



## Joint SDG Fund Secretariat

### Consolidated Project Budget (2018-2026): Update for 2024-2026

<b>Project Title:</b>  <b>Joint SDG Fund Secretariat Direct Cost</b>	<b>Recipient UN Organization(s):</b> The Fund Secretariat is managed by the Development Coordination Office (DCO). MPTFO – UNDP will be the financial and operational administrator of the Fund Secretariat.
<b>Project Contact:</b>  Fund Secretariat: - Fund Secretariat – Lisa Kurbiel, Head of Fund Secretariat  Administrative Agent of the Fund Secretariat: - MPTF Office, UNDP - Jennifer Topping, Executive Coordinator	<b>Implementing Partner(s) – name &amp; type (Government, CSO, etc.):</b> N/A
	<b>Project Location:</b> New York HQ
<b>Description:</b>  The Fund Secretariat supports the Joint SDG Fund's Operational Steering Committee and Strategic Advisory Group and supports the daily operations of the Fund including implementing its Fund Strategy 2023-2026.  This consolidated budget is prepared to consolidate the multi-year budgets of the Fund Secretariat (2018-2026) based on the original budget approved on Oct 2019 (including adjustments) and subsequent revisions approved on June 2020, April 2021, May 2022, and Mar 2023 (include DESA as PUNO and approval of 2023-2024 budget revisions). Furthermore, It includes revisions to the 2024 budget and proposes additional funds to cover the Fund Secretariat operations for the period of 2025-2026, extending the project to end of 2026, in line with the Fund Strategy 2023-2026.	<b>Total Budget for 2024-2026:</b> US\$ 12,169,538  (Total Budget for 2018-2026: US\$ <b>24,791,885</b> )
	<b>Project Start Date:</b> 9 May 2018 <b>Date of this revision:</b> 27 February 2024  <b>Proposed Project End Date:</b> 31 December 2026  <b>MPTFO project ID:</b> 00110484 <b>UNDP project ID:</b> 00112796

## Justification for extension and budget update

The Joint SDG Fund has adopted a new Fund Strategy 2023-2026 aimed to leverage the comparative advantages and capacities of the UN development system (UNDS) to propel the key SDG transitions – food systems, energy, digital, education, social protection/jobs, and climate/biodiversity/pollution. The Fund will operationalize a ‘systems approach to sustainable development’ that emphasizes the interconnectivity across sectors and goals as well as identify the most effective points of delivery building on the four ‘engine room actions’ of (i) shifting policy and regulatory frameworks, (ii) developing a market-ready pipeline, (iii) developing a ‘deal room’ and (iv) building capacities at scale.

Aligned with this new strategic approach covering the period of 2023-2026, an updated and extended budget for the Fund Secretariat is proposed to ensure the daily management and implementation of the Strategy. The justification for this increase in Fund Secretariat budget is rooted in several key factors:

- **Scope of Transformation:** The new strategic approach signifies a significant expansion in the Fund's scope, with an increased focus on cross-sectoral collaboration and the pursuit of six key transitions critical to accelerating the SDGs. This expanded scope requires additional resources and capacities to effectively coordinate and implement the envisioned changes.
- **Complexity of Initiatives:** The proposed 'systems approach to sustainable development' involves intricate activities around the four engine room actions: shifting policy frameworks, developing market-ready pipelines, establishing deal rooms, and building capacities at scale. Each of these actions demands comprehensive planning, coordination, and management, necessitating a corresponding increase in the capacities of the Fund Secretariat.
- **Duration of Impact:** Achieving transformative change in key SDG transitions is a complex and time-intensive process. The proposed extension aligns with the duration of the Fund Strategy covering 2023-2026 and will allow seamless facilitation and management of the Fund actions focused on impact throughout this period.

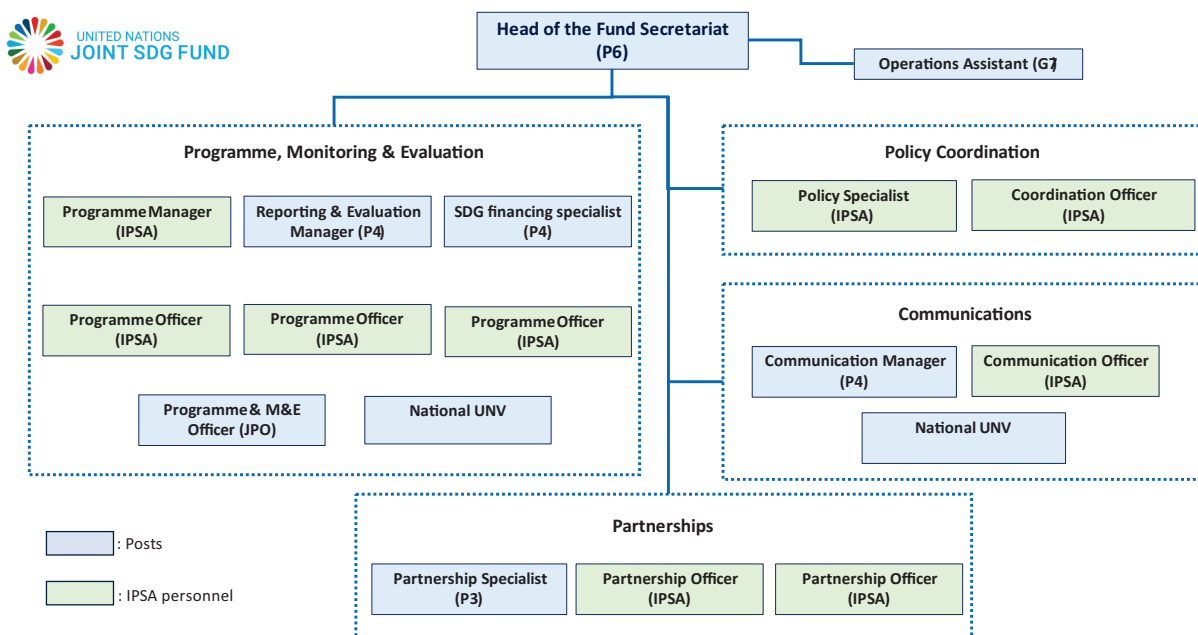
This request to enhance the Fund Secretariat is also aligned with the recommendations of the [System-Wide Evaluation of the Joint SDG Fund](#) completed in October 2022 that stipulated: “Capacitating the Fund Secretariat to ensure support to the new governance/management structure and strategic value proposition”.

## Organizational Structure

The Fund Secretariat envisions extending the current structure until 2026, a timeframe aligned with the comprehensive implementation of the Fund Strategy. In preserving the core structure, strategic adjustments will be made to optimize the alignment of core staff assignments with the objectives outlined in the Fund Strategy. Additionally, the Secretariat aims to augment its capabilities by leveraging dedicated personnel to fill critical positions for programme management, policy advice, and coordination. This strategic approach aims to fortify the Fund's governance structures and foster robust partnerships with both UN and non-UN entities.

The proposed enhancements include:

- **Strengthening Policy Coordination function:** Recognizing the importance of effective policy advice and coordination, dedicated personnel, including the Policy Advisor and Coordination Officer, will be filled to ensure agility and expertise in navigating policy landscapes, facilitating seamless coordination with inter-agency bodies and coordination mechanisms.
- **Fully Capacitated Programme, Monitoring & Evaluation function:** Acknowledging the dynamic landscape of SDGs, the Fund plans to augment its Program, Monitoring & Evaluation function through recruitment of the SDG financing specialist (P4) post, vacant since end 2022, supplementing with possible JPO post for programme management and M&E. These functions will ensure realignment of tasks to ensure harmonization with the operationalization of the new Fund Strategy. The Fund Secretariat will also explore the use of internship and fellowship positions to support the programme, M&E function of the Fund.
- **Reinforced Communication and Partnerships functions:** To enhance the Fund's outreach and collaboration, the Communication and Partnerships functions will be reinforced through dedicated functions and personnel. The goal is to bolster efficiency in strategic messaging, governance management, and collaboration with Member-States, UN agencies, and non-UN entities. The Fund Secretariat will also explore the use of internship and fellowship positions to support the communication and partnership function of the Fund.



## Accountabilities and division of responsibilities

A clear division of responsibilities and internal control framework has been put in place in MPTFO to ensure appropriate checks and balances and to avoid real or perceived conflicts of interest, with separate MPTF Office staff performing the Administrative Agent function and supporting Secretariat hosting functions. Furthermore, the core Administrative Agent/Trusteeship functions of MPTFO are firewalled from all UN Participating Organizations, including UNDP.

- **Finance:** All contractual arrangements will be administered under UNDP's Financial

Regulations and Rules and in accordance with the Internal Control Framework (ICF) of the MPTF Office. Under delegation from the Executive Coordinator – MPTFO/UNDP, the Head of the Joint SDG Fund Secretariat will be assigned the Project Manager function and accountability, which enables the Secretariat to manage the budget under this ProDoc. The MPTF Office will retain accountability for the Approving Officer and Buyer functions to maintain appropriate oversight and segregation of duties for the project. All payments will be made under standard UNDP policies and procedures through the MPTF Office, where applicable.

- **Human Resources:** All standard UNDP HR functions, such as recruitment, performance management, learning and development and contract management will be overseen and/or performed by the MPTF Office. Contract management will be conducted in line with the UN Staff Regulations and Rules, UNDP's HR policies and procedures.
- **Procurement:** The Fund Secretariat will develop all technical requirements for Terms of Reference and lead in the selection process. The MPTF Office will facilitate all procurement processes under the procurement policies and procedures of UNDP, through its dedicated operations unit, including issuing and monitoring all contracts and purchase orders. As noted above, the Buyer and Approving Officer roles under the Internal Control Framework will be executed by MPTFO staff separate from staff performing the Administrative Agent function.
- **Administration:** Administration covers physical space, asset management, travel and other tasks. The MPTF Office will assume accountability under its business unit for asset management, payment of rent, and approval and monitoring of travel.

### **Cost recovery for hosting services**

As determined by its establishment protocols and delegations, the MPTFO operates on a full cost recovery basis to avoid cross-subsidization from any other institutional budget funding. The office is fully self-financed and is firewalled from all other units of UNDP. The MPTF Office provides support to the Fund Secretariats on a direct cost basis to the MPTF to ensure there is also no cross-subsidization between Fund design and administration services on one hand and hosting services to Fund Secretariats on the other.

The MPTF Office will provide operations services to the Joint SDG Fund Secretariat in line with the Internal Control Framework established for the function. Costs will be recovered based on the universal price list in effect each year and charged to the project based on actual services provided. Estimated costs have been included in the budget to this effect.

### **Resources**

While the proposed framework is designed to effectively manage the Fund within an annual programmatic budget of up to a maximum of \$120 million, it is acknowledged that any substantial expansion in programme resources and scope will necessitate a corresponding enlargement of the Fund Secretariat. This expansion will be formally presented to the Operational Steering Committee for consideration and approval.

The proposed extension, realignment and capacitation of the Fund Secretariat involves an additional allocation of US\$ 8,685,233 to cover the period of 2024-2026, compared to the previously approved budget of June 2023. This revised budget represents a forward-looking investment to advance the Fund's mission and accelerate the SDGs. A comprehensive breakdown of the budget, including the consolidated figures from 2018-2026, is provided in the following section.

**Summary of the Budget:**

UNDSG Category	2018	2019	2020	2021	2022	2023	2024*	2025	2026	Total
Staff	-	280,150	1,504,319	1,472,639	1,432,290	1,475,259	1,466,870	1,786,678	1,840,278	11,258,483
Staff – DESA**						84,898				84,898
Supplies		4,753	60,000	40,000	60,000	60,000	15,000	15,000	15,000	269,753
Equipment			6,000	6,000	15,000	15,000	15,000	20,000	23,000	100,000
Contractual Services	94,394	294,544	500,000	500,000	1,100,000	1,275,042	1,357,825	1,500,000	1,500,000	8,121,805
Fellowships/Internships							84,000	84,000	84,000	252,000
Travel							100,000	150,000	150,000	400,000
General Operating Costs	-	145,406	329,069	289,204	372,370	380,249	388,916	388,916	388,916	2,683,046
Indirect cost	6,608	50,740	167,957	161,549	208,576	230,331	238,933	276,122	280,084	1,621,900
<b>Total</b>	<b>101,002</b>	<b>775,593</b>	<b>2,567,345</b>	<b>2,469,392</b>	<b>3,188,236</b>	<b>3,520,779</b>	<b>3,667,544</b>	<b>4,220,716</b>	<b>4,281,278</b>	<b>24,791,885</b>



\* Incorporates revision for 2024.

\*\* To cover third year JPO costs operated by DESA only applicable to 2023.

**2024-2026 budget allocation for approval: UNDP/MPTFO implementation**

UNDSG Category	2024	2025	2026	Total
Staff	1,466,870	1,786,678	1,840,278	5,093,826
Supplies	15,000	15,000	15,000	45,000
Equipment	15,000	20,000	23,000	58,000
Contractual Services	1,357,825	1,500,000	1,500,000	4,357,825
Fellowships/Internships	84,000	84,000	84,000	252,000
Travel	100,000	150,000	150,000	400,000
General Operating Costs	388,916	388,916	388,916	1,166,748
Indirect cost	238,933	276,122	280,084	796,139
<b>Total</b>	<b>3,667,544</b>	<b>4,220,716</b>	<b>4,281,278</b>	<b>12,169,538</b>

**Approved by:**

UNDP/MPTF Office	Fund Operational Steering Committee Chair
Jennifer Topping, Executive Coordinator  Date: 04-Apr-2024	Oscar Fernandez-Taranco, Assistant Secretary-General  Date: 25 March 2024