Guidance for Applicants: Humanitarian-Development-Peacebuilding and Partnership Facility

# Background

Responding to calls for stronger collaboration between the UN and World Bank, the Secretary-General[[1]](#footnote-2) and World Bank President in 2017 signed the [UN-World Bank Partnership Framework for Crisis-Affected Situations](https://www.agendaforhumanity.org/sites/default/files/resources/2018/May/un-wb_partnership_framework_for_crisis-affected_situations_signed_22_april_2017.pdf).The framework commits the two organizations to:

1. Identify and reduce critical multi-dimensional risks of crisis, and prevent violent conflict;
2. Coordinate support for situations of protracted crisis;
3. Develop joint analyses and tools; and
4. Leverage financing and comparative advantages.

To support UN country teams and operations in crisis-affected and fragile situations in implementing this framework, the Peacebuilding Support Office of the Department of Political and Peacebuilding Affairs has established a **Humanitarian-Development-Peacebuilding and Partnership (HDPP) Facility** within the Peacebuilding Fund.

More recently, the importance of the UN-IFI partnership has been underscored in the 2020 peacebuilding resolutions (A/RES/75/201- S/RES/2558 (2020))[[2]](#footnote-3) and the EC Decision 2020/82 which calls for a systematic UN-IFI cooperation on risk analysis, injecting a “prevention lens” to the socioeconomic recovery to COVID-19, harnessing data to improve development outcomes, and to strengthen joint work in post-conflict and humanitarian settings.

# Objective

The HDPP Facility supports “UN programmes and projects [to] leverage partnerships and increase impact in efforts to build resilience of the most vulnerable people, reduce poverty, enhance food security, promote shared prosperity, and sustain peace”[[3]](#footnote-4). Grant financing will be provided to help Resident Coordinators, Agencies, Funds and Programmes, and/or UN peace operations, to establish and implement country level frameworks with the World Bank in crisis-affected situations. Joint frameworks can be sectoral, operational or strategic. They should identify joint priorities or outcomes against which the UN and World Bank can leverage financing and comparative advantage for joint impact across the humanitarian-development-peace (HDP) nexus.

# Scope of Grants and Focus areas

## 

## ”Regular” track:

The HDPP Facility supports UN and World Bank country leadership in establishing a common understanding of risks, needs, gaps and existing capacities through sharing analysis and pooling relevant data, as well as joint assessments and planning, especially in contexts where the World Bank has new resources from IDA19. Gender sensitivity and gender-disaggregated data will be a requirement for any data and analytical processes supported by the HDPP Facility (meeting the PBF’s Gender Marker score 2 standards). Assessments and plans should contribute to greater coherence between existing UN and World Bank strategic plans where applicable – for instance, between UN Sustainable Development Cooperation Framework (UNSDCF), Humanitarian Response Plan (HRP), Refugee Response Plan (RRP), and the World Bank Country Partnership Framework (CPF). They should underpin a realignment of the two organizations’ efforts in support of joint outcomes.

**See “Template A” for a project proposal template.**

Examples of support include, but are not limited to:

* Establish a common/shared data mechanism at country level with humanitarian, development, and/or peace actors operating within the same geographical area (seeking synergies with Crisis Risk Dashboards where they exist/are considered);[[4]](#footnote-5)
* Map HDP actors and their activities (i.e. Overlaying OCHA’s 5W (humanitarian action mapping of who is doing what where) with development and security/political actors) to increase synergies, leverage complementarities, and track progress; and
* Conduct Recovery and Peacebuilding Assessments (with WB and EU) or joint analyses to address evidence gaps;
* Support governments and national stakeholders to develop and implement prevention strategies;
* Establish a joint coordination and strategic dialogue platform that can monitor, advise and appraise prevention, resilience and/or transition strategies;
* Lead joint community-based/subnational consultations to include civil society voices, including of women, youth, displaced populations and other vulnerable groups, in nationally-led strategies that span across the HDP nexus,
* Establish joint UN-WB transition teams to identify, design, and implement projects to bridge gaps between the humanitarian, development, peace/security interventions;
* Conduct a public expenditure review of security and justice sector (UN-WB);[[5]](#footnote-6)
* Based on data gaps, conduct joint UN-WB diagnostics aimed at (re)building and/or strengthening core government functions in fragile and conflict-affected settings;[[6]](#footnote-7)
* Joint analysis of gender issues in crisis-affected situations;
* Joint analysis of the role of youth in crisis-affected countries.

## “Fast track”:

In settings highlighted by UN leadership as a prevention concern, the HDPP Facility may support the UN’s engagement with IFIs for the development of risk-informed, conflict-sensitive, gender and youth-responsive national plans to “build back better” from the socio-economic impact of COVID-19. The HDPP-Facility will prioritize contributions to a shared data and analytical basis at country or regional level, with a view to supporting the application of a “crisis prevention lens” in IFI support to COVID recovery. In addition to the World Bank Group, such initiatives are encouraged to engage with the IMF where macro-fiscal parameters and prescriptions may exacerbate inequities, grievances and crisis/conflict risk. Gender sensitivity and gender disaggregated data will be a requirement for any data and analytical processes supported by the HDPP Facility (meeting the PBF’s Gender Marker score 2 standards). The Facility can contract individuals or institutions on behalf of the RC/RCOs to carry out time-bound deliverables.

**See “Template B” for TORs template.**

Examples of support include, but are not limited to:

* Joint UN-WB data and analysis initiatives, risk and resilience assessments leading to a joint gender and youth-sensitive understanding of the drivers of conflict and fragility;
* Joint planning that engages IFIs to apply a “crisis prevention lens” through UNSDCF, IFI country engagement strategies, or other planning frameworks;
* Time-bound support to conduct Recovery and Peacebuilding Assessments (with WB and EU);
* Roll-out of the COVID Recovery Needs Assessment (CRNA) tool in “prevention” settings;
* Joint Political Economy Analyses;
* Establishment of joint gender-centered recovery strategies and principles for post-COVID programming;

# Selection Criteria

For the “**regular track**,” i.e US$100,000 to US$400,000 implemented over 18 months:

|  |  |
| --- | --- |
| **1. Strategic**: Proposal responds to UN and World Bank priorities defined under the 2017 Partnership Agreement and emanates from a setting eligible to the new IDA19 FCV envelope, i.e. the Prevention and Resilience Allocation (PRA), the Turn Around Allocation (TAA), the Remaining Engaged Allocation (RECA). |  |
| **2. Ownership:** Proposal demonstrates ownership of activities and results by the senior country management of both institutions. Activities should be geared towards reinforcing government/national authorities’ capacities and prevention strategies. |  |
| **3. Aligned**: Proposal builds on in-country strategic planning or operations, noting that humanitarian action will always be guided by humanitarian principles. |  |
| **4. Catalytic**: Proposal demonstrates the ability to leverage comparative advantages, and resources (i.e. IDA19 FCV envelope, other windows, trust funds and facilities as context relevant), against mutually agreed priorities across the HDP nexus. |  |
| **5. Effective**: The scope and content of proposed activities are appropriate to the objective and communicate credibly how they will be implemented within budget and time frame, with a robust analysis of risks. |  |
| **6. Gender and youth:** Proposal should have gender equality and/or youth empowerment as one significant objective (corresponding to a PBF Gender Marker score 2), and as a minimum:  - ensure equal representation and a gender- and youth lens in planning and project activities,  - ensure sex and age-disaggregated data in all analytical products as well as the results framework, where possible,  - include a gender and youth lens in all conflict analysis activities,  - focus at least one outcome/output on contributing to gender equality and/or youth empowerment linked to partnership outcomes,  - transparently state the budget allocated to support gender-related project expenditures (GM 1 min. 15%, GM 2 min. 30%)  If a proposal only reaches Gender Marker score 1, it should explain which steps will be undertaken towards approaching a Gender Marker score 2. |  |

For the “**fast track**,” i.e. up to US$50,000 or 100 consultancy work-days, over 12 months:

|  |  |
| --- | --- |
| **1**. **Strategic:** TORs emanate from a setting (country or regional) in which IFI partnership has been highlighted as a strategic concern by the UN leadership, *i.e. Regional Monthly Reviews, Secretary-General’s Executive Committee/Deputies Committee, High-Level Advisory Group on RPBAs, Joint Steering Committee to advance Humanitarian-Development Collaboration, or other UN mechanisms setting cross-pillar country priorities.* |  |
| **2. Ownership:** TORs demonstrate ownership of activities and results by the senior country management of both institutions. Activities should be geared towards reinforcing government/national authorities’ capacities and prevention strategies. |  |
| **3. Aligned**: TORs build on in-country strategic planning or operations, noting that humanitarian action will always be guided by humanitarian principles. |  |
| **4. Catalytic**: TORs demonstrate how the consultancy contributes to a stronger UN-IFI partnership in country and support repositioning/realigning portfolios or strategic priorities. |  |
| **5. Effective**: The scope and content of proposed activities are appropriate to the objective and communicate credibly how they will be implemented within budget and time frame, with a robust analysis of risks. |  |
| 1. **Gender and youth:** TORs should be gender and youth sensitive, and as a minimum:   - Contain gender and youth analysis in the problem description/assignment objective,  - Ensure equal representation and a gender- and youth lens in planning and project activities,  - Ensure sex and age disaggregated data in all analytical products as well as the results framework, where possible,  - Include a gender and youth lens in all conflict analysis activities,  - Focus at least one milestone/goal on contributing to gender equality and/or youth empowerment linked to partnership outcomes  - Transparently estimate the budget allocated to support gender-related project expenditures (GM 1 min. 15%, GM 2 min. 30%)  If a set of TORs only reaches Gender Marker score 1, it should explain which steps will be undertaken towards approaching a Gender Marker score 2, noting that priority will be granted to a GM2 initiative. |  |

# Monitoring and Reporting Requirements

All UN entities receiving HDPP grants under its “regular track” will be held accountable for the effective use of resources first and foremost pursuant to their respective established rules and regulations. Grant recipients will be expected to report according to the following timetable:

|  |  |  |
| --- | --- | --- |
| **Timing** | **Financial report** | **Narrative report** |
| By 15 April | ✓ | ✓ |
| By 15 October | ✓ | ✓ |
| 18 months - Final report (one month after completion) | ✓ | ✓ |
| Annual Survey for the Monitoring Report for the UN-World Bank Partnership Framework for Crisis-Affected Situations | | |

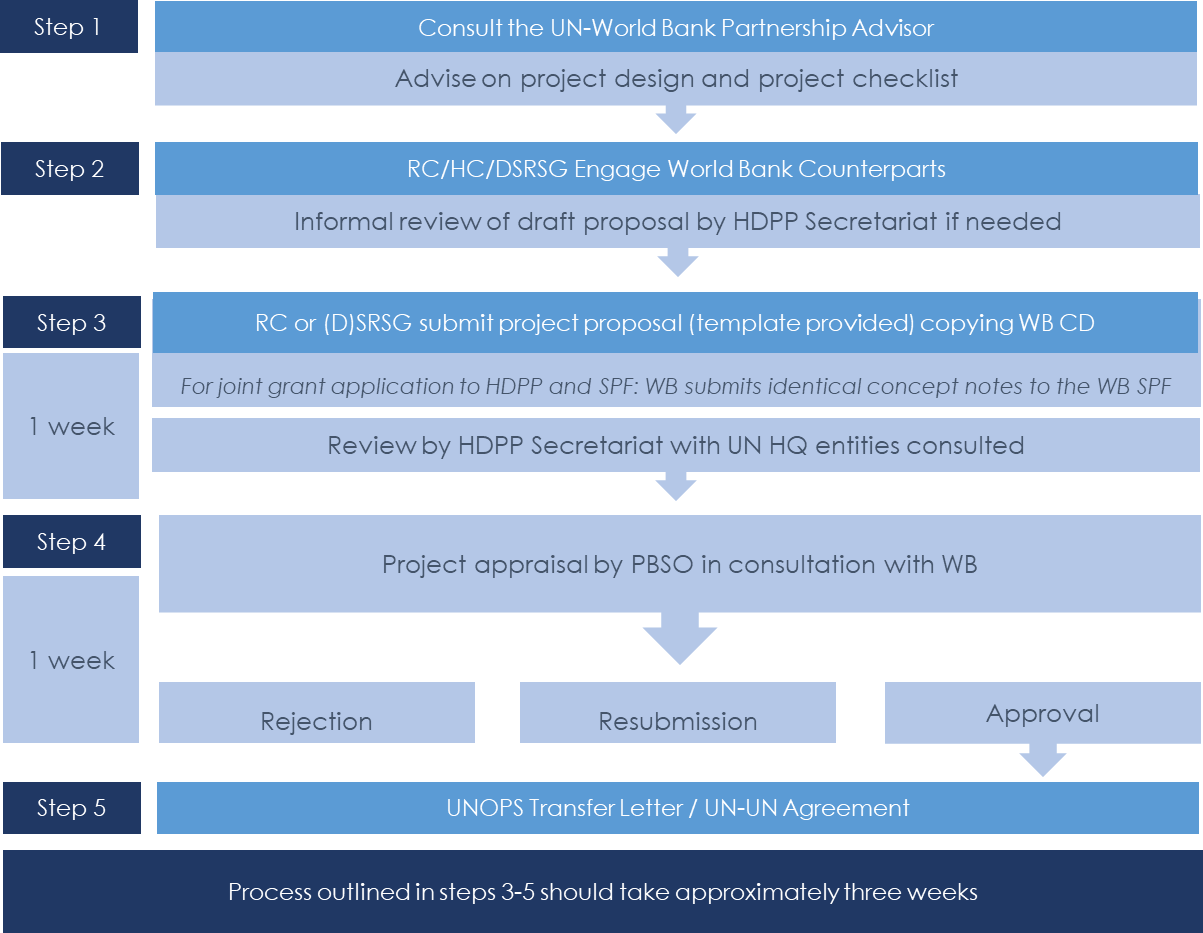
Progress and final reports (templates will be provided) will highlight results achieved, review risks, and reflect on the following considerations:

* Joint UN/WB datasets/data platforms established, with gender and age disaggregated information
* Joint UN/WB priorities and/or planning frameworks established (with reference to joint data)
* UN/WB/partner funding leveraged against joint priorities/plans/frameworks (amount and ratio)
* References to youth and/or gender inclusion issues in joint frameworks;
* Project was replicated or scaled.

For **“fast track**” initiatives, lighter-touch updates will be sought following the same reporting calendar, with at least one exit call organized to harness lessons learnt.

# Overview of Application Process

For the “regular track”:



For the “**fast-track**”: following a first consultation with the UN-World Bank Partnership Advisor and upon engaging with the UNCT and World Bank counterparts (and the IMF where applicable), the RC/HC/DSRSG will submit completed TORs (“Template B”) to the HDPP Secretariat for review and processing (and CVs if there are referred candidates for the desk review process). The HDPP Secretariat will consult with DCO and UNDP, and provide a positive/negative answer within a week post-submission.

# Getting started

UN teams considering an application to the Facility are encouraged to reach out to the UN-WB Partnership Advisor at an early stage. Please contact Gillian Sheehan, [sheehan@un.org](mailto:sheehan@un.org), with a copy to [Farah](mailto:Farah) Abdessamad, [farah.abdessamad@un.org](mailto:farah.abdessamad@un.org). All proposals should eventually be submitted by the **senior UN official in-country**, with a **copy to the World Bank Country Director**.

In developing initial thinking with World Bank partners, it may be useful to consider:

* Where is the UN in its planning cycle: are major processes (CCA, UNSDCF) scheduled or underway?
* Where is the World Bank in its planning cycle: have local consultations taken place regarding IDA19 and the FCV envelope? Are a Risk and Resilience Assessment, Country Engagement Note, Country Partnership Framework etc, planned or underway?
* What are the positions and presence of major donors? An overview of Development Assistance flows by country is offered by PBSO [here](https://app.powerbi.com/view?r=eyJrIjoiNmE3Mzc4NTQtYzE3ZS00YjIyLWI0YjQtZTM5ODc5ZWIwY2NiIiwidCI6IjBmOWUzNWRiLTU0NGYtNGY2MC1iZGNjLTVlYTQxNmU2ZGM3MCIsImMiOjh9).
* Are there specific political, development, and humanitarian issues that motivate concerted action? Under which timeframe?
* What are the existing UN-WB partnership mechanisms and are they functioning?
* In the case of anticipated coordination platforms, what would the UN, World Bank and partners expect to achieve through enhanced coordination?
* Do the UN and World Bank have any data or analytical gap in relation to COVID-19 to design and implement conflict-sensitive responses? Are the responses aligned?
* Is there a convergence of rising macro-fiscal risks which may warrant a trilateral partnership with the IMF in the context of an inclusive, risk-informed socioeconomic recovery to COVID-19?

Overall, building partnership with the World Bank has been shown to be more successful when efforts are focused on identifying and addressing joint priorities rather than enabling joint operations or projects.

More resources on engagement with the World Bank can be found [here](https://unsdg.un.org/resources/working-world-bank-fragile-and-conflict-affected-situations-resource-note-united-nations).

|  |  |
| --- | --- |
| Template A: Project proposal HDPP Facility (regular track) | |
|  | Send to: [HDPP-Facility@un.org](mailto:HDPP-Facility@un.org); sheehan@un.org and [farah.abdessamad@un.org](mailto:farah.abdessamad@un.org); copying the World Bank Country Director/Manager |

|  |  |
| --- | --- |
| Project Title: |  |
| Geographical Scope : | Country:  Regional: *[Name]*  Global |
| Proposed project start date: |  |
| Proposed project end date: |  |
| Amount Requested : |  |
| Submitted by : | [DSRSG/RC/HC and technical project contacts] |
| Implementing partner: | [enter agency, fund, programme designated by DSRSG/RC/HC for the project’s implementation] |
| Select one or more focus areas: | Joint evidence base for programming through joint analysis and joint data  Joint assessments and joint planning frameworks  Design and implementation support to scale up impact |

*[When populating the project proposal, kindly refer to the HDPP Guidance Note, and the corresponding project selection criteria checklist.]*

1. **Background, Rationale and Project Objective** *[app. 500 words]*

*[Include project background, past UN-WB partnership and lessons learnt, rationale for the present project proposal, overall project objective and how it relates to humanitarian, development and peacebuilding objectives and aligned to country priorities.]*

1. **Endorsement and in-country consultation process** *[app. 100 words]*

*[Include who has been consulted on the project proposal development, highlighting country ownership, PMT/UNCT consultation, and UN/WB leadership endorsement. The project proposal should be submitted to the HDPP Secretariat by the Special Representative of the Secretary-General, alternatively the Resident Coordinator/Deputy Special Representative of the Secretary-General, keeping the World Bank Country Director/Manager in copy.]*

1. **Expected Results, Activities and Workplan**

*[List project outcome, outputs and activities. Targets/indicators should be at the results level only. Please include a brief Theory of Change, in a text form[[7]](#footnote-8). Please provide in the table below a concise overview of outputs and workplan. If the project proposal includes the deployment of personnel/consultants, include their expected results, similarly for the establishment of coordination platforms, i.e. the what vs how.]*

Project outcome, indicator, and end of project target:

|  |  |
| --- | --- |
| ***Outcome*** |  |
| *Outcome Indicator* |  |
| *Outcome Target* |  |

Project results, indicators, and end of project targets:

|  |  |
| --- | --- |
| ***Output 1*** |  |
| *Indicator* |  |
| *Target* |  |
|  | |
| ***Output 2*** |  |
| *Indicator* |  |
| *Target* |  |

Project workplan:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Results**  ***Indicative Activities*** | **Timeframe (18 months max)[[8]](#footnote-9)** | | | | | | **Responsible party** | **Budget[[9]](#footnote-10)** |
| **Q1** | **Q2** | **Q3** | **Q4** | **Q5** | **Q6** |
| *Output 1.* |  |  |  |  |  |  |  |  |
| *Activity 1.1.* |  |  |  |  |  |  |  |
| *Activity 1.2.* |  |  |  |  |  |  |  |
| *Activity 1.3.* |  |  |  |  |  |  |  |
|  | | | | | | | | |
| *Output 2.* |  |  |  |  |  |  |  |  |
| *Activity 2.1.* |  |  |  |  |  |  |  |

1. **Implementation and management arrangements** *[app. 250 words]*

*[Please indicate what type of implementation arrangements will be in place for the HDPP proposal and the division of responsibilities between the World Bank and the UN. For strategic assignments/secondments supervision and reporting lines need to be specified in the Terms of Reference. Attach TORs if available. Submitting RCOs are encouraged to discuss execution/implementation partnership options with the HDPP Facility team prior to finalizing their proposals.]*

1. **Risk Management** *[app. 300 words]*

*[Please indicate the risks and risk management strategy. Possible considerations: How does the security conditions impact access to affected regions/locations for missions, assessments? If recruitment, are timeframes being accounted for and possible delays mitigated? If recruitment, how would capacities deployed sustain beyond the lifetime of the project? Any political risks to factor in?]*

1. **Gender equality or women’s empowerment objectives, youth inclusion** *[app. 250 words]*

*[How will the project address gender equality/women’s empowerment and youth inclusion, and how will it be measured?]*

|  |  |  |
| --- | --- | --- |
| **Questions to determine the project’s contribution to gender equality/women’s empowerment, and youth inclusion** | **No somewhat**  **yes** | **Please provide justification to your answer:**  **(How / When / Why? Why not?)** |
| Q1. Was the underlying analysis that led to the development of this project gender sensitive and/or did it include sex (and age) disaggregated data (e.g. data on women and men's inequities and access to resources)? |  |  |
| Q2. Has gender expertise informed the design of the project? (e.g. has a gender adviser/focal point or UN Women colleague been consulted) |  |  |
| Q3. Have women/youth leaders and/or women/youth CSOs and/or international NGOs been consulted in the project's design, or is their involvement planned as part of its implementation? |  |  |
| Q4. Are gender and youth-relevant and considerations included in the project's objectives or expected results? |  |  |
| Q5. How will gender be systematically mainstreamed in the project’s activities and outputs? |  |  |
| Q6. Are women and/or girls and/or young people specifically targeted as beneficiaries of the project? |  |  |
| Q7. Is there budget allocated to support gender-related project expenditures? Please include under comments the estimated percentage of the programmatic budget allocated to gender equality and women’s empowerment. [Gender Marker 2 should meet at least 30%] |  |  |
| Q8. Is this project's primary aim to empower women, increase women's political participation and/or promote gender equality? |  |  |
| *Q9.* If the project contains hiring/recruitments, please indicate what percentage of their time personnel/staff/consultants are expected to work on the implementation of the WPS agenda. |  |  |

1. **Budget**

*[Please ensure the budget is reviewed/prepared with the implementing partner.]*

|  |  |  |  |
| --- | --- | --- | --- |
| UNDG Harmonized Budget Categories [[10]](#footnote-11) | Year 1 | Year 2 | Total |
| 1. Staff and other personnel |  |  |  |
| 2. Supplies, Commodities, Materials |  |  |  |
| 3. Equipment, Vehicles, and Furniture (including Depreciation) |  |  |  |
| 4. Contractual services |  |  |  |
| 5. Travel |  |  |  |
| 6. Transfers and Grants to Counterparts |  |  |  |
| 7. General Operating and other Direct Costs |  |  |  |
| 8. Indirect Support Costs |  |  |  |
| **Total** |  |  |  |

1. **Annex(es)**

*[Include TORs for envisaged positions, any other relevant information. Delete if N/A.]*

**IX. Note on Gender Marker 2**

|  |  |
| --- | --- |
| GENDER MARKER 2 Advancing gender equality is a significant objective but not the principal reason to undertake this project. Gender is reflected in the Conflict Analysis, Implementation/Activities, the Results Framework and the Budget. A GM2 project is a strongly gender mainstreamed project. | |
| Gendered Conflict Analysis | ✓ Includes a substantive gendered conflict analysis to highlight the gender dynamics at stake as part of the context, causes, dynamics and resolution of conflict (e.g.: gender-based injustices, forms of masculinities and femininities as a trigger for conflict, or sexual violence as a manifestation of conflict etc.) and to analyse how women, men, girls and boys and their situation, roles and responsibilities have both been impacted by the conflict and involved in the conflict and involved in its resolution. |
| Objective | ✓ Gender equality and women’s empowerment is a significant objective of the project |
| Implementation/Activities | ✓ At least one outcome and/or one output are focused on or contributes directly to GEWE and contributes to effective peacebuilding outcomes. ✓ GEWE is an important objective although not the primary one, and may be promoted by more than one or at least one of the activities |
| Target population | ✓ Men, women, boys and girls are targeted by the project and their distinct needs and capacities are reflected in the project description  ✓ Some activities address barriers to gender equality and women’s empowerment  ✓ Efforts and special measures must be made to ensure equal representation as much as possible |
| Budget | ✓ 30-79% of the total budget is allocated to GEWE |
| Risk Analysis | ✓ Includes a strong Do No Harm approach and analysis of gender-specific risks and mitigation strategies |
| Results Framework | ✓ All data to be disaggregated by sex and age, where possible  ✓ At least one outcome-level indicator aims at measuring impact on gender equality and women’s empowerment and peacebuilding OR  ✓ At least one output-level indicator per outcome aims at measuring impact on gender equality or women’s empowerment and peacebuilding |

# Template B: Sample TORs for COVID-19 related expertise (fast track)

|  |  |
| --- | --- |
|  | Send to: [HDPP-Facility@un.org](mailto:HDPP-Facility@un.org); sheehan@un.org and [farah.abdessamad@un.org](mailto:farah.abdessamad@un.org); copying the World Bank Country Director/Manager |



**TERMS OF REFERENCE**

**(Individual Contractor Agreement)**

**Title:**

**Project:**  Humanitarian-Development-Peacebuilding and Partnership Facility

**Duty station:**

**Section/Unit:** SDC/DSIP

**Contract/Level:**

**Supervisor:** Cluster Manager, Mr. Kirk Bayabos,

**1. General Background**

The Humanitarian-Development-Peacebuilding Partnership (HDPP) Facility under the UN Peacebuilding Support Office (UNPBSO) and implemented through UNOPS supports UN Resident Coordinators and country teams in fragile and conflict-affected countries to partner with the World Bank to maximize impact across the humanitarian-development-peace nexus.

Shared analysis remains a strong foundation for country-level partnership between the UN and the World Bank in crisis-affected settings. While shared data and analysis have underpinned common prioritization in a range of country contexts, joint UN-WB country analysis remains the exception as was demonstrated in the 2019 UN-World Bank Partnership Monitoring Report. Fragile and conflict affected countries may face a set of compounded challenges in the context of COVID-19. The UN-World Bank study “Pathways for Peace” offers instructive guidance on the peace and security risks emerging from a pandemic. Not only are resource-constraints countries suffering from a lower access to healthcare with the quality and outreach of health services often compromised, the pandemic is likely to add a layer of additional risks ranging from exacerbating existing grievances to the perception of exclusion, which may further drive instability.

In response to COVID-19 and anticipated secondary impacts the health crisis may generate amongst fragile countries, the HDPP Facility is offering “just-in-time” support to vulnerable countries on data modeling/analysis through remote expertise.

The consultancy seeks to complement ongoing IFI announcements in response to COVID-19. For instance, the World Bank has recently established a US$14 billion “fast-track facility” towards immediate public health preparedness and response. It is also looking at portfolio restructuring where applicable to take stock of new priorities, and laying the ground for the recovery phase with a US$160 billion package over 15 months approved by the Board. Noting the rapidly evolving landscape of IFI financing for the COVID-19 response, there is a critical need to support RCs and UN teams with timely, risk-conscious and conflict-sensitive analysis, data analytics, and coordination to best inform World Bank and other partners investments. This will be useful not only in the immediate response phase but as UN and World Bank country programmes review their portfolio in light of the pandemic and multidimensional effects, and planning for new recovery-oriented funds.

The objective of the consultancy is to ensure the UN system in country through the RCs is well prepared to advise governments and IFI partners on the conflict risks and opportunities related to the spread of COVID-19 and the formulation of an effective response.

*[add country context]*

**2. Purpose and Scope of Assignment**

*[Intended deliverables need to factor in gender equality/youth inclusion and/or clearly demonstrate how the expertise deployed will contribute.]*

**3. Monitoring and Progress Controls**

**4. Qualifications and Experience**

**a. Education** (Level and area of required and/or preferred education)

* Advanced university degree in
* Bachelor university degree in the areas above mentioned plus two (2) additional years of relevant experience may substitute the requirement of a Master Degree.

**b. Work Experience** (List number of years and area of required work experience. Clearly distinguish between required experience and experience which could be an asset.)

**c. Language**

**c. Key Competencies**

|  |  |
| --- | --- |
| https://jobs.unops.org/images/competencies/en/12.png | Develops and implements sustainable business strategies, thinks long term and externally in order to positively shape the organization. Anticipates and perceives the impact and implications of future decisions and activities on other parts of the organization. **(for levels IICA-2, IICA-3, LICA Specialist- 10, LICA Specialist-11, NOC, NOD, P3, P4 and above)** |

|  |  |
| --- | --- |
| https://jobs.unops.org/images/competencies/en/7.png | Treats all individuals with respect; responds sensitively to differences and encourages others to do the same. Upholds organizational and ethical norms. Maintains high standards of trustworthiness. Role model for diversity and inclusion. |

|  |  |
| --- | --- |
| https://jobs.unops.org/images/competencies/en/8.png | Acts as a positive role model contributing to the team spirit. Collaborates and supports the development of others. **For people managers only:** Acts as positive leadership role model, motivates, directs and inspires others to succeed, utilizing appropriate leadership styles. |

|  |  |
| --- | --- |
| https://jobs.unops.org/images/competencies/en/9.png | Demonstrates understanding of the impact of own role on all partners and always puts the end beneficiary first. Builds and maintains strong external relationships and is a competent partner for others (if relevant to the role). |

|  |  |
| --- | --- |
| https://jobs.unops.org/images/competencies/en/10.png | Efficiently establishes an appropriate course of action for self and/or others to accomplish a goal. Actions lead to total task accomplishment through concern for quality in all areas. Sees opportunities and takes the initiative to act on them. Understands that responsible use of resources maximizes our impact on our beneficiaries. |

|  |  |
| --- | --- |
| https://jobs.unops.org/images/competencies/en/5.png | Open to change and flexible in a fast paced environment. Effectively adapts own approach to suit changing circumstances or requirements. Reflects on experiences and modifies own behavior. Performance is consistent, even under pressure. Always pursues continuous improvements. |

|  |  |
| --- | --- |
| https://jobs.unops.org/images/competencies/en/11.png | Evaluates data and courses of action to reach logical, pragmatic decisions. Takes an unbiased, rational approach with calculated risks. Applies innovation and creativity to problem-solving. |

|  |  |
| --- | --- |
| https://jobs.unops.org/images/competencies/en/6.png | Expresses ideas or facts in a clear, concise and open manner. Communication indicates a consideration for the feelings and needs of others. Actively listens and proactively shares knowledge. Handles conflict effectively, by overcoming differences of opinion and finding common ground. |

Technical Competency:

|  |  |  |  |
| --- | --- | --- | --- |
| Project Authority (Name/Title): | | Contract holder (Name/Title): | |
|  |  |  |  |
| Signature | Date | Signature | Date |

# Template C: UN Agency to UN Agency Contribution Agreement (for “regular track” implementation partners other than UNOPS)

# **UN AGENCY TO UN AGENCY CONTRIBUTION AGREEMENT**

**A. SUMMARY OF ACTIVITIES**

**Title:** ………………..….. (the “Activities”)

**Start/End Dates:** Activities start date: [date of receipt of funds]

Activities end date:

**Location:** xxx

**Contribution Amount:** ……………… (the “Contribution”)

**Contributing Agency:** [full name of the agency] (“[ NAME OF AGENCY]”)

**Recipient Agency:** [full name of the agency] (“[ NAME OF AGENCY]”)

**Nature of Activities:**  xxx

**Purpose** [Short description of the Activities (if applicable, a detailed description of the Activities, the work plan and the budget are attached]

**Annexes**: In the event that the terms contained in Annex(es) are incompatible with those contained in this Agreement, then the latter shall govern and prevail.

[List Annex(es), if any]

**Expected outcome:** xxx

The Recipient Agency will be fully responsible for administering the Contribution in accordance with its financial regulations, rules, policies and procedures, and administrative instructions, and carrying out the Activities efficiently and effectively.

**B. BUDGET**

The total budget for the Activities is [\_\_\_\_\_\_\_\_\_], in USD, as more fully described below.

|  |  |  |
| --- | --- | --- |
| **Summary of activities and BUDGET** | **Annual**  **(Years 1, 2, X)** | **Total**  **(all years)** |
|  |  |  |
| **Total programmable amount, including direct costs** |  |  |
| **Indirect support costs** |  |  |
| **Grand total** |  |  |

The Contributing Agency will not be responsible for any financial commitment or expenditure made by the Recipient Agency that exceeds the budget for the Activities. The Recipient Agency will promptly advise the Contributing Agency any time when the Recipient Agency is aware that the budget to carry out these Activities is insufficient to fully implement the Activities in the manner set out in the present Agreement, including its Annex(es). The Contributing Agency will have no obligation to provide the Recipient Agency with any funds or to make any reimbursement for expenses incurred in excess of the total budget as set forth herein.

**C. COSTS RECOVERY**

The Recipient Agency’s support costs, determined in accordance with its cost recovery policy, will be paid from the Contribution, in accordance with the budget.

**D. REPORTING**

**Narrative reporting:**

The Recipient Agency will provide the Contributing Agency with a narrative report on the progress of the Activities on a regular basis, as set out below.

[]

***Financial Reporting:***

The Recipient Agency will provide the Contributing Agency with the following financial reports, prepared in accordance with the Recipient Agency’s financial regulations, rules, policies, procedures, and administrative instructions:

[]

**E. CONTRIBUTIONS**

The total amounts paid by the Contributing Agency shall match the total budget amount. For Activities less than one year in duration the Contribution will be paid to the Recipient Agency prior to the commencement of Activities. For multi-year Activities the Contribution will be paid in instalments according to the following schedule.

Schedule of payment:

[date (Date-month-year)] [amount]

[date(Date-month-year)] [amount]

The Contributing Agency acknowledges that the Recipient Agency will not pre-finance Activities. If the Contribution, or any part of it, is not received in a timely manner, the Activities may be reduced or suspended by the Recipient Agency with immediate effect.

The Contribution will be paid into the following account:

**Account Details:** [Insert Recipient Agency account details]

**Currency:**  US Dollars

**Bank Address:**

When making such transfers the Contributing Agency will notify the Recipient Agency, [details] (for the Attention []), by fax ([]) or by e-mail ([]) of the following: (a) the amount transferred; (b) the value date of the transfer; (c) that the transfer is from the Contributing Agency pursuant to this Agreement.

**F. INTELLECTUAL PROPERTY RIGHTS**

All Intellectual Property Rights related to the Activities will belong to the Recipient Agency. The Contributing Agency and, if applicable, the relevant programme Government will enjoy a perpetual, royalty-free, non-exclusive and non-transferable license.

**G. CORRESPONDENCE**

All correspondence regarding the implementation of this Agreement will be addressed to:

[Name of the Contributing Agency]:.....................................................

**Address:**...........................................................

[Name of the Recipient Agency]:........................................

**Address**:...........................................

**H. AMENDMENTS**

The present Agreement, including its Annex(es), may be modified or amended only by written agreement between the two Agencies.

**I. COMPLETION OF THE ACTIVITIES**

The Recipient Agency will notify the Contributing Agency when all Activities have been completed.

The Recipient Agency will continue to hold any part of the Contribution that is unutilized at completion of the Activities until all commitments and liabilities incurred in the carrying out of the Activities have been satisfied and all arrangements associated with the Activities have been brought to an orderly conclusion.

**J. TERMINATION OF THIS AGREEMENT**

This Agreement will terminate upon satisfaction of all commitments and liabilities incurred in carrying out the Activities and the orderly conclusion of all arrangements associated with the Activities.

This Agreement may be terminated by either Agency at any time by written notice to the other.  Termination will be effective thirty (30) days after receipt of the notice. In the event of termination under this paragraph, the two Agencies will cooperate to ensure completion of the Activities, satisfaction of all commitments and liabilities, and the orderly conclusion of all arrangements associated with the Activities.

**K. REFUNDS OF UNSPENT BALANCES**

**OPTIONS:**

1. Upon termination of this Agreement and following the submission of the final financial report, any unspent balance of the Contribution (where the unspent funds exceed US$1,000) will be returned to the Contributing Agency, unless otherwise agreed in writing by the two Agencies.

OR

1. Upon termination of this Agreement and following the submission of the final financial report, any unspent balance from the Contribution will be returned to the Contributing Agency, unless otherwise agreed in writing by the two Agencies.

**L. SETTLEMENT OF DISPUTES**

The two Agencies will use their best efforts to promptly settle through direct negotiations any dispute, controversy or claim arising out of or in connection with this Agreement or any breach thereof. Any such dispute, controversy or claim which is not settled within sixty (60) days from the date either party has notified the other party of the nature of the dispute, controversy or claim and of the measures which should be taken to rectify it, will be resolved through consultation between the Executive Heads of each of the Agencies.

**M. ENTRY INTO FORCE AND VALIDITY**

This Agreement will enter into force upon its signature by the authorized representatives of the Parties and remain in force until terminated in accordance with Section J above.

IN WITNESS WHEREOF, the undersigned, being duly authorized thereto, have signed the present Agreement in duplicate.

Signed:

On behalf of the [Name of the Contributing Agency]:

Signed:  
On behalf of the [Name of the Recipient Agency]

1. The importance of this partnership has been further emphasized by the Secretary-General in his reports on the Outcome of the World Humanitarian Summit (A/71/353), Repositioning of the Development System (A/72/24-E/2018/3 and A/72/684-E/2018/7), and Peacebuilding and Sustaining Peace (A/72/707–S/2018/43). [↑](#footnote-ref-2)
2. *“Welcomes the progress made in the implementation of the resolutions on peacebuilding and sustaining peace by Member States, including through the relevant intergovernmental bodies of the United Nations, and by the entire United Nations system, including through the reforms of the United Nations, and in particular at the field level through the work of peacekeeping operations, special political missions and United Nations country teams, and the important work of the Peacebuilding Fund, and encourages Member States and the entire United Nations system, in partnership with relevant stakeholders, including regional and subregional organizations,* ***international financial institutions****, civil society organizations, local peacebuilding stakeholders and, where relevant, the private sector, to continue to take action to implement the resolutions on peacebuilding and sustaining peace, and to advance efforts to bring greater coherence to peacebuilding efforts, in support of national peacebuilding priorities, and in particular in conflict-affected countries”* [↑](#footnote-ref-3)
3. 2017 UN-World Bank Partnership Framework for Crisis-Affected Situations [↑](#footnote-ref-4)
4. Humanitarian-Development-Peace Initiative: Taking Stock of a UN and World Bank Joint Initiative in seven Country Contexts, 2018 [↑](#footnote-ref-5)
5. Securing Development: Public Finance and the Security Sector, Harborne et al; 2017 [↑](#footnote-ref-6)
6. (Re)Building Core Government Functions in Fragile and Conflict-Affected Settings, 2017 [↑](#footnote-ref-7)
7. The Theory of Change should describe the expected link between the interventions, the change process, and ultimate objective to be reached. It can follow the “*If… then…”* structure for the summary TOC statement. [↑](#footnote-ref-8)
8. From the time of project start. [↑](#footnote-ref-9)
9. At output level. Value or %. [↑](#footnote-ref-10)
10. **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. expense 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 a 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 Costs:** i.e. GMS [↑](#footnote-ref-11)