###

### Annex 4

### UNDG-HRM PROJECT PROPOSAL TEMPLATE

 **(2 pages maximum)**

|  |  |
| --- | --- |
| Title of Proposed Project: |  |
| Submitted by:  | Date:  |
|  UN Organization/s:[[1]](#footnote-1) |  |
| Lead implementing agency  |  |
| Other participating organizations |  |
| Project Duration (# of months): |  |
| Budget (US$) by source:  | HRM MDTF: | UN Organization/UNCT/UNDG Regional Team: | OTHER: |
| Total Estimated Budget:  |  |

**Names and signatures of participating UN organizations and Chair of the UNDG-HRM**

Adequate signature space should be provided in order to accommodate name (person), title (head), organization name/ as well as date of signature.

This joint programme document should be signed by all Participating UN Organizations. By signing this joint programme document, all signatories assume full responsibility to achieve results identified with each of them as shown in Table 1 and detailed in annual work plans.

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| **UN organizations** |
| *Name of Representative**Signature**Name of Organization**Date*  |
| *Name of Representative**Signature**Name of Organization**Date*  |

**I. Situation/Context for the Proposed Joint Programme/ Project:**

Include a very brief history and causes of the human rights gap (s), what is the current situation, who is affected (i.e. potential beneficiaries- right-holders), what is the government doing to address the gap, and a brief statement on how the proposed initiative will strengthen national efforts to address the human rights gap.

 **II.** **Methodology**

Briefly discuss any methodologies used to identify the human rights issues, in particular recommendations and reports of UN Treaty Bodies, UPR and Special Procedures, as well as any ways by which the project can promote principles of participation, non-discrimination, transparency and accountability through all stages of the programming process.

**III. Purpose Statement:**

Clearly state which issue(s)/human rights (s) identified in Section I are being addressed by this initiative, [and for country level initiatives, indicating the importance the Government attaches to the problem and why the UN is best-placed to address it through the UNDG- HRM MDTF]. Complete the table below:

|  |  |
| --- | --- |
| Related Human Rights /MDGs (s): |  |
| Relevant Component of the HRM Work Plan:  |  |
| [for country level proposals only] UNDAF, CPD, national development plan etc. related Outcome:[for regional level proposals only] Regional Work Plan related Outcome:[for global level proposals only] HRM Work Plan related Outcome: |  |

**IV. Expected Outputs:**

What output-level results are anticipated through the implementation of the project?

Please list your programme/project outputs.

**V. Implementation and Management:**

1. Who will implement the project?
2. What management and monitoring arrangements will be put in place? In the case of a joint programme, indicate the roles and responsibilities of each UN Organization.
3. How will the programme coordinate with national partners?
4. What measures will be put in place to ensure sustainability of results?
5. Identify any potential risks to achieving the programme’s objectives and what measures will be taken to mitigate these risks.
6. **Monitoring, Evaluation and Reporting (Two pages)**

**Monitoring:** The content of Table 1 should summarize monitoring arrangements for the project/proposals, including monitoring activities that the participating UN organizations and/or UNCTs will undertake (such as baseline collection, reviews or studies if necessary to measure effect/impact, field visits, evaluation etc.), the timing of such activities and the respective responsibilities.

**Table 1: Project M&E Framework**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Expected Results (Outcomes & outputs)**  | **Indicators (with baselines & indicative timeframe)** | **Means of verification** | **Collection methods (with indicative time frame & frequency)** | **Responsibilities** | **Risks & assumptions** |
|  | Baselines are a measure of the indicator at the start of the joint programme | From identified data and information sources | How is it to be obtained? | Specific responsibilities of participating UN organizations/UNCTs | Summary of assumptions and risks for each result |

**VI. Required Attachments:**

* Budget for the project/proposal

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| **Annex 5****UNDG Human Rights Mainstreaming (UNDG HRM) Trust Fund**  |
|  Project Budget Template [***insert name of Agency***] |
|
| PROGRAMME BUDGET |   | ESTIMATED UTILIZATION OF RESOURCES (US$) |
|   |
| CATEGORY\* | AMOUNT (US$) | Year 1 / tranche 1 | Year 2 / tranche 2 | Year 3 / tranche 3 |
| 1 | Staff and other personnel costs |   |   |   |   |
| 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 |  |  |  |  |
| Total Programme Costs |   |   |   |   |
|  |  Indirect Support Costs (7%)\*\* |   |   |   |   |
| TOTAL |   |   |   |   |
|   | \* Format based on 2012 UNDG Harmonized Budget Categories for Joint Programmes. Definitions for the categories can be found at: http://www.undg.org/ |
|   | \*\* 7% calculated based on total Project Costs. Indirect support cost should be in line with the MOU and SAA . Indirect costs of the Participating Organizations recovered through programme support costs will be 7%. In accordance with the UN General Assembly resolution 62/209 (2008 Triennial Comprehensive Policy Review principle of full cost recovery). all other costs incurred by each Participating UN Organization in carrying out the activities for which it is responsible under the Fund will be recovered as direct costs.  |

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### Annex 6

### PROJECT SUBMISSION FORM

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| Part A. Meeting Information |
| RMC Meeting No: |  |
| Agenda Item No: |  |
| Date of Meeting: |  |
| Date of Submission: |  |

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| Part B: Programme Summary |
| **From: (enter name and organization)** |  HRM work plan component(s)[ ] 1. Promoting a coordinated and coherent approach towards integrating HR into UN development activities[ ] 2. Providing support to RCs and UNCTs in mainstreaming HR [ ] 3. Providing support towards strengthening national HR protection systems [ ] 4. Contributing to UNDG advocacy on development agenda  |
| **Contact Details:**  |
| **Participating UN Organization(s):**[[2]](#footnote-2) |
| **Implementing Partner(s):** |
| **Global/Regional/National Project and Location of Project:** |
| **Programme**[[3]](#footnote-3) **Title:** |
| **Total Programme Budget:** US$ |
| **Amount requested from UNDG HRM Fund:** US$ (as indicated below) |
| **Amount and percentage of indirect costs requested:** Indirect cost for PUNOs is 7 % |
|  |  | **2012** | **2013** | **Total** |
| Projected Annual Budget: |  |  |  |  |
| ***Summary*** |
| **1. Background***Provide brief and concise information on the background of the programme/project. Indicate how it originated, and indicate if programme/project was upon request by ….etc.*  |

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| **Part C: Technical Review** |
| **2. Evaluation of Proposal by the RMC** |
| ***General Principles and Selection Criteria\**** |
| (a) | Does the proposal address the various areas outlined in the HRM workplan (2010-2013), including:* Engagement of UNCTs and UN Agencies with human rights mechanisms, including Treaty Bodies, Special Procedures, the UPR and other monitoring mechanisms of the UN system , and the impact of this engagement on UN Programming and follow-up to recommendations
* Applying a HRBA to UN common programming processes, including the UNDAF
* Mainstreaming human rights into national development processes
* Joint UN programming and advocacy for human rights
 | Yes[ ]  No [ ]  |
| (b) | Is there strong commitment from the RC/UNCT or UNDG Regional Team to advance human rights mainstreaming and capacity building, including as evidenced by UNDAF/Regional Work Plan? | Yes[ ]  No [ ]  |
| (c) | Are the human rights issues addressed in the proposal prioritized in the regional UNDG Work Plan? *(for regional proposals only)* | Yes[ ]  No [ ] NA [ ]  |
| (d) | Does the proposal have clear links with the UNDG Strategic Priorities and the Regional Work Plan? *(for regional proposals only)* | Yes[ ]  No [ ] NA [ ]  |
| (e) | Does the proposal have strategic links with other UNDG-HRM work plan activities at global, regional and/or country level? *(for global proposals only)* | Yes[ ]  No [ ] NA [ ]  |
| (f) | Does the proposal foster joint planning or programming? | Yes[ ]  No [ ]  |
| (g) | Do the organizations/UNCT/Regional UNDG Team possess the requisite capacities to implement the intervention? | Yes[ ]  No [ ]  |
| (h) | Does the proposal have the potential for scaling up at the local, regional or international level? |  Yes[ ]  No [ ]  |
| (i) | Does the proposal provide a clear description of budget requirements and link to achieving results? | Yes[ ]  No [ ]  |
| (j) | Is there commitment and plan for monitoring the project/programme? | Yes[ ]  No [ ]  |
| (k) | Does the proposal have an implementation period of up to two years and potential for sustainability? | Yes[ ]  No [ ]  |

*\* Note: In reviewing the proposals it will be important to consider the criteria outlined in Annex 2, including: i) Are there strategic opportunities for HR mainstreaming in the country, including capacities and engagement by national counterparts? ii) The potential of the proposal to influence the upstream policy environment; and iii) The added value of the UN system vis-à-vis national and international actors in addressing human rights gaps.*

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| **Part D: Administrative Review** |
| **3. Review by Technical Secretariat** |
| (a) | Does the project proposal comply with the format?*(including completed tables, results framework, etc.)* | Yes[ ]  No [ ]  |
| (b) | Is the budget in compliance with required categories? | Yes [ ] No [ ]  |
| (e) | Is the progress report included? *(for additional funding only)* | Yes[ ] No[ ] NA[ ]  |

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| * *Overall review of programme submission*

[ ]  Recommended for a total budget of US$\_\_\_\_[ ]  Recommended with modification/condition[ ]  Recommended to be deferred/returned with comments for further consideration[ ]  Rejected**Team Leader of the Technical Secretariat** **………………………………………… ………………..****Signature Date** |

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| **Part E: Decision of the RMC** |
| **4. Decision of the RMC**[ ]  Approved for a total budget of US$\_\_\_\_[ ]  Approved with modification/condition[ ]  Deferred/returned with comments for further consideration[ ]  Rejected |
|  **Chair of the HRM RMC****………………………………………… ………………..****Signature Date** |
| **Part F: Decision of the UNDG HRM Steering Committee** |
| **5. Decision of the Steering Committee**[ ]  Approved for a total budget of US$\_\_\_\_ |
|  **Chair of the HRM Steering Committee****………………………………………… ………………..****Signature Date** |

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| **Part G: Administrative Agent Review** |
| **5. Action taken by the Administrative Agent:** [ ]  Programme consistent with provisions of the UNDG-HRM MDTF Memorandum of Understanding and Standard Administrative Arrangements with donors.**Administrative Agent:** **UNDP MPTF Office** **………………………………………… ………………..****Signature Date** |

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**** **Annex 7**

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| **UNDG HRM Fund** **TRANSFER REQUEST SUBMISSION FORM[[4]](#footnote-4)** |
| Date of submission to the MDTF Office: | dd.mm.yyyy |
| Form prepared by Secretariat contact person: | [Name, title, email]  |
| Date of allocation decision/meeting: | dd.mm.yyyy *(enclose signed Minutes)* |
| Total allocation approved: | USD  |

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| **UNDG HRM Allocation Decision** |
| **Project/Joint Programme Title** | **Project Location/s** | **Participating Organization(s)[[5]](#footnote-5)** | **Fund Code[[6]](#footnote-6)** | **Allocated Amounts by Organization****(USD)** | **Total****Allocation per****Project/JP*****(USD)*** |
|  |  |  | AAAAAA |  |  |
|  |  |  | AA |  |  |
|  | AA |  |
|  | AA |  |
|  | AA |  |
|  |  |  | AA |  |  |
|  | AA |  |
|  | AA |  |
|  | AA |  |
|  | AA |  |
| **TOTAL ALLOCATIONS:** |  |
| **UNDG HRM** **Allocation Decision****BY PARTICIPATING ORGANIZATION[[7]](#footnote-7)** |
| **Participating UN Organization** | **Total Allocated** **per Participating UN Organization** |
|  |  |
|  |  |
| **TOTAL ALLOCATIONS:** |  |
|  |

*\* Add/subtract rows as appropriate*

***Additional information/instructions to the MPTF Office regarding allocation decision:***

***Mandatory Enclosures / Supporting Documentation:***

 [ ]  Minutes of Steering Committee Meeting, dated and signed (or electronic approval)

 [ ]  Project Proposal Document and budget , dated and signed

 [ ]  List of Heads and focal points of Participating UN Organization for transfer notification purposes

 [ ]  Transfer Request Form dated and signed

 [ ]  Other: (Specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Confirmation of allocation decision by UNDG HRM Secretariat:***

In my capacity as **Chair of the** **UNDG HRM Steering Committee**, I hereby request the Administrative Agent to make the above transfers to Participating Organizations based on the approval of the UNDG HRM Steering Committee.

***On behalf of the UNDG HRM Steering Committee,***

***Signature:***

***Name/Title:*** *Kyung-wha Kang, Chair UNDG HRM*

***Place/Date:***  *xxxx 2012, Geneva*

1. Indicates the UN Organizations that have signed the MOU and will be receiving funding from the UNDG HRM to implement activities. [↑](#footnote-ref-1)
2. Indicates the UN Organizations that have signed the MOU and will be receiving funding from the UNDG HRM to implement activities. [↑](#footnote-ref-2)
3. *The term “programme” is used for projects, programmes and joint programmes.* [↑](#footnote-ref-3)
4. The Transfer Request Form is prepared by the Secretariat. It may be prepared for multiple transfers based on Steering Committee meetings and approvals of individual projects and/or joint programmes. [↑](#footnote-ref-4)
5. Identify ‘coordinating agency’ if applicable in Joint Programme. [↑](#footnote-ref-5)
6. Fields to be completed by the MDTF Office (Administrative Agent; AA) [↑](#footnote-ref-6)
7. Add/subtract rows as appropriate [↑](#footnote-ref-7)