

# JOINT PROGRAMME DOCUMENT

## 1. Cover page

Scope: **Global**

Programme Title: **REDD+ Partnership Secretariat Services  
(Second Revision and Extension of the Programme)**

<p>Programme Duration: 37 months</p> <p>Anticipated start/end dates: 06 December 2010/ 31 December 2014</p> <p>Fund Management Option: Pass-Through</p> <p>Administrative Agent: UNDP Multi-Partner Trust Fund Office</p> <p><b>Sources of funded budget:</b> REDD+ JP Partnership Support Fund</p> <p><b>Distribution of Funds:</b> FAO US\$ 247,500 UNEP US\$ 90,949</p>	<p>Total estimated budget revision*: <b>US\$ 338,449</b> * Total estimated budget includes parallel funding, programme costs and indirect support costs</p> <p>Out of which 1. Funded Budget: US \$ 338,449</p> <p>Budget allocations approved by the Steering Committee on</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">1. 25 November 2010:</td> <td style="text-align: right;">US\$ 1,113,292</td> </tr> <tr> <td>2. 7 October 2011 (Revision 1):</td> <td style="text-align: right;">US\$ 1,231,862</td> </tr> <tr> <td><b>3. Total new budget:</b></td> <td style="text-align: right;"><b>US\$ 2,683,604</b></td> </tr> </table>	1. 25 November 2010:	US\$ 1,113,292	2. 7 October 2011 (Revision 1):	US\$ 1,231,862	<b>3. Total new budget:</b>	<b>US\$ 2,683,604</b>
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### Names and signatures of participating UN organizations

#### UN organizations

*Name of Representative*  
Xiangjun Yao  
Director, Climate, Energy and Tenure Division  
Natural Resources Management and Environment Department

*Signature*

*Name of C*

*Date & Se*

*Name of F*

Director, E

*Signature*

*Name of C*

*Date & Se*

*Name of R*

Director, E

*Signature*

*Name of O*

*Date & Sea*



## 2. Executive summary

This document marks the second revision and extension of the Joint Programme Document on **REDD+ Partnership Secretariat Services**, the original version of which was signed on 6 December 2010. A first revision of this document was approved in October 2011. Both of these documents are available at: <http://mptf.undp.org/factsheet/fund/CCJ00>.

The joint programme was established to support the REDD+ Partnership through a set of secretariat services. These will be provided by the three participating UN Organizations, namely the Food and Agriculture Organization of the United Nations (FAO), the United Nations Development Programme (UNDP) and the United Nations Environment Programme (UNEP), as well as the UN-REDD Programme Secretariat. The Programme's objective is to contribute to the scaling up of REDD+ actions and finance<sup>1</sup>. In summary, the outcomes of the Programme – specified in section 5 – are related to: 1) Database on REDD+ financing, 2) Lessons learned on REDD+ initiatives, 3) Website to exchange views and share information, 4) Support to Partnership meetings, and 5) Co-ordination of the secretariat services all with a view to scaling up finances and actions for REDD+.

In this extension, the five above outcomes remain the same, and much of the work has been carried out (see joint programme reports - <http://mptf.undp.org/factsheet/fund/CCJ00>). This revision therefore focuses on one outcome; the database on REDD+ finance – (Voluntary REDD+ Database). The original Joint Programme Document is valid for all other sections, i.e. (3) Situation analysis, (4) Strategies, including lessons learned and the proposed joint programme, (6) Management and co-ordination arrangements, (7) Fund management arrangements, (8) Monitoring, evaluation and reporting, and (9) Legal context or basis of relationship.

Sections (5) Results framework and (10) Work plans and budgets are revised below in Table 2.

This Programme Document is extended to December 2014 as the overall Work Programme of the REDD+ Partnership has been extended to the end of 2014. This current revision is based on costs to enable the continuation of the Voluntary REDD+ Database (VRD) on REDD+ Financing to June 2014.

As the overall Programme of Work and Budget was only approved in June 2013, an additional amount of US \$ 162,643 was pre-approved by Partners for tasks to be carried out by the VRD team from January 2013 - June 30 2013 (of this amount, the budget approval for FAO was US \$ 112,643). This approval was to cover the following activities – maintenance of the database and website interface, data management activities, development of the 2013 questionnaire, finalisation of the analytics report, and preparation and participation of the Partnership meeting in Bonn in June 2013. When the final approval for the VRD work was provided by the Partners, an amount of US \$ 495,000 was approved to be expended for the period July 1 2013 to June 30 2014.

The overall workplan and budget for 2013 and 2014 in Annex 1, provides an integrated picture of the budget which includes funding from the European Commission to UNEP as well as components in the workplan implemented by the Facility Management Team of the World Bank.

## 5. Results framework

Table 1 below, presents the results framework, adding a new column to describe the resource allocation in 2013 and 2014

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<sup>1</sup> <http://reddpluspartnership.org/25249-0dba058f432218e505b6c5287aa094884.pdf>

Table 1: Results framework

Joint Programme Outputs	UN Agency	Indicative activities for each Output	Resource allocation and indicative time frame (1)				Y4/5 NEW 2013 (3)
			Y1	Y2	Total	Y3 2012 (2)	
<p><b>Outcome 1:</b> A Voluntary REDD+ Database is developed and maintained and provides data and information on REDD+ financing and actions</p> <p><i>Indicator: Database demonstrated and level of feedback from Partner and other users</i></p>	FAO and UNEP		156,075	228,037	384,112	558,122	311,308
Output 1.1. System development		Database is maintained and is continually functioning allowing for smooth data inputs and presentation					
Output 1.2. Content development		Improved REDD+ finance data reported by donors and recipients					
Output 1.3. Interface maintenance and development		Public website maintained and improved to reflect feedback received from users					
Output 1.4. Project management, events and communication		Preparation of communications materials on use of website, data analysis reports, progress reports					
Output 1.5: Capacity development		1 regional workshop to improve data collection and reporting in Africa					
<p><b>Outcome 2:</b> Lessons are shared on REDD+ initiatives, best practices are shared &amp; cooperation among Partners is promoted and facilitated</p> <p><i>Indicator: Number of participants in the workshop and feedback</i></p>	UNDP		74,299		74,299	74,299	0
Output 2.1. Content of Workshops delivered							

<p><b>Outcome 3:</b> The Partnership Website is developed and maintained and provides a tool to exchange information and views and store records of the Partnership work.</p> <p><i>Indicator: number of website visits and user feedback</i></p>	<p><b>FAO, UNEP</b></p>		10,280	78,505	88,785	78,505	5,000
<p>Output 3.1. System and content development and management</p>		<p>Website reflects new activities for 2013 and 2014 and improved features for dialogue and information sharing; web streaming enabled during meetings; and other partners and stakeholders use the platform for sharing and posting information</p>					
<p><b>Outcome 4:</b> REDD+ Partnership meetings are organized timely through logistics and other services to the participants.</p> <p><i>Indicator: Outcomes of workshops cited and feedback from participants</i></p>	<p><b>UNEP</b></p>			107,944	107,944	130,841	0
<p>Output 4.1. Logistics arranged and material prepared for the Partnership meetings</p>		<p>Organize one Partnership workshop which includes conference facilities and catering, logistics, travel arrangements for participants, production of documents and reports, translation of documents and simultaneous interpretation</p>			-		
<p><b>Outcome 5:</b> The secretariat services are effectively coordinated among the participating UN agencies, FAO, UNDP and UNEP, and with the World Bank</p> <p><i>Indicator: Timeliness of inputs &amp; feedback from co-Chairs and Partners</i></p>	<p><b>UNEP</b></p>		83,892	301,428	385,320	309,506	0

Output 5.1. Coordination of the Support Team									
<b>FAO</b>	Programme Cost	170,153	478,250	648,404	318,314	231,308			
	Indirect Support Cost (7%)	11,911	33,478	45,388	22,282	16,192			
<b>UNDP</b>	Programme Cost	74,299	53,972	128,271	74,299	0			
	Indirect Support Cost (7%)	5,201	3,778	8,979	5,201	0			
<b>UNEP</b>	Programme Cost	80,093	183,692	<b>263,785</b>	<b>758,660</b>	85,000			
	Indirect Support Cost (7%)	5,607	12,858	18,465	53,106	5,949			
<b>Total</b>	<b>Programme Cost</b>	<b>324,546</b>	<b>715,914</b>	<b>1,040,460</b>	<b>1,151,273</b>	<b>316,308</b>			
	<b>Indirect Support Cost</b>	22,718	50,114	72,832	80,589	22,141			
<b>TOTAL (Programme and Indirect Support Cost)</b>		<b>347,264</b>	<b>766,028</b>	<b>1,113,292</b>	<b>1,231,862</b>	<b>338,449</b>			
		<b>2010</b>	<b>2011</b>	<b>2010-11</b>	<b>2012 (2)</b>	<b>2013-14</b>			
						<b>(3)</b>			

Notes

- (1) Resource allocation may be agreed at either output or indicative activity level.  
(2) This amount although denoting 2012, also includes funding that was allocated to FAO for VRD activities between January and June 2013.  
(3) The funding allocation to FAO for VRD work for 2013-2014 is only valid till June 30 2014.

## 10. Work plans and budgets

The work plan and budget of this Programme has been developed jointly by the Programme Team of the UN-REDD Secretariat, the three participating UN Organizations based on the Programme of Work and Budget of the REDD+ Partnership team. A revised work plan and budget will be produced subsequent to the decisions of the Partnership and annual/regular reviews.

### Work plan and budget for: REDD+ Partnership Secretariat Services

Period: 1 July 2013 – 31 December 2014

UN Participating Organization	Activity	TIME FRAME 2013-2014				PLANNED BUDGET		
		Q3	Q4	Q1	Q2	Source of Funds	Budget Description	Amount US\$
<b>Outcome 1: A Voluntary REDD+ Database is developed and maintained and provides data and information on REDD+ financing and actions.</b>								
<b>Output 1.1 System Development</b>								
FAO	Re-design database to reflect needs of users; Address errors identified; and re-design database to reflect contents of 2013 questionnaire.	x	x	x	x	MPTF	Personnel	78,806
<b>Output 1.2 Content Development</b>								
FAO	Address discrepancies; Update of Data Review Protocol, including rules on quality assurance; Design and launch 2013 Questionnaire; and Finalisation of data analysis report	x	x	x	x	MPTF	Personnel	25,099
UNEP	Launch the 2013 questionnaire and collect and process data with focal points	x	x	x		MPTF	Personnel	77,500
<b>Output 1.3 Interface Maintenance and Development</b>								
FAO	Improving display of reported data, design of 2013 online VRD Questionnaire, addition of new analytic graphs	x	x	x	x	MPTF	Personnel	48,403
<b>Output 1.4 Project management, events and communication</b>								
FAO	Develop communications materials; Distribution of communications materials at various events; Follow-up with Forest Trends to establish joint collaboration (Capacity building efforts); Follow-up with COMIFAC to explore joint collaboration (Support to REDD+		x		x	MPTF	Travel; Publications	20,000

	registry); preparation of progress report for partnership meetings.							
UNEP	<b>Participation in Partnership meeting and the VRD working group</b>	x					Travel and accommodation	7,500
<b>Output 1.5 Capacity development</b>								
FAO	Identify groups for capacity building exercises; Data analysis for capacity building exercises; Interaction with Focal Points for capacity building; Organize capacity building workshop; Prepare capacity building workshop report			x		MPTF	Workshop	54,000
<i>Outcome total</i>								<b>311,308</b>
<b>Outcome 3: The Partnership Website is developed and maintained and provides a tool to exchange information and views and store records of the Partnership work.</b>								
<b>Output 3.1. System and content development and management</b>								
FAO	Technical support on the REDD+ partnership website	x		x		MPTF	Personnel	5,000
<i>Outcome total</i>								<b>5,000</b>
<b>Total Planned Budget</b>								<b>316,308</b>
<b>Total</b>	<b>FAO</b>							<b>231,308</b>
7% indirect support cost								16,192
<b>FAO TOTAL</b>								<b>247,500</b>
<b>Total</b>	<b>UNEP</b>							<b>85,000</b>
7% indirect support cost								5,949
<b>UNEP TOTAL</b>								<b>90,949</b>
<b>Grand TOTAL</b>								<b>338,449</b>