

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

| <b>A. Cover Page</b>  |
|---|
| <b>Recipient Organizations:</b><br>UN Department of Economic and Social Affairs (UN DESA)<br>UN Office for Project Services (UNOPS) |

| Programme Manager:  |
|---|
| Name: Minoru Takada, DSDG, DESA<br>Telephone: +1 917-367-4433<br>E-mail: <a href="mailto:takada@un.org">takada@un.org</a> |

| Main Implementing Partners (if any): |
|--------------------------------------|
| UNOPS<br>SEforAll                    |

| Programme Title:                           |
|--|
| Strengthening UN-Energy coherence for SDG7 |


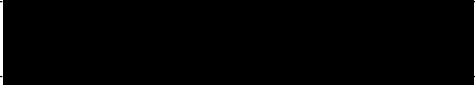

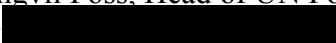
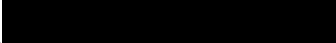
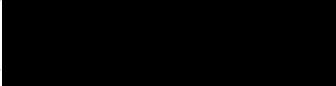
| Programme Number: |
|-------------------|
|                   |

| Programme Cost:   |
|---|
| MPTF: <b>\$758,400</b><br>Other (7% support cost): <b>\$53,088</b><br>TOTAL (USD): <b>\$811,488</b> |

| Programme Location: |
|---------------------|
| Global              |

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

| Review & Approval Dates: |
|--------------------------|
|                          |

| Signatures of Recipient Organizations |                                |  |
|---------------------------------------|--------------------------------|--|
| <b>I.</b>                             | Name of Representative         | Mr Alexander Trepelkov, OiC,<br>DESA/Division of Sust. Devmt. Goals  |
|                                       | Name of Recipient Organization | UN   |
|                                       | Signature                      |    |
|                                       | Date                           | 16   |
|                                       |                                |  |
| <b>II.</b>                            | Name of Representative         | Mrs. Yngvil Foss, Head of UN Portfolio<br>ECR-G  |
|                                       | Name of Recipient Organization | UNOP   |
|                                       | Signature                      |    |
|                                       | Date                           | 16 April 2021  |

| <b>B. Description of Proposal</b> |  |
|-----------------------------------|--|
| Executive Summary                 | <p>UN-Energy is the principal interagency mechanism within the United Nations system related to energy, under the auspices of the Chief Executive Board of the United Nations. The need for UN inter-agency collaboration continues to be relevant as 2030 approaches and achieving SDG7— affordable, reliable, sustainable and modern energy for all — is not on track without coordinated effort and attention. Energy is widely considered as a key enabler and prerequisite to many of the 17 Sustainable Development Goals, including those focused on poverty, health, food, health, education, gender equality, jobs and climate change. The UN Department of Economic and Social Affairs (UN DESA) serves as the Secretariat of UN-Energy and provides support to the UN-Energy co-chairs including the Special Representative of the Secretary-General for Sustainable Energy for All.</p> <p>The purpose of this project is to support UN-Energy activities aimed at accelerating progress towards SDG7 achievement in support of the 2030 Agenda and the Paris Agreement, in line with UN-Energy Work Plan priorities for the next biennial period of 2021/2022. An immediate priority of the current project is to assist UN-Energy in their effort to support the preparation and outcome of the High-level Dialogue on Energy 2021 to be held at summit level during the 76th session of the General Assembly in September 2021 in New York. UN DESA serves as the secretariat for the High-level Dialogue on Energy.</p> <p>The High-level Dialogue on Energy focuses on five broad themes, namely, i) energy access, ii) energy transitions, iii) enabling SDGs through inclusive, just energy transitions, iv) innovation, technology and data, and v) finance and investment. Each of the five themes will be supported by a multi-stakeholder Technical Working Group (TWG).</p> <p>UN-Energy, in collaboration with relevant international organisations and other stakeholder groups, will provide support for the TWGs to help identify substantive challenges and opportunities. UN-Energy will also support the efforts to mobilise voluntary commitments from Member States and other multi-stakeholders in the form of “Energy Compacts” that will detail key outcomes, milestones and implementation timelines with clear tracking frameworks towards 2030 in line with the SDG 7 and the Paris Agreement objectives (i.e. 45% emissions reduction by 2030 from 2010 levels and net-zero by 2050).</p> <p>The primary focus of the current project is to advance the following objectives:</p> <p><u>Objective 1:</u> Strengthen the UN-Energy Secretariat in the delivery of its day-to-day functions, including relevant technical support related to the preparation of the High-level Dialogue and relevant follow up action thereafter. Such effort entails:</p> <ul style="list-style-type: none"> <li>- Overall planning and day-to-day coordination of UN-Energy activities that support the preparatory process of the High-level Dialogue, including in support of high-level events and technical-level group meetings in the lead up to the Dialogue as well as the day of the Dialogue.</li> </ul> |

|  |   |
|--|---|
|  | <ul style="list-style-type: none"> <li>- Ensuring participation of a broad range of stakeholders in technical consultation process, including in support of five Technical Working Groups composed of experts from non-state actors, as well as hosting briefings and thematic sessions for targeted stakeholders such as the private sector, civil society groups, and youth. Staff and consultants to be hired to support these efforts.</li> <li>- Supporting advocacy, communication and outreach efforts of UN-Energy activities, including in support of SRSG's advocacy efforts in the capacity as the UN-Energy co-chair and provision of technical inputs on various aspects of the High-level Dialogue on Energy and relevant follow up activities. Such activities include the establishment and maintenance of an updated website of UN-Energy and strengthened engagement with media, digital communication means (e.g. newsletters, website, social media), campaigns, etc.</li> <li>- Undertaking analysis, knowledge exchanges, codification of lessons learned and best practices, including through digital means.</li> </ul> <p><b>Objective 2:</b> Supporting UN-Energy's engagement in developing and mobilizing voluntary contributions in the form of Energy Compacts. This effort will be supported by SEforAll in collaboration with UNOPS, UN-Energy members and other partner organizations. Such effort will include:</p> <ul style="list-style-type: none"> <li>- Drafting of the Energy Compacts and associated support material;</li> <li>- Leadership of consultations and development of the Energy Compact, including the associated development process;</li> <li>- Leadership of efforts to catalyze Energy Compacts, including through outreach to target countries, companies and multi-stakeholders;</li> <li>- Planning of a post-High-level Dialogue on Energy strategy for Energy Compact tracking and monitoring, including supporting UN-Energy in the development of a practical quality assurance/due diligence framework.</li> </ul> |
|  |   |

**C. Results Framework/ Log Frame (please attach as an annex)**
**D. Budget (budgets must be submitted in Excel as well)**
**PROGRAMME BUDGET**

| Objective 1: DESA                        |                  |
|--|------------------|
| Budget Lines                             | Budget           |
| <b>A. Staff/Expert/Consultant Costs</b>  |                  |
| Project-specific expert/consultant costs | \$120,000        |
| <i>Sub-Total A:</i>                      | <b>\$120,000</b> |

|  |                  |
|--|------------------|
| <b>B. Materials</b>  |                  |
| Reports/Training materials   | \$20,000         |
| Communication/Branding materials                                     | \$9,400          |
| <i>Sub-Total B:</i>  | <b>\$29,400</b>  |
| <b>C. Equipment</b>  |                  |
| Conference/Meeting/Office Equipment                                  | \$30,000         |
| <i>Sub-Total C:</i>  | <b>\$30,000</b>  |
| <b>D. Contractual Services</b>                                       |                  |
| Contractual Services   | \$185,000        |
| <i>Sub-Total D:</i>  | <b>\$185,000</b> |
| <b>E. Travel</b>   |                  |
| Mission Travel/Excerpts Travel                                       | \$0              |
| <i>Sub-Total E:</i>  | <b>\$0</b>       |
| <b>F. General Operating and Other Direct Costs</b>                   |                  |
| Office Operating Costs   | \$100,000        |
| Meeting Services   | \$60,000         |
| <i>Sub-Total F:</i>  | <b>\$160,000</b> |
| <i>Sub-Total (net):</i>  | <b>\$524,400</b> |
| <i>Programme Support Costs (7%):</i>                                 | <b>\$36,708</b>  |
| <b>Sub-Total for Component 1 (including Programme Support Costs)</b> | <b>\$561,108</b> |

| <b>Objective 2: UNOPS</b>   |                  |
|---|------------------|
| <b>Budget Lines</b>   | <b>Budget</b>    |
| <b>A. Staff/Expert/Consultant Costs</b>   |                  |
| Project-specific expert/consultant costs (dedicated to the project activities, on a time-bound basis) | \$185,000        |
| <i>Sub-Total A:</i>   | <b>\$185,000</b> |
| <b>B. Materials</b>   |                  |
| Communication/Branding materials  | \$10,000         |
| <i>Sub-Total B:</i>   | <b>\$10,000</b>  |
| <b>C. Equipment</b>   |                  |
| Conference/Meeting/Office Equipment   | \$0              |
| <i>Sub-Total C:</i>   | <b>\$0</b>       |
| <b>D. Contractual Services</b>  |                  |
| Contractual Services  | \$15,000         |
| <i>Sub-Total D:</i>   | <b>\$15,000</b>  |

|  |                  |
|--|------------------|
| <b>E. Travel</b>   |                  |
| Mission Travel/Experts Travel  | \$0              |
| <i>Sub-Total E:</i>  | <b>\$0</b>       |
| <b>F. General Operating and Other Direct Costs</b>                   |                  |
| Office Operating & Administrative Support                            | \$24,000         |
| <i>Sub-Total F:</i>  | <b>\$24,000</b>  |
| <i>Sub-Total (net):</i>  | <b>\$234,000</b> |
| <i>Programme Support Costs (7%):</i>                                 | <b>\$16,380</b>  |
| <b>Sub-Total for Component 2 (including Programme Support Costs)</b> | <b>\$250,380</b> |
|  |                  |
| <b>Total Components 1 and 2</b>                                      | <b>\$811,488</b> |

\*The following definition are as per the F&BN WG paper, which form part of the approved decision:

**Staff and other personnel costs:** Includes all related staff and temporary staff costs including base salary, post adjustment and all staff entitlements.

**Supplies, Commodities, Materials:** Includes all direct and indirect costs (e.g. freight, transport, delivery, distribution) associated with procurement of supplies, commodities and materials. Office supplies should be reported as "General Operating".

**Equipment, Vehicles and Furniture including Depreciation:** For those reporting assets on UNSAS or modified UNSAS basis (i.e. expenses up front) this would relate to all costs to put asset into service. For those who do donor reports according to IPSAS this would equal depreciation for period.

**Contractual Services:** Services contracted by an organization which follow the normal procurement processes. In IPSAS terminology this would be similar to exchange transactions. This could include contracts given to NGOs if they are more similar to procurement of services than a grant transfer.

**Travel:** Includes staff and non-staff travel paid for by the organization directly related to project.

**Transfers and Grants to Counterparts:** Includes transfers to national counterparts and any other transfers given to an implementing partner (e.g. NGO) which is not similar to a commercial service contract as per above. In IPSAS terms this would be more similar to non-exchange transactions.

**General Operating and Other Direct Costs:** Includes all general operating costs for running an office. Examples include telecommunication, rents, finance charges and other costs which cannot be mapped to other expense categories.

**Indirect support cost:** should be in line with the rate of 7% as specified in the ..... TOR and ... and ....., Section II – Financial Matters.

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

A narrative report will be produced periodically, as required, to present progress of the project in support of the UN-Energy Work Plan priorities for the next biennial period of 2021/2022.

## Annex 1

### C. Results Framework/ Log frame

| Category  | Activity  | Output  |
|---|---|---|
| Strengthen UN-Energy Secretariat in coordination of day-to-day functions of UN-Energy, including relevant technical support activities related to the preparation of the High Level Dialogue on Energy (UN-Energy secretariat at DESA in collaboration with UNOPS and UN-Energy members). | <p>Overall planning and day-to-day coordination of all aspects related to the preparatory process</p> <p>Stakeholder engagement</p> <p>Communications and outreach</p> <p>Knowledge sharing, codification of lessons learned and best practices</p>   | <p>Significant progress on the achievement of the UN-Energy Work Plan priorities</p> <p>Substantive technical inputs into the five Technical Working Groups and Ministerial Thematic Forums for the High-level Dialogue on Energy</p> <p>Up-to-date UN-Energy website and communications support for the High-level Dialogue on Energy such as through newsletter and its website</p> <p>Synthesis of the five TWG reports, and sharing of technical materials on-line via UN-Energy website and in-person leading up to and beyond the High-level Dialogue</p> |
| Supporting UN-Energy engagement in developing and mobilizing voluntary contributions in the form of Energy Compacts (SEforAll in collaboration with UNOPS and UN-Energy members and partners organizations).  | <p>Drafting of the Energy Compacts and associated support material</p> <p>Leadership of consultations and development of the Energy Compact, including the associated development process</p> <p>Leadership of efforts to catalyze Energy Compacts, including through outreach to target countries, companies and multi-stakeholders</p> <p>Planning of a post-High-level Dialogue on Energy strategy for Energy Compact tracking and monitoring, with advice from relevant stakeholders including a non-state Advisory Group to be established</p> | <p>Mobilization of hundreds of Energy Compacts</p> <p>Partnerships developed across Member States and non-state actors to catalyse Energy Compacts</p> <p>Monitoring and tracking framework post-dialogue established, including a practical quality assurance/due-diligence framework</p>  |

**Annex 2**

| <b>Objective 1: DESA</b>   |                  |
|--|------------------|
| <b>Budget Lines</b>  | <b>Budget</b>    |
| <b>A. Staff/Expert/Consultant Costs</b>                              |                  |
| Project-specific expert/consultant costs                             | \$120,000        |
| <i>Sub-Total A:</i>  | <b>\$120,000</b> |
| <b>B. Materials</b>  |                  |
| Reports/Training materials   | \$20,000         |
| Communication/Branding materials                                     | \$9,400          |
| <i>Sub-Total B:</i>  | <b>\$29,400</b>  |
| <b>C. Equipment</b>  |                  |
| Conference/Meeting/Office Equipment                                  | \$30,000         |
| <i>Sub-Total C:</i>  | <b>\$30,000</b>  |
| <b>D. Contractual Services</b>                                       |                  |
| Contractual Services   | \$185,000        |
| <i>Sub-Total D:</i>  | <b>\$185,000</b> |
| <b>E. Travel</b>   |                  |
| Mission Travel/Excerpts Travel                                       | \$0              |
| <i>Sub-Total E:</i>  | <b>\$0</b>       |
| <b>F. General Operating and Other Direct Costs</b>                   |                  |
| Office Operating Costs   | \$100,000        |
| Meeting Services   | \$60,000         |
| <i>Sub-Total F:</i>  | <b>\$160,000</b> |
| <i>Sub-Total (net):</i>  | <b>\$524,400</b> |
| <i>Programme Support Costs (7%):</i>                                 | <b>\$36,708</b>  |
| <b>Sub-Total for Objective 1 (including Programme Support Costs)</b> | <b>\$561,108</b> |

| <b>Objective 2: UNOPS</b>   |               |
|---|---------------|
| <b>Budget Lines</b>   | <b>Budget</b> |
| <b>A. Staff/Expert/Consultant Costs</b>   |               |
| Project-specific expert/consultant costs (dedicated to the project activities, on a time-bound basis) | \$185,000     |

|  |                  |
|--|------------------|
| <i>Sub-Total A:</i>  | <b>\$185,000</b> |
| <b>B. Materials</b>  |                  |
| Communication/Branding materials                                     | \$10,000         |
| <i>Sub-Total B:</i>  | <b>\$10,000</b>  |
| <b>C. Equipment</b>  |                  |
| Conference/Meeting/Office Equipment                                  | \$0              |
| <i>Sub-Total C:</i>  | <b>\$0</b>       |
| <b>D. Contractual Services</b>                                       |                  |
| Contractual Services   | \$15,000         |
| <i>Sub-Total D:</i>  | <b>\$15,000</b>  |
| <b>E. Travel</b>   |                  |
| Mission Travel/Experts Travel  | \$0              |
| <i>Sub-Total E:</i>  | <b>\$0</b>       |
| <b>F. General Operating and Other Direct Costs</b>                   |                  |
| Office Operating & Administrative Support                            | \$24,000         |
| <i>Sub-Total F:</i>  | <b>\$24,000</b>  |
| <i>Sub-Total (net):</i>  | <b>\$234,000</b> |
| <i>Programme Support Costs (7%):</i>                                 | <b>\$16,380</b>  |
| <b>Sub-Total for Objective 2 (including Programme Support Costs)</b> | <b>\$250,380</b> |
| <b>Total Component 1 and 2</b>                                       | <b>\$811,488</b> |



# Multi-Partner Trust Fund



## Annex 2: Fund allocation proposal and Assessment Fiche

| <b>Part A: Meeting Information</b><br>(To be completed by The Fund Secretariat) |  |
|---|--|
| PRC Meeting No:   | See summary of the PRC meeting (attached)  |
| Item No:  | See summary of the PRC meeting (attached)  |
| Date of Meeting:  | 7-16 April 2021 (virtual review)           |
| Programme / Project   | Strengthening UN-Energy coherence for SDG7 |

| <b>Part B: Programme Summary</b><br>(To be completed by The Fund Secretariat) |  |
|---|--|
| Date of Submission:   | Proposed programme, if approved, would result in:<br><input checked="" type="checkbox"/> New programme<br><input type="checkbox"/> Continuation of previous funding<br><input type="checkbox"/> Other (explain): |
| Recipient Organization(s):  | Contact:   |
| UN DESA<br>UNOPS  | Minoru Takada, UN DESA<br>Christophe IYONKURU, UNOPS   |
| Programme Title:  | Strengthening UN-Energy coherence for SDG7   |
| Total Programme Budget:   | \$ 811,488   |
| Amount of .... Funds requested:   | \$ 811,488   |
| Amount and percentage of indirect costs requested by:                         | \$ 53,088 (7%)   |


### Background

UN-Energy is the principal interagency mechanism within the United Nations system related to energy, under the auspices of the Chief Executive Board of the United Nations. The UN Department of Economic and Social Affairs (UN DESA) serves as the Secretariat of UN-Energy and provides support to the UN-Energy co-chairs including the Special Representative of the Secretary-General for Sustainable Energy for All. UN DESA also serves as the secretariat for the High-level Dialogue on Energy.

Objective 1: Strengthen the UN-Energy Secretariat in the delivery of its day-to-day functions, including relevant technical support related to the preparation of the High-level Dialogue and relevant follow up action thereafter.

Objective 2: Supporting UN-Energy's engagement in developing and mobilizing voluntary contributions in the form of Energy Compacts. This effort will be supported by SEforAll in collaboration with UNOPS, UN-Energy members and other partner organizations.

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

| <b>D. Part Recommendation of the Programme Review Committee</b><br><i>(To be completed by The Fund Secretariat)</i>   |                       |
|---|-----------------------|
| 5. Recommendation of the Programme Review Committee (PRC)   |                       |
| <input checked="" type="checkbox"/> Recommended for approval for a total budget of USD \$ 811,488<br><input type="checkbox"/> Recommended for approval with modification/condition. |                       |
|    |                       |
| Marcel Alers on behalf of the PRC.<br>Signature   | 19 April 2021<br>Date |
| Comments / Justification<br><br>The proposal is recommended for approval based on the PRC review (see attached the summary of the PRC review).                                      |                       |

| E. Approval on behalf of the UN-Energy Co-Chairs  |   |
|---|---|
| <div><div></div><div>.....</div><div>Achim Steiner</div><div>Administrator of UNDP and UN-Energy Co-Chair</div><div>Signature</div></div>                 | <div>03-May-2021</div> <div>.....</div> <div>Date</div> |
| <div><div></div><div>...</div><div>Damilola Ogunbiyi</div><div>SRSG for Sustainable Energy for All and UN-Energy Co-Chair</div><div>Signature</div></div> | <div>2021/04/28</div> <div>.....</div> <div>Date</div>  |
| F. Administrative Agent Review  |   |
| 6. Action taken by the Executive Coordinator, Multi-Partner Trust Fund Office   |   |
| <div><input type="checkbox"/></div>   |   |
| <div>.....</div> <div>Signature</div>   | <div>.....</div> <div>Date</div>                        |