



**START-UP FUND FOR SAFE, ORDERLY**

**AND REGULAR MIGRATION**

Operations Manual: Programmatic Templates

*Revision 2: December 2020*

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# Concept Note Template

**Migration MPTF**

**CONCEPT NOTE**

* *All submissions should be in the English language.*
* *Maximum Length: 6 pages not including the Signature page*
* *In all narrative inputs, please use “Calibri” font size 11 (apply “Normal” style)*
* *Please delete the instructions (in blue) in the final submission*

|  |
| --- |
| **JOINT PROGRAMME INFORMATION** |
| **Joint Programme Title:**  |  |
| **Country(ies)/Region (or indicate if a global initiative):** |  |
| **Convening UN Organization:** |  |
| **PUNO(s) (PUNOs):** |  |
| **Implementing Partners** | *List key governmental and non-governmental partners* |
| **Migration MPTF Thematic Area** *(select one and delete others)* | * Thematic Area 1: Promoting fact-based and data-driven migration discourse, policy and planning
* Thematic Area 2: Protecting the human rights, safety and wellbeing of migrants, including through addressing drivers and mitigating situations of vulnerability in migration
* Thematic Area 3: Addressing irregular migration including through managing borders and combatting transnational crime
* Thematic Area 4: Facilitating regular migration, decent work and enhancing the positive development effects of human mobility
* Thematic Area 5: Improving the social inclusion and integration of migrants
 |
| **Primary GCM Objectives** | *List key GCM objectives to which the joint programme contributes* |
| **Relevant SDG Target** | *List up to three SDG targets to which the joint programme contributes.* *Please refer to Annex C1: List of Global Compact Objectives per Thematic area and Key SDG Targets.* |
| **Expected Duration of Implementation (in months):** |  |
| **Estimated Total Budget:** |  |

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| **PROPOSAL** |

**1. Context and Rationale**

* *What is the overall objective of the joint programme?*
* *Describe the core problems that the joint programme aims to address, including the needs of all intended beneficiaries.*
* *Describe the consultative process leading to the identification of the issues and the proposed initiative. The consultative process should include migrants and/or migration affected communities.*
* *Indicate linkages to relevant national (or regional) strategic priorities, including the UN Sustainable Development Cooperation Framework (UNSDCF) or UN Development Assistance Framework (UNDAF).*
* *Demonstrate complementarity and additionality: Does the Joint Programme complement existing initiatives in country or, if applicable, region? Will the expected development results not be reached otherwise? Why is the implementation of this Joint Programme timely?*

**2. Expected Results**

* *Provide a summary of the expected results at outcome and output levels, in a succinct bullet point format. If the Concept Note is approved and funding is available, this will be the basis for the Results Framework of the full joint programme document.*

**3. Theory of Change**

* *Explain the main elements and the underlying assumptions of the Theory of Change.*
* *Explain how the Theory of Change was applied to the proposed joint programme.*

**4. Innovation and Sustainability**

* *Indicate how the Joint Programme is innovative and potentially catalytic. For example, does the Joint Programme have potential for: a) a multiplier effect; b) scaling/replicating the solutions and results across issues and sectors, and/or across geographies; and c) leveraging additional financing?*
* *Briefly explain how this joint programme builds on what has been done or is currently being done by the UN and other actors in county/region.*
* *Indicate how you plan to ensure the sustainability of results after the end of the Joint Programme.*

**5. Partnerships**

* *Outline the people-centred, whole-of-government and whole-of-society approach underlying the Joint Programme by elaborating on the below:*
* *Were migrants and/or migration affected communities consulted during the design of this proposal? Does the proposal explicitly reflect the needs and concerns of migrants and/or migration affected communities?*
* *Will the Joint Programme propose to work with more than one government line entity, and/or with local government(s) and/or related entities?*
* *Does the Joint Programme propose to incorporate multi-stakeholder partnerships approach throughout the design and implementation? Please name the various stakeholders and their respective interests, capacities and roles/ functions in the steering and implementation of the programme.*[[1]](#footnote-1)

**6. Cross-Cutting Principles**

*6a) First, please provide a self-assessment of the below markers:*

|  |  |
| --- | --- |
| **Marker Questions[[2]](#footnote-2)** |  |
| **Human Rights Marker Score (A, B, C or N/A if none applies)**Which of the following human rights marker applies to your proposal? **A:** The Human Rights Marker has largely been achieved**B:** The Human Rights Marker shows significant integration of human rights in the joint programme but some challenges remain. **C:** The Human Rights Marker shows a very partial integration of human rights in the joint programme *Please refer to the Migration MPTF Human Rights Marker Guidance Note, Annex: Self-Assessment Matrix* |  |
| **Gender Marker Score (A, B, C or N/A if none applies)**Which of the following gender marker applies to your proposal? **A:** Projects that have gender equality and women’s empowerment (GEWE) as the primary objective **B:** Projects that significantly contribute to gender equality and women’s empowerment (GEWE)**C:** Projects that make a marginal contribution to gender equality and women’s empowerment (GEWE), but not significantly **N/A:** Projects that are not expected to make a noticeable contribution to advancing gender equality and/ or the women’s empowerment (GEWE)*Please refer to the Migration MPTF Gender Marker Guidance Note* |  |
| **Child Sensitivity Marker Score (A, B, C or N/A if none applies)**Which of the following child sensitivity marker applies to your proposal? 1. Upholding the rights and addressing the needs of boys and girls under 18 is the primary or principal objective
2. Will make a significant contribution towards upholding the rights and addressing the needs of boys and girls under 18
3. Will contribute in some way to upholding the rights and addressing the needs of boys and girls under 18
 |  |

*6b) Then, please elaborate on how the following cross-cutting principles will be mainstreamed, and how that will contribute to overall results of the Joint Programme.*

* *Human rights: Ensure effective respect for and protection and fulfilment of the human rights of all migrants, regardless of their migration status, across all stages of the migration cycle. In addition, commit to eliminate all forms of discrimination, including racism, xenophobia and intolerance, against migrants and their families.*
* *Gender Responsive: Mainstream a gender perspective and promotes gender equality and the empowerment of all women and girls, recognizing their independence, agency and leadership in order to move away from addressing migrant women primarily through a lens of victimhood.*
* *Child-sensitive. Uphold the principle of the best interests of the child at all times, as a primary consideration in all situations concerning children in the context of international migration, including unaccompanied and separated children.*

**7. Programme Management and Coordination**

* *Summarise the proposed joint programme management and coordination mechanism.*
* *How will the joint programme ensure national ownership, and coordination among PUNOs and other stakeholders and implementing partners?*
* *Is there an existing country-level Migration Network, or similar migration coordination mechanism? If yes, what will be the role of the existing mechanism in the coordination of the joint programme?*

**8. Budget**

* *Please provide an indicative breakdown by PUNO (note the minimum amount per agency is US$100,000)*
* *Indicate the % of the budget to be allocated to gender equality and women’s empowerment.*
* *Indicate, if applicable, the amount and source/s of cost sharing.*

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| **SIGNATURE PAGE** |

*This template should first be adjusted depending on who the partners are (and if they are confirmed).*

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| **Title of the proposed joint programme** |  |
| **Country(ies)/ Region (or indicate if a global initiative)** |  |
| **Proposed funding request (in USD)** |  |
| *Please confirm that the joint programme proposal has the support from and ownership by the national government(s)* | Yes / No (if no, please provide an explanation) |
| *Please confirm that if selected, the PUNO(s) will develop the full proposal within 3 months of notification.*  | Yes / No (if no, please provide an explanation) |

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| **Resident Coordinator[[3]](#footnote-3)** | Signature:Date: |
| Name: |
| **Convening UN Organization:** | Signature:Date: |
| Name and title: |
| **PUNO:** | Signature:Date: |
| Name and title: |
| **PUNO:** | Signature:Date: |
| Name and title: |

### Annex 1: List of Global Compact Objectives per Thematic area and Key SDG Targets

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| --- | --- |
| **Global Compact Objective**  | **Linkages to Key Sustainable Development Goals and Targets** |
| ***Cross-Cutting – Applicable to all Thematic Areas:*** |
| **Obj 23:** Strengthen international cooperation and global partnerships for safe, orderly and regular migration*Note: Objective 23 on international cooperation is incorporated in each thematic area to signify that all thematic areas can also support regional and global projects.* |  | **10.7:** Facilitate orderly, safe, regular and responsible migration and mobility of people, including through the implementation of planned and well-managed migration policies**17.16:** Enhance the global partnership for sustainable development, complemented by multi-stakeholder partnerships that mobilize and share knowledge, expertise, technology and financial resources, to support the achievement of the sustainable development goals in all countries, in particular developing countries |
| ***Thematic Area 1: Promoting fact-based and data-driven migration discourse, policy and planning*** |
| **Obj 1**: Collect and utilize accurate and disaggregated data as a basis for evidence-based policies **Obj 3**: Provide adequate and timely information at all stages of migration**Obj 17**: Eliminate all forms of discrimination and promote evidence-based public discourse to shape perceptions of migration |  | **16.B:** Promote and enforce non-discriminatory laws and policies for sustainable development**17.18** By 2020, enhance capacity-building support to developing countries, including for least developed countries and small island developing States, to increase significantly the availability of high-quality, timely and reliable data disaggregated by income, gender, age, race, ethnicity, migratory status, disability, geographic location and other characteristics relevant in national contexts  |
| ***Thematic Area 2: Protecting the human rights, safety and wellbeing of migrants, including through addressing drivers and mitigating situations of vulnerability in migration*** |
| **Obj 2**: Minimize the adverse drivers and structural factors that compel people to leave their country of origin **Obj 7**: Address and reduce vulnerabilities in migration **Obj 8**: Save lives and establish coordinated international efforts on missing migrants **Obj 12**: Strengthen certainty and predictability in migration procedures for appropriate screening, assessment and referral **Obj 13**: Use migration detention only as a measure of last resort and work towards alternatives  |  | **1.5:** By 2030, build the resilience of the poor and those in vulnerable situations and reduce their exposure and vulnerability to climate-related extreme events and other economic, social and environmental shocks and disasters**3.D:** Strengthen the capacity of all countries, in particular developing countries, for early warning, risk reduction and management of national and global health risks**5.2:** Eliminate all forms of violence against all women and girls in the public and private spheres, including trafficking and sexual and other types of exploitation**8.7:** Take immediate and effective measures to eradicate forced labour, end modern slavery and human trafficking and secure the prohibition and elimination of the worst forms of child labour, including recruitment and use of child soldiers, and by 2025 end child labour in all its forms**8.8:** Protect labour rights and promote safe and secure working environments for all workers, including migrant workers, in particular women migrants, and those in precarious employment**16.1:** Significantly reduce all forms of violence and related death rates everywhere **16.2:** End abuse, exploitation, trafficking and all forms of violence against and torture of children**16.3:** Promote the rule of law at the national and international levels and ensure equal access to justice for all.  |
| ***Thematic Area 3: Addressing irregular migration including through managing borders and combatting transnational crime*** |
| **Obj 9:** Strengthen the transnational response to smuggling of migrants **Obj 10:** Prevent, combat and eradicate trafficking in persons in the context of international migration **Obj 11:** Manage borders in an integrated, secure and coordinated manner **Obj 14:** Enhance consular protection, assistance and cooperation throughout the migration cycle **Obj 21:** Cooperate in facilitating safe and dignified return and readmission, as well as sustainable reintegration  |  | **5.2:** Eliminate all forms of violence against all women and girls in the public and private spheres, including trafficking and sexual and other types of exploitation**8.7:** Take immediate and effective measures to eradicate forced labour, end modern slavery and human trafficking and secure the prohibition and elimination of the worst forms of child labour, including recruitment and use of child soldiers, and by 2025 end child labour in all its forms**16.2:** End abuse, exploitation, trafficking and all forms of violence against and torture of children**16.3:** Promote the rule of law at the national and international levels and ensure equal access to justice for all**16.4:** By 2030, significantly reduce illicit financial and arms flows, strengthen the recovery and return of stolen assets and combat all forms of organized crime**16.6:** Develop effective, accountable and transparent institutions at all levels |

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| ***Thematic Area 4: Facilitating regular migration, decent work and enhancing the positive development effects of human mobility*** |
| **Obj 5:** Enhance availability and flexibility of pathways for regular migration **Obj 6:** Facilitate fair and ethical recruitment and safeguard conditions that ensure decent work **Obj 18:** Invest in skills development and facilitate mutual recognition of skills, qualifications and competences **Obj 19:** Create conditions for migrants and diasporas to fully contribute to sustainable development in all countries **Obj 20:** Promote faster, safer and cheaper transfer of remittances and foster financial inclusion of migrants  |  | **1.4:** By 2030, ensure that all men and women, in particular the poor and the vulnerable, have equal rights to economic resources, as well as access to basic services, ownership and control over land and other forms of property, inheritance, natural resources, appropriate new technology and financial services, including microfinance**3.C:** Substantially increase health financing and the recruitment, development, training and retention of the health workforce in developing countries, especially in least developed countries and small island developing States**4.4:** By 2030, substantially increase the number of youth and adults who have relevant skills, including technical and vocational skills, for employment, decent jobs and entrepreneurship**5.2:** Eliminate all forms of violence against all women and girls in the public and private spheres, including trafficking and sexual and other types of exploitation**5.4:** Recognize and value unpaid care and domestic work through the provision of public services, infrastructure and social protection policies and the promotion of shared responsibility within the household and the family as nationally appropriate**8.5:** By 2030, achieve full and productive employment and decent work for all women and men, including for young people and persons with disabilities, and equal pay for work of equal value**8.6:** By 2020, substantially reduce the proportion of youth not in employment, education or training**8.8:** Protect labour rights and promote safe and secure working environments for all workers, including migrant workers, in particular women migrants, and those in precarious employment**10.C:** By 2030, reduce to less than 3 per cent the transaction costs of migrant remittances and eliminate remittance corridors with costs higher than 5 per cent**17.3:** Mobilize additional financial resources for developing countries from multiple sources |

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| ***Thematic Area 5: Improving the social inclusion and integration of migrants*** |
| **Obj 4:** Ensure that all migrants have proof of legal identity and adequate documentation **Obj 15:** Provide access to basic services for migrants **Obj 16:** Empower migrants and societies to realize full inclusion and social cohesion **Obj 22:** Establish mechanisms for the portability of social security entitlements and earned benefits  |  | **1.3:** Implement nationally appropriate social protection systems and measures for all, including floors, and by 2030 achieve substantial coverage of the poor and the vulnerable**1.4:** By 2030, ensure that all men and women, in particular the poor and the vulnerable, have equal rights to economic resources, as well as access to basic services, ownership and control over land and other forms of property, inheritance, natural resources, appropriate new technology and financial services, including microfinance**3.7:** By 2030, ensure universal access to sexual and reproductive health-care services, including for family planning, information and education, and the integration of reproductive health into national strategies and programmes**3.8:** Achieve universal health coverage, including financial risk protection, access to quality essential health-care services and access to safe, effective, quality and affordable essential medicines and vaccines for all**4.1:** By 2030, ensure that all girls and boys complete free, equitable and quality primary and secondary education leading to relevant and effective learning outcomes**8.5:** By 2030, achieve full and productive employment and decent work for all women and men, including for young people and persons with disabilities, and equal pay for work of equal value**8.6:** By 2020, substantially reduce the proportion of youth not in employment, education or training**10.2:** By 2030, empower and promote the social, economic and political inclusion of all, irrespective of age, sex, disability, race, ethnicity, origin, religion or economic or other status**10.4:** Adopt policies, especially fiscal, wage and social protection policies, and progressively achieve greater equality**11.1:** By 2030, ensure access for all to adequate, safe and affordable housing and basic services and upgrade slums**16.7:** Ensure responsive, inclusive, participatory and representative decision-making at all levels**16.9:** By 2030, provide legal identity for all, including birth registration**16.B:** Promote and enforce non-discriminatory laws and policies for sustainable development |

# Joint **Programme Document Template**

**Migration MPTF**

**JOINT PROGRAMME DOCUMENT**

* *All submissions should be in the English language.*
* *In all narrative inputs, please use “Calibri” font size 11 (apply “Normal” style)*
* *Please delete the instructions (in blue) in the final submission*

|  |
| --- |
| **PROJECT INFORMATION** |
| **Joint Programme Title:**  |  |
| **Country(ies)/ Region (or indicate if a global initiative):** |  |
| **Convening UN Organization:** |  |
| **PUNO(s):** |  |
| **Implementing Partners** | *List key governmental and non-governmental partners* |
| **Migration MPTF Thematic Area** *(select one and delete others)* | * Thematic Area 1: Promoting fact-based and data-driven migration discourse, policy and planning
* Thematic Area 2: Protecting the human rights, safety and wellbeing of migrants, including through addressing drivers and mitigating situations of vulnerability in migration
* Thematic Area 3: Addressing irregular migration including through managing borders and combatting transnational crime
* Thematic Area 4: Facilitating regular migration, decent work and enhancing the positive development effects of human mobility
* Thematic Area 5: Improving the social inclusion and integration of migrants
 |
| **Primary GCM objectives** | *List key GCM objectives to which the joint programme contributes* |
| **Relevant SDG Target***[[4]](#footnote-4)* | *List up to three SDG targets to which the joint programme contributes.* |
| **Expected Project Commencement Date**[[5]](#footnote-5)**Period of Implementation** **(in months):** |  |
| **Requested Budget** | *Indicate total budget, and budget per PUNO* |
| **Project Description** | *Maximum 400 characters, including blank space* |

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| **Marker Questions[[6]](#footnote-6)** |  |
| **Human Rights Marker Score (A, B, C or N/A if none applies)**Which of the following human rights marker applies to your proposal? **A:** The Human Rights Marker has largely been achieved**B:** The Human Rights Marker shows significant integration of human rights in the joint programme but some challenges remain. **C:** The Human Rights Marker shows a very partial integration of human rights in the joint programme *Please refer to the Migration MPTF Human Rights Marker Guidance Note, Annex: Self-Assessment Matrix. Please include the complete Matrix in Annex 5.* |  |
| **Gender Marker Score (A, B, C or N/A if none applies)**Which of the following gender marker applies to your proposal? **A:** Projects that have gender equality and women’s empowerment (GEWE) as the primary objective **B:** Projects that significantly contribute to gender equality and women’s empowerment (GEWE)**C:** Projects that make a marginal contribution to gender equality and women’s empowerment (GEWE), but not significantly **N/A:** Projects that are not expected to make a noticeable contribution to advancing gender equality and/ or the women’s empowerment (GEWE)*Please refer to the Migration MPTF Gender Marker Guidance Note* |  |
| **Child Sensitivity Marker Score (A, B, C or N/A if none applies)**Which of the following child sensitivity marker applies to your proposal? **A:** Upholding the rights and addressing the needs of boys and girls under 18 is the primary or principal objective**B:** Will make a significant contribution towards upholding the rights and addressing the needs of boys and girls under 18**C:** Will contribute in some way to upholding the rights and addressing the needs of boys and girls under 18 |  |

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| **UN Resident Coordinator[[7]](#footnote-7)** | **Representative of the National Authority[[8]](#footnote-8)** |
| *Country**Name**Date**Signature* | *Name of institution**Name of representative**Date**Signature and seal* |

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| **PUNOs (PUNO)** |
| *Name of Convening UN Organization**Name of Representative**Date**Signature* | *Name of PUNO**Name of Representative**Date**Signature* |
| *Name of PUNO**Name of Representative**Date**Signature* | *Name of PUNO**Name of Representative**Date**Signature* |

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| **JOINT PROGRAMME PROPOSAL NARRATIVE** |

1. **Migration Context and Rationale**

*(2 pages max)*

***1a) The Migration Context and Needs Analysis:*** *Summarize the migration context and dynamics as they relate to the proposal, focusing on the thematic areas and issues that the joint programme aims to address; Describe the core problems to be addressed, with focus on the needs of migrants and migration affected communities; and describe the consultative process leading to the identification of the issues and the proposed initiative. The consultative process should include migrants and/or migration affected communities. All analysis must be* *gender- and age- sensitive*

***1b) Complementarity and Additionality:*** *Provide a mapping of key stakeholders and existing initiatives, and indicate how the joint programme is complementary, necessary (without the joint programme, the results will not be achieved) and timely.*

***1c) Linkages to relevant national (or regional) strategic priorities:*** *Indicate linkages to the UN Sustainable Development Cooperation Framework (UNSDCF) or UN Development Assistance Framework (UNDAF), as well as other relevant national and regional strategies and frameworks.*

***1d) Alignment to the GCM, SDGs and Relevant Frameworks:*** *Describe how the joint programme aligns with/ supports the GCM objectives, SDGs and relevant existing Governmental and UN strategic frameworks. The description should include an analysis on how the joint programme will ensure national ownership and sustainability, and how it complements/ builds on any other relevant interventions in this area.*

1. **Results Framework and Theory of Change**

*(2 pages max plus Results Framework in Annex D1)*

***2a) Results Framework:*** *Indicate the overall objective of the joint programme and articulate how the joint programme aims to address the migration issues outlined previously, and how the expected results will bring about changes for the beneficiaries (must be gender- and age- sensitive). In the narrative section, provide a short summary of the main components of the joint programme (per outcome area) and expected results to be achieved. In Annex D1, provide a comprehensive Results Framework outlining all joint programme results/outcomes, outputs and activities with corresponding indicators, baselines and targets (must be gender- and age- sensitive).*

***2b) Theory of change:*** *Illustrate how and why a desired change is expected to happen in the context outlined above. Focus on articulating the ‘hypotheses’ explaining why it is thought that the implementation of the joint programme activities will lead to the desired results (e.g. outputs and outcomes). Specify if there are significant risks or key assumptions related to the achievement of the desired results.*

1. **Project Implementation Strategy**

*(2 pages max)*

***3a) Joint Programme Implementation Strategy:*** *Explain how the joint programme will undertake the activities to ensure most effective and efficient achievement of results, including justification for geographic zones, criteria for beneficiary selection, timing among various activities, coherence between results and any other information on implementation approach (must be gender- and age-sensitive). There is no need to repeat all outputs and activities from the Result Framework.*

***3b) Cross-Cutting Principles:*** *Elaborate on how the following cross-cutting principles of human rights, gender-responsive and child sensitive approach, will be mainstreamed, and how this will contribute to overall results of the joint programme.*

1. **Partnerships**

*(2 pages max)*

***4a) Stakeholder Mapping:*** *Map all relevant stakeholders / stakeholder groups and briefly explain their expertise and engagement in the area addressed by the joint programme. Ensure to include migrants and migration affected communities in the mapping and analysis.*

***4b) Partnerships:*** *Explain and justify: i) role of the Government(s); ii) strategic contributions from local government(s) and civil society if applicable; and iii) the ways in which other stakeholders (in particular, migrants and migration affected communities) will be involved, including methods for participatory dialogue, co-design, and co-delivery. Please note that the joint programme should take a people-centered, whole-of-government and whole-of-society approach. [[9]](#footnote-9)*

1. **Innovation and Sustainability**

*(2 pages max)*

***5a) Innovation:*** *Indicate the innovative approach of the joint programme, as well as catalytic potential (e.g. multiplier effect, scaling/replication potential, leveraging additional financing). Describe how the envisioned lessons learned from the joint programme will be used for future interventions.*

***5b) Sustainability:*** *Elaborate how the joint programme will ensure sustainability of results after its end. Explain the project’s exit strategy, including any plans to seek follow-up funding. If support from other donors is expected, explain what the joint programme will do to try to ensure this support from the start.*

1. **Project Management and Coordination**

*(2 pages max)*

***6a) PUNOs (PUNOs) and Implementing Partners:*** *List all PUNOs and their implementing partners if any, specifying the Convening UN Organization, which will coordinate the joint programme. Provide a brief justification for the choices, based on mandate, experience, local know-how and existing capacity.*

***6b) Joint Programme Management and Coordination:*** *Explain the joint programme coordination and oversight arrangements, taking into consideration the importance of ensuring national ownership. Indicate if there is a country-level Migration Network, or similar migration coordination mechanism.*

***6c) Risk Management****: Identify potential risks for the joint programme’s success and assess its likelihood and impact. Provide a list of major project specific risks and how they will be managed, including the approach to updating risks and making adjustments. Please use the Risk Management Plan in Annex D2 to identify, assess and plan for mitigation of the risks.*

***6d) Joint programme Monitoring:*** *Indicate how the joint programme will be monitored in respect to operations, results, risks and budget. Indicate any risks (e.g. data availability, remote monitoring, etc.) and corresponding mitigation plans.*

***6e) Evaluation:*** *Indicate the* *objective, timing and intended use of joint programme evaluations. The Migration MPTF requires, at the minimum, an end-of-project/summative joint programme evaluation to assess the degree to which the project met its objectives, with particular emphasis on the criteria of relevance, efficiency, effectiveness, impact and sustainability.[[10]](#footnote-10) In line with the Migration MPTF TOR, a minimum of 3% needs to be set aside for joint programme monitoring and evaluation.*

1. **Project Budget and Workplan**

*(2 pages max)*

***7a) Budget****: Please provide a brief justification for the proposed budget, highlighting any specific choices that have underpinned the budget preparation, especially for personnel, travel or other indirect project support, to demonstrate value for money for the project. Please note that the proposed budget must include funds for an independent end-of-project summative evaluation.*

*In addition, please indicate the % of the total budget to be allocated to gender equality and women’s empowerment, and provide a brief description of the main provisions made for this purpose.*

*If applicable, indicate the amount and source/s of cost sharing.*

*Using the tables provided in Annex D3, provide a budget breakdown by outcome/output/activity as well as by UNDG budget category.*

***b) Workplan****: Using the table provided in Annex D4, complete a basic workplan.*

### Annex 1: Results Framework

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **RESULTS** | **INDICATORS** | **Data Source and Collection Method** | **Baseline** | **Targets** | **ASSUMPTIONS** |
| **Overall Objective Statement:**  |
| **Outcome 1** | Outcome Indicator 1a |  |  |  |  |
|  | Outcome Indicator 1b |  |  |  |  |
| **Output 1.1** | Output Indicator 1.1a |  |  |  |  |
|  | Output Indicator 1.1b |  |  |  |  |
| *List activities under Output 1.1**1.1.1* *1.1.2**1.1.3* |
| **Output 1.2** | Output Indicator 1.2a |  |  |  |  |
|  | Output Indicator 1.2b |  |  |  |  |
| *List activities under Output 1.2**1.2.1**1.2.2**1.2.3* |
| **Outcome 2** | Outcome Indicator 2a |  |  |  |  |
|  | Outcome Indicator 2b |  |  |  |  |
| **Output 2.1** | Output Indicator 2.1a |  |  |  |  |
|  | Output Indicator 2.1b |  |  |  |  |
| *List activities under Output 2.1*2.1.12.1.22.1.3 |
| **Output 2.2** | Output Indicator 2.2a |  |  |  |  |
|  | Output Indicator 2.2b |  |  |  |  |
| *List activities under Output 2.2*2.2.12.2.22.2.3 |

*Note: Use the same numbering and formatting for any additional outcomes, outputs, activities*

**REFERENCE: Definition of Key Terms (Reference: UNDG Results Based Management Handbook 2012 [[11]](#footnote-11))**

**Results based management (RBM):** A management strategy by which all actors, contributing directly or indirectly to achieving a set of results, ensure that their processes, products and services contribute to the desired results (outputs, outcomes, overall objective) and use information and evidence on actual results to inform decision making on the design, resourcing and delivery of programmes and activities as well as for accountability and reporting.

**Results:** Changes in a state or condition that derive from a cause-and-effect relationship. There are three types of such changes - outputs, outcomes and impact - that can be set in motion by a development intervention. The changes can be intended or unintended, positive and/ or negative.

**Results chain**

The causal sequence for a development intervention that stipulates the neces­sary sequence to achieve desired results – beginning with inputs, moving through activities and outputs, and culminating in individual outcomes and those that influence outcomes for the community, goal/impacts and feedback. It is based on a theory of change, including underlying assumptions.

**Impact**

Impact implies changes in people’s lives. This might include changes in knowl­edge, skill, behaviour, health or living conditions for children, adults, families or communities. Such changes are positive or negative long-term effects on identifiable population groups produced by a development interven­tion, directly or indirectly, intended or unintended. These effects can be economic, socio-cultural, institutional, environmental, technological or of other types. Positive impacts should have some relationship to the Millennium Development Goals (MDGs)[[12]](#footnote-12), internationally-agreed development goals, national development goals (as well as human rights as enshrined in constitutions), and national commitments to international conventions and treaties.

**Goal (same as Overall Objective)**

A specific end result desired or expected to occur as a consequence, at least in part, of an intervention or activity. It is the higher order objec­tive that will assure national capacity building to which a development intervention is intended to contribute.

**Outcome**

Outcomes represent changes in the institutional and behavioral capacities for development conditions that occur between the comple­tion of outputs and the achievement of goals.

**Outputs**

Outputs are changes in skills or abilities and capacities of individuals or institu­tions, or the availability of new products and services that result from the comple­tion of activities within a development interven­tion within the control of the organization. They are achieved with the resources provided and within the time period specified.

### Annex 2: Risk Management Plan

*The Risk Management Plan should identify potential risks, assess their impact and likelihood, and design mitigation measures. The Risk Level is a number derived by multiplying the Likelihood and the Impact numbers. The Plan must be monitored on a regular basis, with provisions for review and revisions as necessary. Please complete the table below, referencing the photo below to determine the likelihood, impact and risk level.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Risks** | **Risk Level***(Number: Likelihood times Impact)* | **Likelihood***Certain: 5**Likely: 4**Possible: 3**Unlikely: 2**Rare: 1* | **Impact***Essential: 5**Major: 4**Moderate: 3**Minor: 2**Insignificant: 1* | **Mitigation measures** | **Responsible PUNO** |
| i) |  |  |  |  |  |
| ii)  |  |  |  |  |  |
| iii)  |  |  |  |  |  |
| iv)  |  |  |  |  |  |
| v) |  |  |  |  |  |
| vi) |  |  |  |  |  |

*Note: Please use the descriptions given below as a general guidance on risk level, likelihood and impact:*

|  |  |  |
| --- | --- | --- |
| **LIKELIHOOD** | **Occurrence** | **Frequency** |
| **5: Very Likely** | The event is expected to occur in most circumstances | Twice a month or more frequently |
| **4: Likely** | The event will probably occur in most circumstances | Once every two months or more frequently |
| **3: Possibly** | The event might occur at some time | Once a year or more frequently |
| **2: Unlikely** | The event could occur at some time | Once every three years or more frequently |
| **1: Rare** | The event may occur in exceptional circumstances | Over every seven years or more frequently |

|  |  |
| --- | --- |
| **IMPACT** | **Result** |
| **5: Essential** | An event leading to massive or irreparable damage or disruption |
| **4: Major** | An event leading to critical damage or disruption |
| **3: Moderate** | An event leading to serious damage or disruption |
| **2: Minor** | An event leading to some degree of damage or disruption  |
| **1: Insignificant** | An event leading to limited damage or disruption |

|  |  |
| --- | --- |
|  | **IMPACT** |
| **LIKELIHOOD** | **Insignificant (1)** | **Minor (2)** | **Moderate (3)** | **Major (4)** | **Extreme (5)** |
| **Very Likely ((5)** | Medium (5) | High (19) | High (15) | Very High (20) | Very High (25) |
| **Likely (4)** | Medium (4) | Medium (8) | High (12) | High (16) | Very High (20) |
| **Possible (3)** | Low (3) | Medium (6) | High (9) | High (12) | High (15) |
| **Unlikely (2)** | Low (2) | Low (4) | Medium (6) | Medium (8) | High (10) |
| **Rare (1)** | Low (1) | Low (3) | Medium (3) | Medium (4) | High (5) |

|  |  |
| --- | --- |
| **Level of Risk** | **Results** |
| **Very High** | Immediate action required by executive management. Mitigation activities/treatment options are mandatory to reduce likelihood and/or impact. Risk cannot be accepted unless this occurs. |
| **High** | Immediate action required by senior/executive management. Mitigation activities/treatment options are mandatory to reduce likelihood and/or impact. Monitoring strategy to be implemented by Risk Owner. |
| **Medium** | Senior Management attention required. Mitigation activities/treatment options are undertaken to reduce likelihood and/or impact. Monitoring strategy to be implemented by Risk Owner. |
| **Low** | Management attention required. Mitigation activities/treatment options are recommended to reduce likelihood and/or impact. Implementation of monitoring strategy by risk owner is recommended.  |

### Annex 3a: Budget – Results Based Budget

**Migration MPTF: Joint Programme Budget (Results-Based Budget)**

*NOTES:*

*1) Please use the Migration MPTF excel file (formulas included).*

*2) Please insert a new "PUNO" column for each PUNO. If this is a multi-country programme, please ensure to have separate columns for each office - e.g. PUNO 1 (name of country); PUNO 1 (name of country), etc.*

*3) Please insert or delete activity/output/outcome lines as needed to match the joint programme*

*4) For a budget revision, keep original budget columns and insert extra columns for the proposed revision*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Outcome/ output/ activity formulation:** | **PUNO 1**Budget by recipient organization  | **PUNO 2**Budget by recipient organization  | **PUNO 3**Budget by recipient organization  | **PUNO 4**Budget by recipient organization  | **TOTAL(all PUNOs)** | **Budget amount reserved for gender equality and women’s empowerment (GEWE) (indicative)** |
| **PROGRAMMATIC BUDGET** |  |  |  |  |  |  |
| **OUTCOME 1:**  |  |
| **Output 1.1:** |  | **$** | **$** | **$** | **$** | **$** | **$** |
| Activity 1.1.1: |  |  |  |  |  | $ | $ |
| Activity 1.1.2: |  |  |  |  |  | $ | $ |
| Activity 1.1.3: |  |  |  |  |  | $ | $ |
| **Output 1.2:** |  | **$** | **$** | **$** | **$** | **$** | **$** |
| Activity 1.2.1: |  |  |  |  |  | $ | $ |
| Activity 1.2.2: |  |  |  |  |  | $ | $ |
| Activity 1.2.3: |  |  |  |  |  | $ | $ |
| **Output 1.3:** |  | **$** | **$** | **$** | **$** | **$** | **$** |
| Activity 1.3.1: |  |  |  |  |  | $ | $ |
| Activity 1.3.2: |  |  |  |  |  | $ | $ |
| Activity 1.3.3: |  |  |  |  |  | $ | $ |
| ***Total for Outcome 1 (Outputs 1.1 + 1.2 + 1.3…etc.)*** | ***$*** | ***$*** | ***$*** | ***$*** | ***$*** | ***$*** |
| **OUTCOME 2:**  |  |
| **Output 2.1:** |  | **$** | **$** | **$** | **$** | **$** | **$** |
| Activity 2.1.1: |  |  |  |  |  | $ | $ |
| Activity 2.1.2: |  |  |  |  |  | $ | $ |
| Activity 2.1.3: |  |  |  |  |  | $ | $ |
| **Output 2.2:** |  | **$** | **$** | **$** | **$** | **$** | **$** |
| Activity 2.2.1: |  |  |  |  |  | $ | $ |
| Activity 2.2.2: |  |  |  |  |  | $ | $ |
| Activity 2.2.3: |  |  |  |  |  | $ | $ |
| **Output 2.3:** |  | **$** | **$** | **$** | **$** | **$** | **$** |
| Activity 2.3.1: |  |  |  |  |  | $ | $ |
| Activity 2.3.2: |  |  |  |  |  | $ | $ |
| Activity 2.3.3: |  |  |  |  |  | $ | $ |
| ***Total for Outcome 2 (Outputs 2.1 + 2.2 + 2.3…etc.)*** | ***$*** | ***$*** | ***$*** | ***$*** | ***$*** | ***$*** |
| **OUTCOME 3:** |  |
| **Output 3.1:** |  | **$** | **$** | **$** | **$** | **$** | **$** |
| Activity 3.1.1: |  |  |  |  |  | $ | $ |
| Activity 3.1.2: |  |  |  |  |  | $ | $ |
| Activity 3.1.3: |  |  |  |  |  | $ | $ |
| **Output 3.2:** |  | **$** | **$** | **$** | **$** | **$** | **$** |
| Activity 3.2.1: |  |  |  |  |  | $ | $ |
| Activity 3.2.2: |  |  |  |  |  | $ | $ |
| Activity 3.2.3: |  |  |  |  |  | $ | $ |
| **Output 3.3:** |  | **$** | **$** | **$** | **$** | **$** | **$** |
| Activity 3.3.1: |  |  |  |  |  | $ | $ |
| Activity 3.3.2: |  |  |  |  |  | $ | $ |
| Activity 3.3.3: |  |  |  |  |  | $ | $ |
| ***Total for Outcome 3 (Outputs 3.1 + 3.2 + 3.3…etc.)*** | ***$*** | ***$*** | ***$*** | ***$*** | ***$*** | ***$*** |
| **TOTAL PROGRAMMATIC BUDGET:(Outcomes 1 + 2 + 3…)** | **$** | **$** | **$** | **$** | **$** | **$** |
|  |  |
| **PERSONNEL, OPERATIONAL, M&E BUDGET** |  |  |  |  |  |  |
| Personnel costs if not included in activities above*Note: The FMU may require further information on the breakdown of this budget line* | **$** | **$** | **$** | **$** | **$** | **$** |
| Operational costs if not included in activities above | **$** | **$** | **$** | **$** | **$** | **$** |
| Monitoring and evaluation (must include provision for final independant evaluation) - minimum 3% of total budget | **$** | **$** | **$** | **$** | **$** | **$** |
| **TOTAL PERSONNEL, OPERATIONAL, M&E BUDGET:** | **$** | **$** | **$** | **$** | **$** | **$** |
|  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SUB-TOTAL PROJECT BUDGET:(Programmatic + Personnel, Operational and M&E)** | **$** | **$** | **$** | **$** | **$** | **$** |
| Indirect support costs (7%): | **$** | **$** | **$** | **$** | **$** | **$** |
| **TOTAL PROJECT BUDGET:** | **$** | **$** | **$** | **$** | **$** | **$** |
|  |  |  |  |  |  |  |  |
|  | **GENDER BUDGET: % of total budget reserved for GEWE (indicative) in the programmatic budget.*Please calculate total budget reserved for GEWE, divided by Total programmatic budget (%)***  | *%* |

### Annex 3b: Budget – UNDG Budget Categories

**Migration MPTF: Joint Programme Budget (by UNDG budget categories)**

*NOTES:*

*1) Please use the Migration MPTF excel file (formulas included)*

*2) Please insert a new "PUNO" column for each PUNO. If this is a multi-country programme, please ensure to have separate columns for each office - e.g. PUNO 1 (name of country); PUNO 1 (name of country), etc.*

*3) For a budget revision, keep original budget columns and insert extra columns for the proposed revision*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CATEGORIES** | **PUNO 1** | **PUNO 2** | **PUNO 3** | **PUNO 4** | **JOINT PROGRAMME 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 |  |  |  |  |  |
| **Sub-Total Project Costs** |  |  |  |  |  |
| 8. Indirect Support Costs (must be 7%) |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |
| **First Tranche (70%)** |  |  |  |  |  |
| **Second Tranche (30%)** |  |  |  |  |  |

### Annex 4: Workplan

|  |  |  |
| --- | --- | --- |
| **Activities** | **Responsible Party** | **Timeframe** |
| **Year 1** | **Year 2** | **Year 3** |
| **Q1** | **Q2** | **Q3** | **Q4** | **Q1** | **Q2** | **Q3** | **Q4** | **Q1** | **Q2** | **Q3** | **Q4** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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*Instructions:*

* *Put an x in the quarter where activities are expected to be implemented.*
* *Please reference the activities # from the Results Framework in a parenthesis, as applicable.*

### Annex 5: Human Rights Marker Self-Assessment Matrix

*To support participating UN organizations (PUNOs) in assessing their compliance with the Human Rights marker, the following Self-Assessment Matrix has been designed to be completed* ***at the joint programme submission phase****. This self-assessment should be completed by PUNOs together with implementing partners. The reason for the choice of yes, no, or not applicable should be briefly explained in the final column of the matrix.*

|  |  |  |
| --- | --- | --- |
| **Element of an HRBA** | **Yes/ No/ Not Applicable** | **Justification** |
| 1. A human rights-based situational analysis has been conducted to identify:
2. the key human rights obligations of the State(s) in which you work/whose government’s) you are supporting; and
3. the key human rights issues of relevance to your intended target group, including a particular attention to migrants most vulnerable to human rights violations and abuses and/or most at risk of being left behind.
 |  |  |
| 1. Staff are aware of the human rights obligations of the government they are supporting.
 |  |  |
| 1. Measures have been identified to mitigate any unintended negative human rights impacts identified in the situational analysis and their monitoring has been integrated in the project’s Monitoring and Evaluation processes.
 |  |  |
| 1. Monitoring processes are in place and evaluation processes are contemplated that make specific reference to relevant human rights and other relevant standards.
 |  |  |
| 1. Migrants, civil society, national human rights institutions and other stakeholders have been meaningfully engaged in the design and development of the Joint Programme.
 |  |  |
| 1. A plan to ensure a meaningful consultation processes with all relevant stakeholders is in place and will be maintained throughout the duration of the Joint Programme and in the evaluation phase.
 |  |  |
| 1. Appropriate due diligence will be exercised throughout the duration of the joint programme, regarding partnerships with or support to State, non-State, civil society, employers’ and workers’ organizations and corporate actors.
 |  |  |
| 1. A plan is in place to ensure that Joint Programme staffing is gender-balanced and staff are equipped to respond effectively to stakeholder and target group needs.
 |  |  |
| 1. Transparency and access to information by the intended target group and relevant stakeholders, including cultural, linguistic, and age-appropriate access, will be maintained throughout the duration of the joint programme.
 |  |  |
| 1. Measures, including an effective complaint and remedy mechanism, will be put in place in order to provide redress for negative human rights impacts.
 |  |  |

**Note: Migration MPTF Scoring:** A “yes” response should be given a score of 1. A “no” response or a “not applicable” responses should be given a score of 0.

|  |  |  |
| --- | --- | --- |
| **A** | **8-10** | The Human Rights Marker has largely been achieved. |
| **B** | **4-7** | The Human Rights Marker shows significant integration of human rights in the joint programme but some challenges remain.  |
| **C** | **1-3** | The Human Rights Marker shows a very partial integration of human rights in the joint programme.  |

### Annex 6: List of Global Compact Objectives per Thematic area and Key SDG Targets

|  |  |
| --- | --- |
| **Global Compact Objective**  | **Linkages to Key Sustainable Development Goals and Targets** |
| ***Cross-Cutting – Applicable to all Thematic Areas:*** |
| **Obj 23:** Strengthen international cooperation and global partnerships for safe, orderly and regular migration*Note: Objective 23 on international cooperation is incorporated in each thematic area to signify that all thematic areas can also support regional and global projects.* |  | **10.7:** Facilitate orderly, safe, regular and responsible migration and mobility of people, including through the implementation of planned and well-managed migration policies**17.16:** Enhance the global partnership for sustainable development, complemented by multi-stakeholder partnerships that mobilize and share knowledge, expertise, technology and financial resources, to support the achievement of the sustainable development goals in all countries, in particular developing countries |
| ***Thematic Area 1: Promoting fact-based and data-driven migration discourse, policy and planning*** |
| **Obj 1**: Collect and utilize accurate and disaggregated data as a basis for evidence-based policies **Obj 3**: Provide adequate and timely information at all stages of migration**Obj 17**: Eliminate all forms of discrimination and promote evidence-based public discourse to shape perceptions of migration |  | **16.B:** Promote and enforce non-discriminatory laws and policies for sustainable development**17.18** By 2020, enhance capacity-building support to developing countries, including for least developed countries and small island developing States, to increase significantly the availability of high-quality, timely and reliable data disaggregated by income, gender, age, race, ethnicity, migratory status, disability, geographic location and other characteristics relevant in national contexts  |
| ***Thematic Area 2: Protecting the human rights, safety and wellbeing of migrants, including through addressing drivers and mitigating situations of vulnerability in migration*** |
| **Obj 2**: Minimize the adverse drivers and structural factors that compel people to leave their country of origin **Obj 7**: Address and reduce vulnerabilities in migration **Obj 8**: Save lives and establish coordinated international efforts on missing migrants **Obj 12**: Strengthen certainty and predictability in migration procedures for appropriate screening, assessment and referral **Obj 13**: Use migration detention only as a measure of last resort and work towards alternatives  |  | **1.5:** By 2030, build the resilience of the poor and those in vulnerable situations and reduce their exposure and vulnerability to climate-related extreme events and other economic, social and environmental shocks and disasters**3.D:** Strengthen the capacity of all countries, in particular developing countries, for early warning, risk reduction and management of national and global health risks**5.2:** Eliminate all forms of violence against all women and girls in the public and private spheres, including trafficking and sexual and other types of exploitation**8.7:** Take immediate and effective measures to eradicate forced labour, end modern slavery and human trafficking and secure the prohibition and elimination of the worst forms of child labour, including recruitment and use of child soldiers, and by 2025 end child labour in all its forms**8.8:** Protect labour rights and promote safe and secure working environments for all workers, including migrant workers, in particular women migrants, and those in precarious employment**16.1:** Significantly reduce all forms of violence and related death rates everywhere **16.2:** End abuse, exploitation, trafficking and all forms of violence against and torture of children**16.3:** Promote the rule of law at the national and international levels and ensure equal access to justice for all.  |
| ***Thematic Area 3: Addressing irregular migration including through managing borders and combatting transnational crime*** |
| **Obj 9:** Strengthen the transnational response to smuggling of migrants **Obj 10:** Prevent, combat and eradicate trafficking in persons in the context of international migration **Obj 11:** Manage borders in an integrated, secure and coordinated manner **Obj 14:** Enhance consular protection, assistance and cooperation throughout the migration cycle **Obj 21:** Cooperate in facilitating safe and dignified return and readmission, as well as sustainable reintegration |  | **5.2:** Eliminate all forms of violence against all women and girls in the public and private spheres, including trafficking and sexual and other types of exploitation**8.7:** Take immediate and effective measures to eradicate forced labour, end modern slavery and human trafficking and secure the prohibition and elimination of the worst forms of child labour, including recruitment and use of child soldiers, and by 2025 end child labour in all its forms**16.2:** End abuse, exploitation, trafficking and all forms of violence against and torture of children**16.3:** Promote the rule of law at the national and international levels and ensure equal access to justice for all**16.4:** By 2030, significantly reduce illicit financial and arms flows, strengthen the recovery and return of stolen assets and combat all forms of organized crime**16.6:** Develop effective, accountable and transparent institutions at all levels |

|  |
| --- |
| ***Thematic Area 4: Facilitating regular migration, decent work and enhancing the positive development effects of human mobility*** |
| **Obj 5:** Enhance availability and flexibility of pathways for regular migration **Obj 6:** Facilitate fair and ethical recruitment and safeguard conditions that ensure decent work **Obj 18:** Invest in skills development and facilitate mutual recognition of skills, qualifications and competences **Obj 19:** Create conditions for migrants and diasporas to fully contribute to sustainable development in all countries **Obj 20:** Promote faster, safer and cheaper transfer of remittances and foster financial inclusion of migrants  |  | **1.4:** By 2030, ensure that all men and women, in particular the poor and the vulnerable, have equal rights to economic resources, as well as access to basic services, ownership and control over land and other forms of property, inheritance, natural resources, appropriate new technology and financial services, including microfinance**3.C:** Substantially increase health financing and the recruitment, development, training and retention of the health workforce in developing countries, especially in least developed countries and small island developing States**4.4:** By 2030, substantially increase the number of youth and adults who have relevant skills, including technical and vocational skills, for employment, decent jobs and entrepreneurship**5.2:** Eliminate all forms of violence against all women and girls in the public and private spheres, including trafficking and sexual and other types of exploitation**5.4:** Recognize and value unpaid care and domestic work through the provision of public services, infrastructure and social protection policies and the promotion of shared responsibility within the household and the family as nationally appropriate**8.5:** By 2030, achieve full and productive employment and decent work for all women and men, including for young people and persons with disabilities, and equal pay for work of equal value**8.6:** By 2020, substantially reduce the proportion of youth not in employment, education or training**8.8:** Protect labour rights and promote safe and secure working environments for all workers, including migrant workers, in particular women migrants, and those in precarious employment**10.C:** By 2030, reduce to less than 3 per cent the transaction costs of migrant remittances and eliminate remittance corridors with costs higher than 5 per cent**17.3:** Mobilize additional financial resources for developing countries from multiple sources |

|  |
| --- |
| ***Thematic Area 5: Improving the social inclusion and integration of migrants*** |
| **Obj 4:** Ensure that all migrants have proof of legal identity and adequate documentation **Obj 15:** Provide access to basic services for migrants **Obj 16:** Empower migrants and societies to realize full inclusion and social cohesion **Obj 22:** Establish mechanisms for the portability of social security entitlements and earned benefits  |  | **1.3:** Implement nationally appropriate social protection systems and measures for all, including floors, and by 2030 achieve substantial coverage of the poor and the vulnerable**1.4:** By 2030, ensure that all men and women, in particular the poor and the vulnerable, have equal rights to economic resources, as well as access to basic services, ownership and control over land and other forms of property, inheritance, natural resources, appropriate new technology and financial services, including microfinance**3.7:** By 2030, ensure universal access to sexual and reproductive health-care services, including for family planning, information and education, and the integration of reproductive health into national strategies and programmes**3.8:** Achieve universal health coverage, including financial risk protection, access to quality essential health-care services and access to safe, effective, quality and affordable essential medicines and vaccines for all**4.1:** By 2030, ensure that all girls and boys complete free, equitable and quality primary and secondary education leading to relevant and effective learning outcomes**8.5:** By 2030, achieve full and productive employment and decent work for all women and men, including for young people and persons with disabilities, and equal pay for work of equal value**8.6:** By 2020, substantially reduce the proportion of youth not in employment, education or training**10.2:** By 2030, empower and promote the social, economic and political inclusion of all, irrespective of age, sex, disability, race, ethnicity, origin, religion or economic or other status**10.4:** Adopt policies, especially fiscal, wage and social protection policies, and progressively achieve greater equality**11.1:** By 2030, ensure access for all to adequate, safe and affordable housing and basic services and upgrade slums**16.7:** Ensure responsive, inclusive, participatory and representative decision-making at all levels**16.9:** By 2030, provide legal identity for all, including birth registration**16.B:** Promote and enforce non-discriminatory laws and policies for sustainable development |

# Joint Programme Revision Template

**Migration MPTF**

**JOINT PROGRAMME REVISION**

* *All submissions should be in the English language.*
* *In all narrative inputs, please use “Calibri” font size 11 (apply “Normal” style)*
* *Please delete the instructions (in blue) in the final submission*
* *Please attach to this form a “clean” revised version of the Joint Programme Document (new signatures are required) as well as a “track-changes” version where all the changes made to the original joint programme document and its annexes are clearly visible.*

|  |
| --- |
| **PROJECT INFORMATION** |
| **Joint Programme Title:**  |  |
| **Country(ies)/Region (or global initiative):** |  |
| **Project Identification Number:** |  |
| **Convening UN Organization:** |  |
| **PUNO(s) (PUNOs):** |  |

|  |
| --- |
| **NATURE OF THE AMENDMENT REQUESTED** (select all changes that apply) |
| **Change of programme outcome/scope** |[ ]   |
| **Change of budget allocation** | **☐** | *(required only if changes between outcomes or budget categories exceed 20%)* |
| **Additional funding request** |[ ]  *Indicate additional amount requested by PUNO* |
| **Extension request** |[ ]  *Indicate additional duration* |
| **Addition of PUNO** |[ ]  *Indicate additional PUNO* |

|  |
| --- |
| **JUSTIFICATION** |
| *Please provide a brief justification for the changes requested (400 words max)* |

# Annual / Final Progress Report Template

**Migration MPTF**

**ANNUAL/FINAL PROGRESS REPORT**

* *All submissions should be in the English language.*
* *In all narrative inputs, please use “Calibri” font size 11 (apply “Normal” style)*
* *Please delete the instructions (in blue) in the final submission*

|  |
| --- |
| **PROJECT INFORMATION** |
| **Joint Programme Title:**  |  |
| **Country(ies)/Region (or indicate if a global initiative):** |  |
| **Project Identification Number:** |  |
| **Convening UN Organization:** |  |
| **PUNO(s) (PUNOs):** |  |
| **Key Partners:***(include Implementing Partner)* |  |
| **Project Period (Start – End Dates):** |  |
| **Reporting Period:** |  |
| **Total Approved Migration MPTF Budget:** *(breakdown by PUNO)* | *PUNO 1:**PUNO 2:**PUNO 3:**Total:* |
| **Total Funds Received To Date:***(breakdown by PUNO)* | *PUNO 1:**PUNO 2:**PUNO 3:**Total:* |
| **Report Submission Date:** |  |
| **Report Prepared by:***(Name, title, email)* |  |

|  |
| --- |
| **Executive Summary** |

*Summarize the key results achieved during the reporting period, and any other relevant developments, including challenges. The Executive Summary should serve as a stand-alone summary of the Joint Programme’s results for the reporting period.*

|  |
| --- |
| **Annual (or End-of Project) Progress** |

1. **Summary and Context**

*Provide a brief introduction to the Joint Programme and indicate whether implementation is on track. Capture any new developments that took place during the reporting period (especially those that were not anticipated/expected) that have had a bearing on the implementation of the Join Programme, either positive or otherwise.*

1. **Results**

*In narrative format, briefly outline progress towards achieving results, by describing achievements of outputs and outcomes, as well as completion of activities.*

* *Outcomes and Outputs: Articulate level of achievement, and their respective contributions towards the Overall Objectives Statement and Outcomes;*
* *Activities: Describe progress towards completion, articulating their contributions to the outputs. Provide details for all key activities completed (e.g. workshop dates, locations, etc.) and ensure that links to all relevant documents (e.g. reports, publications, studies, etc.) are embedded in the body of the report. For those documents that are deemed significant, you may wish to include them as part of the annexes to the report.*

*Using the Results Reporting Framework below, provide updates for all Outcome and Output indicators approved under the Joint Programme that have made progress during the reporting period.*

|  |
| --- |
| **Results Reporting Framework** |
| **INDICATORS** | **Baseline** | **Results achieved for the reporting period** (only provide data for the specified year) | **Cumulative Results** *Note: For Y1 report, this will be the same; For Y2 report, it will be Y1+Y2; and for Y3 report, it will be Y1+Y2+Y3* | **Notes** |
| **Y1** | **Y2** | **Y3** |
| **OUTCOME 1** |  |  |  |  |  |  |
| Indicator 1a |  |  |  |  |  |  |
| Indicator 1b |  |  |  |  |  |  |
| **OUTPUT 1.1** |  |  |  |  |  |  |
| Indicator 1.1a |  |  |  |  |  |  |
| Indicator 1.1b |  |  |  |  |  |  |
| **OUTPUT 1.2** |  |  |  |  |  |  |
| Indicator 1.2a |  |  |  |  |  |  |
| Indicator 1.2b |  |  |  |  |  |  |
| **OUTCOME 2** |  |  |  |  |  |  |
| Indicator 2a |  |  |  |  |  |  |
| Indicator 2b |  |  |  |  |  |  |
| **OUTPUT 2.1** |  |  |  |  |  |  |
| Indicator 2.1a |  |  |  |  |  |  |
| Indicator 2.1b |  |  |  |  |  |  |
| **OUTPUT 2.2** |  |  |  |  |  |  |
| Indicator 2.2a |  |  |  |  |  |  |
| Indicator 2.2b |  |  |  |  |  |  |

1. **Partnerships**

*Provide information on key partnerships established under the joint programme, expanding on: i) Role of the government; ii) Strategic contributions from local government and civil society if applicable; and iii) the ways in which other stakeholders (in particular, migrants and migration affected communities) are involved, including methods for participatory dialogue, co-design, and co-delivery.*

1. **Cross-Cutting Issues**

*Elaborate on how the cross-cutting principles of human rights, gender-responsive and child sensitive approaches, have been mainstreamed, and how this contributed to overall results of the joint programme.*

1. **Innovation, Good Practices and Lessons Learned**

*Indicate any innovative approaches taken, or catalytic potential identified (e.g. multiplier effect, scaling/replication potential, leveraging additional financing).*

*Include any information on good practices and lessons learned that have emerged and how the Joint Programme will benefit from them. If there are results from any monitoring missions, assessments and/or evaluations that took place during the reporting period, please include them here, along with details of how they have informed programme planning.*

1. **Challenges Encountered and Measures Taken**

*Describe any significant difficulties faced, and/or implementation delays/deviations during the reporting period, and corrective measures that have been taken or are being planned to address and rectify the situation. An analysis of the impact of any assumption that was in the Results Framework which did not hold true or of any risk which was realized during the reporting period must also be included. Refer to the Risk Management Plan and Workplan that were included as part of the approved Joint Programme document.*

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| **Conclusion and Next Steps** |

*Assess the overall achievement of the Joint Programme and include brief information on the next steps, specifically as they relate to the next reporting period.*

*For FINAL REPORTING: Elaborate how the Joint Programme has ensured sustainability of results after its conclusion. Explain the project’s exit strategy, including any follow-up funding, support from other donors, etc.*

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| **ANNEX** |

*Include the following in the Annex, as relevant:*

* ***Stories from the Field:*** *Provide stories (maximum 3 stories per outcome area) from the field that demonstrate the success of this Joint Programme. This could include stories from migrants, migration affected communities, government partners, and others who have participated in and benefited either directly or indirectly as a result of the Joint Programme. Each story should provide the context and background of the individual and the lead into the interaction with the joint programme, followed by the resulting success.*
* ***Testimonials:*** *Please include testimonials from key programme partners obtained during the reporting period. Testimonials are short, succinct quotes from individuals who have engaged with the joint programme at any level that capture their experiences in memorable ways. Please make efforts to secure testimonials from all programme partners (civil society, government, donors, media, academia, private sector, etc.) at all levels (heads of state, ministers, line officers, heads of CSOs, migrants, women and girls). Workshops, trainings, consultations, meetings, field visits, etc., should all be used as opportunities to capture testimonials at all stages of programme implementation.*
* ***Communications and Visibility:*** *Please include highlights of all communications and visibility efforts and initiatives supported by the joint programme during the reporting period.*
* ***Key Project Deliverables:*** *You may want to include in the Annex some key relevant documents (e.g. reports, publications, studies, etc.) produced by the joint programme during the reporting period*

# Joint Programme Update Template

**Migration MPTF**

**JOINT PROGRAMME UPDATE**

*This update will not be considered as an official report and financial information will remain purely indicative and uncertified. Unlike the annual and final progress reports, the joint programme updates and the information they contain are not made publicly available.*

* *All submissions should be in the English language.*
* *In all narrative inputs, please use “Calibri” font size 11 (apply “Normal” style)*
* *Please delete the instructions (in blue) in the final submission*

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| **PROJECT INFORMATION** |
| **Joint Programme Title:**  |  |
| **Country(ies)/Region (or indicate if a global initiative):** |  |
| **Project Identification Number:** |  |
| **Convening UN Organization:** |  |
| **PUNO(s) (PUNOs):** |  |
| **Key Partners:***(include Implementing Partner)* |  |
| **Project Period (Start – End Dates):** |  |
| **Update as of:** |  |
| **Total Approved Migration MPTF Budget:** *(breakdown by PUNO)* | *PUNO 1:**PUNO 2:**PUNO 3:**Total:* |
| **Total Funds Received To Date:***(breakdown by PUNO)* | *PUNO 1:**PUNO 2:**PUNO 3:**Total:* |
| **Update Submission Date:** |  |
| **Update Prepared by:***(Name, title, email)* |  |

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| **Progress Summary** |

* *Highlight in bullet point format (and in maximum one page) the milestones reached by the Joint Programme and the key achievements to date.*
* *If applicable, flag any significant challenge or problems faced and notify in case the Joint Programme is unlikely to be completed by agreed end date or is unlikely to reach expected results.*

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| **Indicative financial progress** |

* *Using the table below, please provide information on the level of expenditures/commitments to date. The amounts provided below are only indicative and will not be used by the Migration MPTF Fund Management Unit for any other purpose than monitoring progress and, if applicable, requesting the release of the second tranche.*

|  |  |  |  |
| --- | --- | --- | --- |
|  | ***PUNO 1*** | ***PUNO 2*** | ***TOTAL*** *(all PUNOs)* |
| *Budget* | *Expenditures / commitments* | *Budget* | *Expenditures / commitments* | *Budget* | *Expenditures / commitments* |
| *Outcome 1* |  |  |  |  |  |  |
| *Outcome 2* |  |  |  |  |  |  |
| *Outcome 3* |  |  |  |  |  |  |
| *Other costs (\*)* |  |  |  |  |  |  |
| *TOTAL* |  |  |  |  |  |  |

*(\*) Other costs include all costs not budgeted for specific outcomes in the joint programme budget, i.e. monitoring and evaluation costs, indirect support costs as well as personnel costs and operational costs if not included in activities.*

* *Please state what US$ amount was planned to be allocated to activities focussed on gender equality and women empowerment and how much has been actually spent/ committed to date:*
* *Is the payment of the second tranche required: Yes / No*
* *If yes, what is the percentage of consumption of the first tranche (more than 70% must be spent or committed):*
* *If no, when do you expect to seek payment of the second tranche*
1. Please refer to paras 15j and 44 in A/RES/73/195 *Global Compact for Safe, orderly and Regular Migration*, for a full list of stakeholders. [↑](#footnote-ref-1)
2. Please refer to the Migration MPTF Guidance Notes on the Human Rights Marker and Gender Marker, available in Annexes H and I, Migration MPTF Operations Manual. [↑](#footnote-ref-2)
3. Not applicable for regional projects or global projects. [↑](#footnote-ref-3)
4. Please refer to Annex D5: List of Global Compact Objectives per Thematic area and Key SDG Targets. [↑](#footnote-ref-4)
5. Note: actual commencement date will be the date of first funds transfer. [↑](#footnote-ref-5)
6. Please refer to the Migration MPTF Guidance Notes on the Human Rights Marker and Gender Marker, available in Annexes H and I, Migration MPTF Operations Manual. [↑](#footnote-ref-6)
7. Not applicable for regional or global initiatives. [↑](#footnote-ref-7)
8. Not applicable for regional or global initiatives. For regional initiatives, please provide signature from the relevant regional entity partner (e.g. Regional Economic Commission) [↑](#footnote-ref-8)
9. Please reference the Guiding Principles of the Global Compact for Safe, Orderly and Regular Migration. [↑](#footnote-ref-9)
10. Reference: UN Evaluation Group, ‘Norms and Standards for Evaluation’ 2017.

See <http://www.uneval.org/document/detail/1914> [↑](#footnote-ref-10)
11. See: https://undg.org/wp-content/uploads/2016/10/UNDG-RBM-Handbook-2012.pdf [↑](#footnote-ref-11)
12. Please note that the MDGs should be replaced with the Sustainable Development Goals (SDGs). [↑](#footnote-ref-12)