

**Call for Proposals**

**Joint Programme Document Form**

Please review the Terms of Reference and Guidance document carefully before completing the Joint Programme Document Form[[1]](#footnote-1)

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| I. Programme contact information |
| Country |  |
| ***Resident Coordinator*** |
| Name |  |
| E-mail |  |
| ***UNCT Contact Person for application*** |
| Name |  |
| Agency |  |
| Title |  |
| E-mail |  |
| Telephone number (include country and city code) |  |
| Address |  |
| ***UNCT Contact Person for application*** |
| Name |  |
| Agency |  |
| Title |  |
| E-mail |  |
| Telephone number (include country and city code) |  |
| Address |  |

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| II. Programme summary |
| ***Programme title*** |  |
| **Sectorial area of intervention and policy objectives**: Please select the area to which you are applying | [ ] Inclusive economic growth* + Create opportunities for decent jobs and secure livelihoods.
	+ Create better government policies and fair and accountable public institutions.
	+ Promote inclusive and sustainable business practices.

[ ] Food security and nutrition* + Integrated approaches for alleviating child hunger and undernutrition.
	+ Promote sustainable and resilient livelihoods for vulnerable households, especially in the context of adaptation to climate change.
	+ Strengthen capacities to generate information through assessment, monitoring and evaluation.

[ ] Water and sanitation* + Promote democratic and transparent water and sanitation governance systems.
	+ Improve access to water and sanitation services for the poor and marginalized.
	+ Ensure healthy lives through sanitation and hygiene education.
	+ Promote integrated water governance and climate change adaptation.
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| ***Joint programme summary.*** Brief description of what the joint programme aims to achieve and the means it will deploy to achieve the objectives (max.750 words) |
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| ***Duration*** (starting and closing date. It can´t be more than 2 years. Each programme will count with inception phase of 4 months that is not included as part of these 2 years. Closing date can’t be later than 31/12/2016) |  |
| **UN Lead Agency** |  |
| **UN Participating Organizations** |  |
| **Local Partners**(list all national partners including national, regional and local authorities, civil society organizations, research institutions and private sector) |  |

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| III. Programme budget |
| ***Total amount requested from the SDG-F*** (in US dollars) |  |
| ***Total contribution through matching funds*** (in US dollars) |  |
| **Aggregate amount requested and broken down by Agency:** |
| **Agency 1** (Name of Agency / Amount in US dollars) |  |  |
| **Agency 2** (Name of Agency / Amount in US dollars) |  |  |
| **Agency 3** (Name of Agency / Amount in US dollars) |  |  |
| **Agency 4** (Name of Agency / Amount in US dollars) |  |  |
| **Agency 5** (Name of Agency / Amount in US dollars) |  |  |
| **Aggregate matching funds amounts and broken down by source:** |
| **Short explanation of strategy and sources to mobilize matching funds** |  |
| **Source 1** (Name of source / Amount in US dollars) |  |  |
| **Source 2** (Name of source / Amount in US dollars) |  |  |
| **Source 3** (Name of source / Amount in US dollars) |  |  |
| **Source 4** (Name of source / Amount in US dollars) |  |  |
| **Source 5** (Name of source / Amount in US dollars) |  |  |
| **Aggregate amount requested and broken down by UNDG Harmonized Budget Category (Please refer to the** [**MPTF explanatory note**](http://mdtf.undp.org/document/download/5489) **on the subject):** |
|  | SDG-F Budget | Matching Funds |
| Staff and other personnel costs |  |  |
| Supplies, Commodities, Materials  |  |  |
| Equipment, Vehicles and Furniture including Depreciation |  |  |
| Contractual services |  |  |
| Travel |  |  |
| Transfers and Grants Counterparts |  |  |
| General Operating and Other Direct Costs  |  |  |
| Indirect support costs  |  |  |
| **TOTAL** |  |  |

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| IV. Programme description |
| **Background and rationale.** This section should include the following information: * Problem(s) to be addressed, including its/their scope, history and causes
* Intended beneficiaries and geographic area of intervention (with baseline data)
* Priority the Government attaches to the problem(s) and the key public policies in place
* Relation of the proposed Joint Programme to existing national planning and policy instruments
* Summary of ongoing or recently completed efforts in the area and the principal local, national and international actors involved in the issue
* Relation to ongoing activities in the field; innovation and /or complementarity of the JP with on-going/planned interventions
* Contribution to achieving the MDG(s), other international commitments on the issue at national level
* Alignment to UNDAF principles
* Inclusion of a sustainability perspective (sustainability of results and environmental sustainability).
* Gender and women’s empowerment analysis.
* Potential public-private partnerships synergies.

**\*\*Optional:** Please upload additional background information if necessary. NB: This space is for additional background information only, please do not upload the entire Concept Note Narrative; enter all the required information in the fields provided. |
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| **Mainstreaming of gender and women’s empowerment.** This section should explain how the programme intends to include a gender perspective. * Describe how gender and women’s empowerment have been considered in the JP design, implementation and management
* Highlight specific, measurable outcomes, outputs, activities and indicators related to gender equality and women’s empowerment
* Include age and sex-disaggregated data and gender statistics\*
* Describe measures to ensure women’s participation in JP design and implementation process\*
* Highlight gender markers\*
* Indicate proportion of core and non-core funds allocated to gender equality\*
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| **Sustainability.** This section should explain how the programme intends to include an environmental perspective and ensure that results are sustained in the longer term.* Describe how environment and climate change issues have been considered in the JP design, implementation and management
* Highlight specific, measurable outcomes, outputs, activities and indicators related environment and climate change
* Explain how the programme intends to sustain the results in the longer term after the joint programme’s termination.
* Indicate proportion of core and non-core funds allocated environment and climate change\*
* Explain the extent to which the policy, plan or project under consideration could be vulnerable to risks arising from climate variability and change\*
* Describe the extent to which the policy, plan or project could inadvertently lead to increased vulnerability, and thus maladaptation, or, conversely, miss important opportunities arising from climate change\*
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| **Public-private partnerships.** This section should describe how the programme intends to promote and integrate public-private partnerships. |
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| **Civil society participation.** This section should describe the level of participation of civil society in decision making processes, design, implementation, monitoring and evaluation |
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| **Justification of the Joint Programme modality.** This section should include the following information:* Conditions that would make a Joint Programme the most effective approach (common priority area for implementing partners, multi-dimensional development problem, convergent priority geographical areas, scalability, etc.)
* Added value of the UN Agencies and national partners
* Previous experiences of the UN Agencies in JPs
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| **Regions of intervention**. This section should include the following information:* Regions and criteria for selection
* Available resources for implementation in these regions (human resources, offices, infrastructure, etc.)\*
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| **Targeted groups.** This section should include the following information:* Primary beneficiaries: who will benefit from this project and whose lives are expected to change? Please, include gender sensitive indicators and information.
* Describe main characteristics of primary beneficiaries (age, socioeconomic level, location, etc.)\*
* Provide baselines data\*
* Provide quantitative indicators for direct and indirect beneficiaries\*
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| **Design, mutisectorial strategy, results and implementation plan.** This section should include the following information:* Multisectoral approach
* JP Theory of Change
* Intended outcomes, outputs, activities and budget of the proposed JP (Result Framework Matrix)
* Regional overview of the intervention (results by region)
* Measurable outputs to be delivered, outcomes to which they will contribute and their relationship; budget by output
* Enhanced local/national capacities that will be present at the end of the Joint Programme
* Measures to ensure sustainability of results

**\*\* Required:** Please upload your Results Framework at the moment of submitting the proposal. |
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| **Coordination and governance arrangements.** This section should include the following information:* General overview of National coordination system and regional/local coordination systems
* Identification of partners (local and international), roles and responsibilities, accountability matrix\*
* Description of the decision-making process and how participation of national and local stakeholders will be ensured\*
* Detailed description of the information system\*
* Description of the main JP team: identification of team members at national and local level, profiles and percent of time dedicated to the JP\*
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| **Risk analysis.** This section should describe the programme’s potential risks and mitigation strategy regarding:* Achievement of Joint Programme results
* Effective interagency and inter-institutional coordination
* Multisectoral approach
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| **Monitoring and evaluation (M&E).** This section should explain how the programme intends monitor and evaluate its results. It should include the following information:* Monitoring and Evaluation indicators matrix (qualitative/quantitative) including indicators baselines\*
* M&E and information sharing system\*
* Reporting system (frequency, audience)\*
* Description of participatory approach and community involvement\*
* Reference all activities included in implementation plan for Monitoring and Evaluation purposes\*
* Measures to ensure joint implementation of M&E activities
* Estimated allocation of resources for M&E
* Link to Knowledge Management and Communication and Advocacy activities
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| **Communication and advocacy (C&A).** This section should explain how the programme intends to incorporate communication and advocacy actions. It should include the following information:* Communication and Advocacy overview (communication objectives, audiences, activities, performance indicators)\*
* Reference all activities included in implementation plan for Communication and Advocacy purposes\*
* Communication arrangements\*
* Estimated allocation of resources for C&A
* Measures to ensure joint implementation of C&A activities
* Link to knowledge management and monitoring and evaluation activities
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| **Knowledge management (KM).** This section should explain how the programme intends to gather, generate and disseminate knowledge:* KM overview (objectives, audience and activities)
* Reference all activities included in implementation plan for KM purposes\*
* Link to monitoring and evaluation and communication and advocacy activities
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| **Contribution to the post 2015 development Agenda.** Please explain, how the JP is going to contribute to the national and global discussion on the post 2015 development agenda and to the transition from the MDGs to the SDGs.  |
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| V. Please add the following annexes before submission |
| * ***Letter signed by Resident Coordinator***
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| * ***CN Endorsement of National Steering Committee***
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| * ***Commitment of matching funds***
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| * ***Results Framework (use of SMART output methodology up to the activity level, and including budget)***
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| * ***Budget break-down per outcomes, outputs and activities (refer to results matrix)***
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| * ***Budget break-down per UN Agency (please follow UNDG Harmonized Budget Categories)\****
* ***Submission letter signed by JP partners (UN Agencies and National Counterparts)\****
* ***Integrated Monitoring and Evaluation Research Framework\****
* ***Performance Monitoring Framework\****
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| * ***Minutes of formulation meetings and events (please also include minutes of consultations during the concept note elaboration phase)\****
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| * ***Participants list of consultation meetings and events (please also include list of consultations during the concept note elaboration phase)\****
* ***Risk analysis\****
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1. Most of the information requested at the formulation stage was already filled up in the concept note phase. Additional information requested in this phase is followed by asterisk (\*). Please make sure that you also introduce changes in the original concept note following the comments provided by reviewers and SDG-F Secretariat and feedback obtained during consultations with stakeholders during this formulation phase. [↑](#footnote-ref-1)