutions, etc.) 	UNITAR	UNDP / NORCAP	<ul style="list-style-type: none"> LTA Mapping & Gap Analysis
6i (ii)	<ul style="list-style-type: none"> Create Approach to Procurement & Aggregated Procurement (Bundling) (UNDP Step 3) 	UNDP	UNITAR / NORCAP	<ul style="list-style-type: none"> Aggregated Procurement Integrated into Process Flow
6i (iii)	<ul style="list-style-type: none"> Create Approach to Contract Evaluation Support (Technical & Financial) (UNDP Step 3) 			

Task #	Key Tasks	Lead	Key Contributors	Output
6i (iv)	<ul style="list-style-type: none"> • Create Approach to Facilitate Site Survey (UNDP Step 3) 	UNDP		
6i (v)	<ul style="list-style-type: none"> • Create Approach for Technical Design Review and Risk Assessment (UNDP Step 4) 	UNDP	UNITAR / NORCAP	<ul style="list-style-type: none"> • Contract Evaluation Support Defined
6i (vi)	<ul style="list-style-type: none"> • Create Approach for Installation & Commissioning Phases (UNDP Step 5) 	UNDP	UNITAR / NORCAP	<ul style="list-style-type: none"> • Installation & Commissioning Phase Defined
6i (vii)	<ul style="list-style-type: none"> • Create Approach for Operational & Maintenance Phase (UNDP Step 6) 	UNDP	UNITAR / NORCAP	<ul style="list-style-type: none"> • Operational Phase Support Defined
6i (viii)	<ul style="list-style-type: none"> • Draft & Approve WP3 Section of Operations Manual 	UNDP	UNITAR / NORCAP	<ul style="list-style-type: none"> • WP3 Section of Operations Manual
6j	WP4: Leveraging Finance	UNITAR		
6j (i)	<ul style="list-style-type: none"> • Define MPTF Financial Support to Decarbonising Activities 	UNITAR	UNDP / NORCAP	<ul style="list-style-type: none"> • Financial Support Defined
6j (ii)	<ul style="list-style-type: none"> • Research: Role of Renewable Energy Credits in MPTF 	UNITAR	UNDP / NORCAP	<ul style="list-style-type: none"> • Report on Renewable Energy Credits
6j (iii)	<ul style="list-style-type: none"> • Develop 3rd Party Service Model Derisking Mechanism 	UNITAR	UNDP / NORCAP	<ul style="list-style-type: none"> • Derisking Mechanism Developed
6j (iv)	<ul style="list-style-type: none"> • Identify Other Innovative Finance Solutions & Role in MPTF 	UNITAR	UNDP / NORCAP	<ul style="list-style-type: none"> • Report on Innovative Finance Solutions and Options
6j (v)	<ul style="list-style-type: none"> • Draft & Approve WP4 Section of Operations Manual 	UNITAR	UNDP / NORCAP	<ul style="list-style-type: none"> • WP4 Section of Operations Manual
6k	WP5: Capacity Strengthening & Knowledge Sharing	UNITAR		
6k (i)	<ul style="list-style-type: none"> • Identify & Develop Training Offerings & Training Partners 	UNITAR	UNDP / NORCAP	<ul style="list-style-type: none"> • Training Mapping & Gap Analysis
6k (ii)	<ul style="list-style-type: none"> • Identify & Develop Knowledge Sharing Platform 	UNITAR	UNDP / NORCAP	<ul style="list-style-type: none"> • Knowledge Sharing Platform

Task #	Key Tasks	Lead	Key Contributors	Output
6k (iii)	<ul style="list-style-type: none"> Identify and outline streamlined formats and processes to share outputs 	UNITAR	UNDP / NORCAP	<ul style="list-style-type: none"> Outputs Shared
6k (iv)	<ul style="list-style-type: none"> Draft & Approve WP5 Section of Operations Manual 	UNITAR	UNDP / NORCAP	<ul style="list-style-type: none"> WP5 Section of Operations Manual
6l	WP6: Research on Enabling Community Access	UNITAR		
6l (i)	<ul style="list-style-type: none"> Define Research Questions, Develop Work Package and Identify Potential Partners 	UNITAR	UNDP / NORCAP	<ul style="list-style-type: none"> Work Package 6 Defined
6l (ii)	<ul style="list-style-type: none"> Develop Work Package with Relevant Stakeholders 	UNITAR	UNDP / NORCAP	<ul style="list-style-type: none"> Integration of Work Package 6 into Process Flow
6l (iii)	<ul style="list-style-type: none"> Develop standard community engagement practices based on good practice and literature 	UNITAR	UNDP / NORCAP	<ul style="list-style-type: none"> Integration of Community Engagement into Process Flow
6l (iv)	<ul style="list-style-type: none"> Draft & Approve WP6 Section of Operations Manual 	UNITAR	UNDP / NORCAP	<ul style="list-style-type: none"> WP6 Section of Operations Manual
7	Communications Plan	UNITAR		
7a	Develop Communications Plan	UNITAR	UNDP / NORCAP	<ul style="list-style-type: none"> Communications Plan
7b	Develop DHE MPTF Website	UNITAR	UNDP / NORCAP	<ul style="list-style-type: none"> DHE MPTF Website
7c	Develop DHE MPTF Logo & Branding	UNITAR	UNDP / NORCAP	<ul style="list-style-type: none"> DHE MPTF Logo & Branding
7d	Develop Private Sector & Stakeholder Engagement Plan	UNITAR	UNDP / NORCAP	<ul style="list-style-type: none"> Private Sector & Stakeholder Engagement Plan
7e	Launch DHE MPTF on Completion of Inception Phase	UNITAR	UNDP / NORCAP	<ul style="list-style-type: none"> DHE MPTF Launched
7f	Complaints Procedure	UNITAR	UNDP / NORCAP	<ul style="list-style-type: none"> Complaints Procure
8	Resource Mobilisation Plan	UNITAR		
8a	Map Additional Funding Sources, Partnerships & Collaborations	UNITAR	UNDP / NORCAP	<ul style="list-style-type: none"> Resource Mobilisation Plan

Task #	Key Tasks	Lead	Key Contributors	Output
8b	Develop Outreach Strategy for Resource Mobilisation	UNITAR	UNDP / NORCAP	
8c	Conduct Outreach and Advocacy for Additional Funding	UNITAR	UNDP / NORCAP	
9	Client Identification & Onboarding	UNITAR		
9a	Identify Clients & Define Onboarding Process (MoU/LoA)	UNITAR	UNDP / NORCAP	<ul style="list-style-type: none"> Client List
9b	Develop Standard MoU (HQ) & LoA (Country Ops) Template for Clients	UNITAR	UNDP / NORCAP	<ul style="list-style-type: none"> Standard MoU (HQ) & LoA (Country Ops) Templates
9c	Onboard Clients (inc. Signing Fund Agreement)	UNITAR	UNDP / NORCAP	
9d	Identify & Onboard Political Partners	UNITAR	UNDP / NORCAP	

5. Budget

The staff and travel costs associated with the delivery of the Inception Phase Activities for the three partners is outlined in Table 2 and was approved in the Steering Committee Meetings held on 09 February 2023 and 17 November 2023.

Table 2: Total Budget for Inception Phase

UN BUDGET CATEGORIES	UNITAR (USD)	UNDP (USD)	NORCAP (USD)	TOTAL (USD)
1. Staff and other personnel	138,600	321,136	143,250	602,986
2. Supplies, Commodities, Materials	-	33,450	1,465	34,915
3. Equipment, Vehicles, and Furniture (including Depreciation)	-	-	-	-
4. Contractual services	-	32,000	5,000	37,000
5. Travel	2,936	67,322	15,536	85,794
6. Transfers and Grants to Counterparts	-	15,336	-	15,336
7. General Operating and Other Direct Costs	-	-	-	-
Total Direct Costs	141,536	469,244	165,251	776,031
8. Indirect Support Costs (Max. 7%)	9,908	32,847	11,568	54,323
TOTAL Costs	151,444	502,091	176,819	830,354