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STANDARD MEMORANDUM OF UNDERSTANDING FOR JOINT PROGRAMME SUPPORT TO THE EFFORTS OF THE REPUBLIC OF BELARUS IN NATIONALIZATION AND LOCALIZATION OF THE SUSTAINABLE DEVELOPMENT GOALS USING PASS-THROUGH FUND MANAGEMENT[1]

[1] This Standard Memorandum of Understanding has been agreed upon by the members of the United Nations Sustainable Development Group (UNSDG). Any substantial ('substantial' would imply changes that are linked to the legal relationships described in the Memorandum of Understanding, the governance mechanisms, reporting arrangements or equivalent) modification to the Memorandum of Understanding requires the prior written agreement of the Participating UN Organizations and the Administrative Agent of the Joint Programme, and needs to be cleared by the Fiduciary Management Oversight Group through the UN Development Coordination Office (DCO).

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Memorandum of Understanding
between
Participating UN Organizations[2],
and
the UNDP Multi-Partner Trust Fund Office
regarding the Operational Aspects of a
Joint Programme "Support to the efforts of the Republic of Belarus in nationalization and localization of the Sustainable Development Goals"

WHEREAS, the Participating United Nations Organizations signing this Memorandum of Understanding (hereinafter referred to collectively as the "Participating UN Organizations") have developed a Joint Programme "Support to the efforts of the Republic of Belarus in nationalization and localization of the Sustainable Development Goals" (hereinafter referred to as the "Programme") starting on 31 December 2021 and ending on 31 December 2025[3] (hereinafter "End Date"), as may be amended from time to time, as part of their respective development cooperation with the Government of Belarus (hereinafter referred to as the "Host Government"), as more fully described in the Joint Programme Document (hereinafter referred to as the "Joint Programme Document"), a copy of which is attached hereto as ANNEX A, and have agreed to establish a coordination mechanism (hereinafter referred to as the "Steering Committee")[4] to facilitate the effective and efficient collaboration between the Participating UN Organizations and the Host Government (if applicable) for the implementation of the Programme;

WHEREAS, the Participating UN Organizations have agreed that they should adopt a coordinated approach to collaboration with donors who wish to support the implementation of the Programme and have developed a Joint Programme Document to use as the basis for mobilising resources for the Programme, and have further agreed that they should offer donors the opportunity to contribute to the Programme and receive reports on the Programme through a single channel;

WHEREAS, the Participating UN Organizations have further agreed to ask the United Nations Development Programme (which is also a Participating UN Organization in connection with this Programme)[5] to serve as the administrative interface between the donors and the Participating UN Organizations and for these purposes UNDP's Multi Partner Trust Fund Office has agreed to do so in accordance with this Memorandum of Understanding; and

WHEREAS, the Participating UN Organizations have further agreed to ask the United Nations Development Programme, which is also a Participating UN Organization in connection with this Programme, to coordinate the programmatic aspects among the Participating UN Organizations, and the United Nations Development Programme has agreed to do so in accordance with this Memorandum of Understanding;

NOW, THEREFORE, the Participating UN Organizations, the UNDP's Multi Partner Trust Fund Office and the United Nations Development Programme (hereinafter referred to collectively as the "Participants") hereby agree as follows:

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[2] As indicated in the signature blocks.
[3] This is the date that the Programme is expected to come to operational closure as stipulated in the Joint Programme Document and all programmatic activities are expected to be completed.
[4] The composition and role of the Steering Committee will be determined in line with the applicable UN rules and policies, and guidance for the Programme, namely the UNDG Guidance Note on Joint Programmes.
[5] In most cases the Administrative Agent will also be a Participating UN Organization. However, where the Administrative Agent is not a Participating UN Organization, this provision can be deleted.

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Section I
Appointment of Administrative and Convening Agent: Status, Duties and Fee

1. The Participating UN Organizations hereby appoint UNDP's Multi Partner Trust Fund Office (hereinafter referred to as the "Administrative Agent") and the United Nations Development Programme (hereinafter referred to as the "Convening Agent") to serve as their Administrative Agent and Convening Agent respectively in connection with the Programme, in accordance with the terms and conditions set out in this Memorandum of Understanding. The Administrative Agent and Convening Agent accept this appointment on the understanding that the Participating UN Organizations assume full programmatic and financial accountability for the funds disbursed to them by the Administrative Agent. This appointment will continue until it expires, or is terminated, in accordance with Section X below.

2. The Administrative Agent will be accountable for effective and impartial fiduciary management and financial reporting, and on behalf of the Participating UN Organizations, the Administrative Agent will:

(a) Receive contributions from donors that wish to provide financial support to the Programme;

(b) Administer such funds received, in accordance with this Memorandum of Understanding and the Administrative Arrangement (as defined below in paragraph 5 of this Section) including the provisions relating to winding up the Programme Account and related matters;

(c) Subject to availability of funds, disburse such funds to each of the Participating UN Organizations in accordance with decisions from the Steering Committee, taking into account the budget set out in the /Joint Programme Document.

(d) Consolidate financial statements and reports, based on submissions provided to the Administrative Agent by each Participating UN Organization, as set forth in the Joint Programme Document; and submit the consolidated financial statements and reports and the consolidated narrative progress reports provided by the Convening Agent to each donor that has contributed to the Programme Account, and to the Steering Committee;

(e) Provide final reporting, including notification that the Programme has been operationally completed, in accordance with Section IV below;

(f) Disburse funds to any Participating UN Organization for any additional costs of the tasks that the Steering Committee may decide to allocate (as referred to in Section I, paragraph 4 below) in accordance with the Joint Programme Document.

3. The Convening Agent will be responsible for consolidating the annual and final narrative progress reports based on submissions provided by each Participating UN Organization, and provide these to the Administrative Agent for further submission to each donor that has contributed to the Programme.

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4. The Steering Committee may request any of the Participating UN Organizations, to perform additional tasks in support of the Programme not related to the Administrative Agent functions detailed in Section I, paragraph 2 above and subject to the availability of funds. Costs for such tasks will be agreed in advance and with the approval of the Steering Committee be charged to the Programme as direct costs.

5. The Administrative Agent will enter into a Standard Administrative Arrangement, in the form attached hereto as ANNEX B (hereinafter referred to as an "Administrative Arrangement"), with each donor that wishes to provide financial support to the Programme. The Administrative Agent will ensure the posting of a copy of the template Administrative Arrangement, as well as information on donor contributions, on the website of the Administrative Agent (http://mptf.undp.org/), as well as the website of the UN in Belarus (https://belarus.un.org/), as appropriate.

6. None of the Participating UN Organizations will be responsible for the acts or omissions of the Administrative Agent or its personnel, or of persons performing services on its behalf, except in regard to its respective contributory acts or omissions. With respect to contributory acts or omissions of the Participating UN Organizations, the resulting responsibility will be apportioned among them or any one of them to the extent of such contributory acts or omissions, or as may otherwise be agreed. In addition, donors will not be responsible or liable for the activities of the Participants as a result of this Memorandum of Understanding.

7. The Administrative Agent will be entitled to allocate an administrative fee of one percent (1%) of the amount contributed by each donor signing an Administrative Arrangement, to meet the Administrative Agent's costs of performing the Administrative Agent's functions described in this Memorandum of Understanding.

8. Where the Administrative Agent is also a Participating UN Organization, a clear delineation, including distinct reporting lines and an accountability framework, will be established and maintained within the organization designated as the Administrative Agent between its functions as an Administrative Agent and its functions as a Participating UN Organization and Convening Agent.

9. The Administrative Agent will be entitled to charge to the Programme a direct cost charge in an amount(s) consistent with then-current UNDG guidance to cover the cost of continuing to render Administrative Agent functions if and when the Steering Committee agrees to extend the Programme beyond the End Date with no further contribution(s) to the Programme.

10. The Convening Agent will be entitled to recover its direct costs related to its function as Convening Agent, which costs will be included in the Joint Programme budgetary framework.

Section II
Financial Matters

The Administrative Agent

1. The Administrative Agent will establish a separate ledger account under its financial regulations and rules for the receipt and administration of the funds received pursuant to the Administrative Arrangement (hereinafter referred to as the "Programme Account"). The

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Programme Account will be administered by the Administrative Agent in accordance with the regulations, rules, policies and procedures applicable to it, including those relating to interest.

2. The Administrative Agent will not absorb gains or losses on currency exchanges which will increase or decrease the funds available for disbursements to Participating UN Organizations.

3. Subject to the availability of funds, the Administrative Agent will make disbursements from the Programme Account in accordance with decisions from the Steering Committee, in line with the budget set forth in the Joint Programme Document. The disbursements will consist of direct and indirect costs as set out in the budget.

4. The Administrative Agent will normally make each disbursement within five (5) business days after receipt of the relevant Joint Programme Document, in accordance with the decisions received from the Steering Committee in line with the Joint Programme Document, along with a copy of the relevant Joint Programme Document, signed by all the parties concerned. The Administrative Agent will transfer funds to each Participating UN Organization through wire transfer. Each Participating UN Organization will advise the Administrative Agent in writing of the bank account for transfers pursuant to this Memorandum of Understanding. When making a transfer to a Participating UN Organization, the Administrative Agent will notify that Participating UN Organization's Treasury Operations of the following: (a) the amount transferred, (b) the value date of the transfer; and (c) that the transfer is from the Multi-Partner Trust Fund Office in respect of the Programme in Belarus] (if applicable) pursuant to this Memorandum of Understanding.

5. Where the balance in the Programme Account on the date of a scheduled disbursement is insufficient to make that disbursement, the Administrative Agent will consult with the Steering Committee and make a disbursement, if any, in accordance with the Steering Committee's decisions.

The Participating UN Organizations

6. Each Participating UN Organization will establish a separate ledger account under its financial regulations and rules for the receipt and administration of the funds disbursed to it by the Administrative Agent from the Programme Account. That separate ledger account will be administered by each Participating UN Organization in accordance with its own regulations, rules, policies and procedures, including those relating to interest.

7. Each Participating UN Organization will use the funds disbursed to it by the Administrative Agent from the Programme Account to carry out the activities for which it is responsible as set out in the Joint Programme Document, as well as for its indirect costs. The Participating UN Organizations will commence and continue to conduct operations for the Programme activities only upon receipt of disbursements made by the Administrative Agent in accordance with Section II, paragraph 3 above. The Participating UN Organizations will not make any commitments above the amount disbursed against the Joint Programme Document. If there is a need to exceed the amount disbursed, the Participating UN Organization concerned will submit a supplementary budget request to the Steering Committee showing the further financing that will be necessary. If no such further financing is available, the activities to be carried out under the Joint Programme Document may be reduced or, if necessary, terminated by the Participating UN Organization.

8. The Participating UN Organizations recognize that each of the donors signing an Administrative Arrangement has reserved the right to discontinue future deposits of its contribution if there is: (i) failure to fulfil any obligations under the Administrative Arrangement, including those related to Section VIII; (ii) if there are substantial revisions of the Joint Programme Document; or

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(iii) if there are credible allegations of improper use of the funds in accordance with Section VII of this Memorandum of Understanding (Section VIII of the Administrative Arrangement); provided however that before doing so, the Administrative Agent, the Convening Agent, the Steering Committee and the donor will consult with a view to promptly resolving the matter.

9. Indirect costs of the Participating UN Organizations recovered through programme support costs will be seven percent (7%). All other costs incurred by each Participating UN Organization in carrying out the activities for which it is responsible under the Programme will be recovered as direct costs.

Section III
Activities of the Participating UN Organizations

Implementation of the Programme

1. The implementation of the programmatic activities will be the responsibility of the Participating UN Organizations and will be carried out by each Participating UN Organization in accordance with its own applicable regulations, rules, policies and procedures including those relating to procurement as well as the selection and assessment of implementing partners. Accordingly, personnel will be engaged and administered, equipment, supplies and services purchased, and contracts entered into in accordance with the provisions of such regulations, rules, policies and procedures.

2. Ownership of equipment and supplies procured, and intellectual property rights associated with works produced, using funds transferred to the Participating UN Organisations under this Memorandum of Understanding will be determined in accordance with the regulations, rules, policies and procedures applicable to such Participating UN Organizations, including any agreement with the relevant Host Government, if applicable.

3. Each Participating UN Organization will establish appropriate programmatic safeguard measures in the design and implementation of its Programme activities, thereby promoting the shared values, norms and standards of the United Nations system. These measures may include, as applicable, the respect of international conventions on the environment, on children's rights, and internationally agreed core labour standards.

4. As an exceptional measure, particularly during the start-up phase of the Programme, subject to conformity with their financial regulations, rules and policies, Participating UN Organizations may elect to start implementation of Programme activities in advance of receipt of initial or subsequent transfers from the Programme Account by using their own resources. Such advance activities will be undertaken in agreement with the Steering Committee on the basis of funds it has allocated or approved for implementation by the particular Participating UN Organization following receipt by the Administrative Agent of signed Administrative Arrangements from donors contributing to the Programme. Participating UN Organizations will be solely responsible for decisions to initiate such advance activities or other activities outside the parameters set forth above.

5. Any modifications to the scope of the Joint Programme Document, including as to its nature, content, sequencing or the duration thereof by the Participating UN Organization(s), will be subject to the approval of the Steering Committee. The Participating UN Organization will promptly notify the Administrative Agent through the Steering Committee of any change in the budget as set out in the Joint Programme Document.

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6. Where a Participating UN Organization wishes to carry out its Programme activities through or in collaboration with a third party, it will be responsible for discharging all commitments and obligations with such third parties, and no other Participating UN Organization, nor the Administrative Agent or the Convening Agent, will be responsible for doing so.

7. In carrying out their programmatic activities, none of the Participating UN Organizations will be considered as an agent of any of the others and, thus, the personnel of one will not be considered as staff members, personnel or agents of any of the others. Without restricting the generality of the preceding sentence, none of the Participating UN Organizations will be liable for the acts or omissions of the other Participating UN Organizations or their personnel, or of persons performing services on their behalf.

8. Each Participating UN Organization will ensure the Administrative Agent is advised in writing when all activities for which it is responsible under the Joint Programme Document have been operationally completed. Financial closure must be completed within eighteen (18) months after operational closure or according to the time period specified in the financial regulations and rules of the Participating UN Organization, whichever one comes first.

Special Provisions regarding Financing of Terrorism

9. Consistent with UN Security Council Resolutions relating to terrorism, including UN Security Council Resolution 1373 (2001) and 1267 (1999) and related resolutions, the Participants are firmly committed to the international fight against terrorism, and in particular, against the financing of terrorism. Similarly, all Participants recognize their obligation to comply with any applicable sanctions imposed by the UN Security Council. Each of the Participating UN Organizations will use all reasonable efforts to ensure that the funds transferred to it in accordance with this Memorandum of Understanding are not used to provide support or assistance to individuals or entities associated with terrorism as designated by any UN Security Council sanctions regime. If, during the term of this Memorandum of Understanding, a Participating UN Organization determines that there are credible allegations that funds transferred to it in accordance with this Memorandum of Understanding have been used to provide support or assistance to individuals or entities associated with terrorism as designated by any UN Security Council sanctions regime it will as soon as it becomes aware of it inform the Steering Committee, the Administrative Agent and the donor(s) and, in consultation with the donors as appropriate, determine an appropriate response.

Section IV
Reporting

Financial Reports

1. Each Participating UN Organization will provide the Administrative Agent with the following financial statements and reports prepared in accordance with the accounting and reporting procedures applicable to the Participating UN Organization concerned, as set forth in the Joint Programme Document. The Participating UN Organizations will endeavour to harmonize their reporting formats to the extent possible.

(a) Annual financial report as of 31 December with respect to the funds disbursed to it from the Programme Account, to be provided no later than four (4) months (30 April) after the end of the calendar year; and

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(b) Certified final financial statements and final financial reports after the completion of the activities in the Joint Programme Document, including the final year of the activities in the Joint Programme Document, to be provided no later than five (5) months (31 May) after the end of the calendar year in which the financial closure of the activities in the Joint Programme Document occurs, or according to the time period specified in the financial regulations and rules of the Participating UN Organization, whichever is earlier.

Narrative Reports

2. Each Participating UN Organization will provide the Convening Agent with the following narrative reports prepared in accordance with the reporting procedures applicable to the Participating UN Organization concerned, as set forth in the Joint Programme Document. The Participating UN Organizations will endeavour to harmonize their reporting formats to the extent possible.

(a) Annual narrative progress reports, to be provided no later than three (3) months (31 March) after the end of the calendar year; and

(b) Final narrative reports, after the completion of the activities in the Joint Programme Document, including the final year of the activities in the Joint Programme Document, to be provided no later than four months (30 April) after the end of the calendar year in which the operational closure of the activities in the Joint Programme Document occurs.

3. The Administrative Agent will ensure the preparation of consolidated narrative progress and financial reports, based on the reports provided in Section IV paragraphs 1 and 2 above, and will provide these consolidated reports to each donor that has contributed to the Programme, as well as the Steering Committee, in accordance with the timetable established in the Administrative Arrangement.

4. The annual and final reports will be results-oriented and evidence based. Annual and final narrative reports will compare actual results with expected results at the output and outcome level, and explain the reasons for over or underachievement. The final narrative report will also contain an analysis of how the outputs and outcomes have contributed to the overall impact of the Programme. The financial reports will provide information on the use of financial resources against the outputs and outcomes in the agreed results framework.

5. The Administrative Agent will also provide the donors, Steering Committee and Participating UN Organizations with the following reports on its activities as Administrative Agent:

a) Certified annual financial statement ("Source and Use of Funds" as defined by UNDG guidelines) to be provided no later than five months (31 May) after the end of the calendar year; and

b) Certified final financial statement ("Source and Use of Funds") to be provided no later than five months (31 May) after the end of the calendar year in which the financial closing of the Programme occurs.

6. Consolidated reports and related documents will be posted on the websites of the UN in Belarus [https://belarus.un.org/] and the Administrative Agent http://mptf.undp.org/.

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Section V
Monitoring and Evaluation

Monitoring

1. Monitoring of the Programme will be undertaken in accordance with the Joint Programme Document. The Participants and the donor(s) will hold consultations at least annually, as appropriate, to review the status of the Programme. In addition, the Participants and the donor(s) will discuss any substantive revisions to the Programme, and promptly inform each other about any significant circumstances and major risks, including those related to Section VIII, which interfere or threaten to interfere with the successful achievement of the outcomes outlined in the Joint Programme Document, financed in full or in part through contributions from the donor(s).

Evaluation

2. Evaluation of the Programme including, as necessary and appropriate, joint evaluation by the Participants, the donor(s), the Host Government (if applicable) and other partners will be undertaken in accordance with the Joint Programme Document.

3. The Steering Committee and/or Participating UN Organizations will recommend a joint evaluation if there is a need for a broad assessment of results at the level of the Programme or at the level of an outcome within the Programme. The joint evaluation report will be posted on the website of the UN in Belarus [https://belarus.un.org/] and the Administrative Agent [http://mptf.undp.org].

4. In addition, the Participants recognize that the donor(s) may, separately or jointly with other partners, take the initiative to evaluate or review their cooperation with the Administrative Agent and the Participating UN Organizations under this Memorandum of Understanding, with a view to determining whether results are being or have been achieved and whether contributions have been used for their intended purposes. The Administrative Agent and the Participating UN Organizations will be informed about such initiatives, will be consulted on the scope and conduct of such evaluations or reviews and will be invited to join. The Participants will upon request assist in providing relevant information within the limits of their regulations, rules, policies and procedures. All costs will be borne by the respective donor, unless otherwise agreed. It is understood by the Participants that such evaluation or review will not constitute a financial, compliance or other audit of the Programme including any programmes, projects or activities funded under this Memorandum of Understanding.

Section VI
Audit

External and Internal Audit

1. The activities of the Administrative Agent and each Participating UN Organization in relation to the Programme will be exclusively audited by their respective internal and external auditors in accordance with their own financial regulations and rules. The corresponding external and internal audit reports will be disclosed publicly unless the relevant policies and procedures of each of the relevant Participants provide otherwise.

Joint Internal Audits

2. The Internal Audit Services of the Participants involved in the Programme may consider conducting joint internal audits thereof in accordance with the Framework for Joint Internal Audits of UN Joint Activities, including its risk-based approach and provisions for disclosure of internal

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audit reports related to the Programme. In doing so, the Internal Audit Services of the Participants will consult with the Steering Committee.

Cost of Internal Audits

3. The total costs of internal audit activities in relation to the Programme will be borne by the Programme.

Audits of Implementing Partners

4. The part of the contribution transferred by a Participating UN Organization to its implementing partners for activities towards the implementation of the Programme will be audited as provided under that Participating UN Organization's financial regulations and rules, as well as its policies and procedures. The disclosure of the corresponding audit reports will be made according to the policies and procedures of that Participating UN Organization.

Section VII
Fraud, Corruption and Unethical Behaviour

1. The Participants are firmly committed to take all necessary precautions to avoid and address corrupt, fraudulent, collusive, coercive, unethical, or obstructive practices. The Participants recognize that it is important that all United Nations staff, individual contractors, implementing partners, vendors and any third parties which are involved either in joint activities or in those of the Administrative Agent or Participating UN Organization (such individuals and entities being hereinafter referred to, together, as the "Individuals/Entities", and individually as the "Individual/Entity") must adhere to the highest standard of integrity as defined by each Participant. To this end, each Participant will maintain standards of conduct that govern the performance of the Individuals/Entities, to prohibit practices which are contrary to this highest standard in any activity related to the Programme. If an Individual/Entity is a UN organization, the Participating UN Organization engaging that Individual/Entity will rely upon that Individual's/Entity's standard of integrity. The Individuals/Entities must not engage in corrupt, fraudulent, collusive, coercive, unethical, or obstructive practices, as defined below.

2. In this Memorandum of Understanding,

(a) "Corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another individual or entity;

(b) "Fraudulent practice" means any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, an individual or an entity to obtain a financial or other benefit, or to avoid an obligation;

(c) "Collusive practice" means an arrangement between two or more individuals and/or entities designed to achieve an improper purpose, including influencing improperly the actions of another individual or entity;

(d) "Coercive practice" means impairing or harming, or threatening to impair or harm, directly or indirectly, any individual or entity or the property of the individual or entity to influence improperly the actions of an individual or entity;

(e) "Unethical practice" means the conduct of behavior that is contrary to staff or supplier codes of conduct such as those relating to conflict of interest, gifts and hospitality, and post-employment provisions; and

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(f) "Obstructive practice" means acts or omissions intended to materially impede the exercise of contractual rights of audit, investigation and access to information, including destruction, falsification, alteration or concealment of evidence material to an investigation into allegations of fraud and corruption.

Investigations

3. (a) Investigations of allegations of wrongdoing by Individuals/Entities involved in the Programme which are contracted by a Participant will be carried out by the Investigation Service of the Participant with which the potential subject of investigation is contracted, in accordance with that Participant's internal policies and procedures.

(b) (i) In the event that the Investigation Service of a Participant determines that an allegation in relation to the implementation of activities for which that Participant is accountable is credible enough to warrant an investigation, it will promptly notify the Steering Committee (and the Administrative Agent, if such Participant is not the Administrative Agent) of the Programme, to the extent that such notification does not jeopardize the conduct of the investigation, including but not limited to the prospects of recovery of funds or the safety or security of persons or assets.

(ii) In the case of such notification, it is the responsibility of the Steering Committee and the Administrative Agent to communicate promptly with the relevant anti-fraud offices (or equivalent) of the donor(s).

(iii) In case of a credible allegation, the relevant Participant(s) will take timely and appropriate action in accordance with its regulations, rules, policies and procedures, which may include withholding further disbursements to the Individual(s)/Entity(ies) allegedly involved in the corrupt, fraudulent, collusive, coercive, unethical or obstructive practices as defined above.

(c) (i) The Participant's Investigation Service reviewing the credibility of an allegation or conducting the investigation will share information as appropriate with counterpart Investigation Services of the other Participants involved in the Programme to determine the best path towards resolution of the investigation and whether the alleged wrongdoing is limited to such Participant or whether one or more other Participants involved in the Programme may also be affected. If the relevant Investigation Services determine that more than one Participant could be affected by the alleged wrongdoing, they will follow the procedure described below in clause (ii).

(ii) Where a potential subject of an investigation is contracted by more than one Participant, the Investigation Services of the Participants concerned may consider conducting joint or coordinated investigations, determining which investigation framework to use.

(d) Upon completion of the internal reporting on their investigation by the Participant(s) concerned as established in their respective internal policies and procedures, the Participant(s) will provide information on the results of their investigation(s) to the Administrative Agent and the Steering Committee. Following such receipt of information on the results of the investigation(s), it is the responsibility of the Steering Committee and the Administrative Agent to communicate promptly with the relevant anti-fraud offices (or equivalent) of the donor(s).

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(e) Each Participant concerned will determine what disciplinary and/or administrative measures, including referral to national authorities, may be taken as a result of the investigation, according to its internal policies and procedures on disciplinary and/or administrative measures, including vendor sanction mechanism, as appropriate. The Participant(s) concerned will share information on measures taken as a result of the investigation(s) with the Administrative Agent and the Steering Committee of the Programme. Following such receipt of information on measures taken as a result of the investigation(s), it is the responsibility of the Steering Committee and the Administrative Agent to communicate promptly with the relevant anti-fraud offices (or equivalent) of the donor(s).

Recovery of Funds

4. If there is evidence of improper use of funds as determined after an investigation, each Participant concerned will use its best efforts, consistent with its regulations, rules, policies and procedures to recover any funds misused. With respect to any funds recovered, the relevant Participant will consult with the Steering Committee, the Administrative Agent and the donor(s). The donor(s) may request that such funds be returned to them in proportion to their contribution to the Programme, in which case the Participant would credit that portion of the funds so recovered to the Programme Account and the Administrative Agent would return that portion of such funds to the donor(s). For any such funds the donor(s) do not request to be returned to them, such funds will either be credited to the Programme Account or used by the Participant for a purpose mutually agreed upon.

5. The Participants will apply the provisions of Section VII, paragraphs 1 to 4 above in accordance with their respective accountability and oversight framework as well as relevant regulations, rules, policies and procedures.

Section VIII
Sexual Exploitation and/or Sexual Abuse, and/or Sexual Harassment

1. The Participants have zero tolerance for and are firmly committed to take all necessary measures to prevent and address instances of sexual exploitation and sexual abuse in programming activities, and sexual harassment. The Administrative Agent and the Participating UN Organizations recognize that it is important that all United Nations staff, individual contractors, implementing partners, vendors and any third parties which are involved either in joint activities or in those of the Administrative Agent or Participating UN Organization (such individuals and entities being hereinafter referred to, together as the "Individuals/Entities", and individually as the "Individual/Entity") will adhere to the highest standards of integrity and conduct as defined by each relevant UN organization. The Individuals/Entities will not engage in Sexual Exploitation, Sexual Abuse and Sexual Harassment, as defined below.

2. Definitions:

(a) "Sexual Exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another;

(b) "Sexual Abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions; and

(c) "Sexual Harassment" means any unwelcome conduct of a sexual nature, that might reasonably be expected or be perceived to cause offense or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile

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or offensive work environment. Sexual harassment may occur in the workplace or in connection with work. While typically involving a pattern of conduct, sexual harassment may take the form of a single incident. In assessing the reasonableness of expectations or perceptions, the perspective of the person who is the target of the conduct shall be considered.

3. Investigation and reporting:

(a) Investigation:

(i) Investigations of allegations of Sexual Exploitation and/or Sexual Abuse arising in programmatic activities funded by the Fund, will, where appropriate, be carried out by the Investigation Service of the relevant Participating UN Organization in accordance with its rules, regulations, policies and procedures. Where the implementing partner of that funded activity and its responsible parties, sub-recipients and other entities engaged to provide services in relation to programmatic activities are UN Organizations, investigations of such allegations will be carried out by the Investigation Service of the relevant UN Organization in accordance with their rules, regulations, policies and procedures. In cases where the relevant Participating UN Organization is not conducting the investigation itself, the relevant Participating UN Organization will require that the implementing partner of that funded activity and its responsible parties, sub-recipients and other entities engaged to provide services in relation to programmatic activities, investigate allegations of Sexual Exploitation and Sexual Abuse credible enough to warrant an investigation.

(ii) Where a potential subject of an investigation is contracted by more than one UN Organization involved in the Fund, the Investigation Services of the UN Organizations concerned (Administrative Agent or Participating UN Organization) may consider conducting joint or coordinated investigations, determining which investigation framework to use.

(iii) Investigations of allegations of Sexual Harassment by UN staff and personnel involved in the Fund and contracted by the Administrative Agent and/or each Participating UN Organisation will be carried out by the Investigation Service of the relevant UN Organization in accordance with its rules, regulations, policies and procedures.

(b) Reporting on allegations investigated by PUNOs and their implementing partners

(i) The Steering Committee, the Administrative Agent of the Fund and the Donors will be promptly notified of allegations of Sexual Exploitation and/or Sexual Abuse received/under investigation by the Participating UN Organization, as well as of any allegations credible enough to warrant an investigation received from the Participating UN Organization's implementing partners, through the Secretary-General's reporting mechanism on Sexual Exploitation and Sexual Abuse (the "Report")[6], without prejudice to the status of the Participating UN Organisation.

(ii) The Participating UN Organizations that do not participate in the Report will promptly notify the Steering Committee, the Administrative Agent of the Fund and the Donors of allegations of Sexual Exploitation and/or Sexual Abuse received/under investigation by any such Participating UN Organization through their normal method of reporting of such matters to their relevant governing bodies.

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[6] The level of detail of information included in the Report at different stages of the investigation process can be seen at https://www.un.org/preventing-sexual-exploitation-and-abuse/content/data-allegations-un-system-wide. Information is published both in real time and through monthly reports.

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(c) Reporting on credible allegations and measures taken following an investigation:

(i) The Steering Committee, the Administrative Agent of the Fund and the Donors will be promptly notified of credible allegations of Sexual Exploitation and/or Sexual Abuse investigated by the Participating UN Organization, as well as of any credible allegations that have been investigated by and received from the Participating UN Organization's implementing partners, through the Report.

(ii) In those cases where the respective Participating UN Organization determined that a case would have significant impact on a Participating UN Organisation's partnership with the Fund and/or with the Donor(s), the Participating UN Organization(s) will promptly provide information containing the level of detail as found in the Report, on the results of their investigation(s) or the investigations conducted by its implementing partners that they are aware of, with respect to the cases in the Report relating to the activities funded by the Fund, which resulted in a finding of Sexual Exploitation and/or Sexual Abuse, to the Administrative Agent and the Steering Committee Chair. Following such receipt of information on the results of the investigation(s), it is the responsibility of the Administrative Agent to communicate promptly with the relevant integrity / investigation offices (or equivalent) of the Donor.

(iii) Following a determination of a credible allegation of Sexual Exploitation and/or Sexual Abuse, each Participating UN Organization will determine what contractual, disciplinary and/or administrative measures, including referral to national authorities, may be taken as a result of an investigation, according to its internal regulations, rules, policies and procedures on disciplinary and/or administrative measures, as appropriate. The Participating UN Organization(s) concerned will share information on measures taken as a result of the credible allegation of Sexual Exploitation and/or Sexual Abuse in its programmatic activities financed by the Fund with the Administrative Agent and the Steering Committee through the Report.

(iv) With respect to credible allegations of Sexual Harassment (regarding Participating UN Organization's internal activities) the relevant Participating UN Organization will share information on measures taken with the Administrative Agent, the Steering Committee and the Donors of the Fund through their regular reporting to their relevant governing bodies. The Administrative Agent will share information on measures taken as a result of its own investigation which resulted in a finding of credible allegation of Sexual Harassment regarding its internal activities, with the Steering Committee and the Donors of the Fund through its regular reporting to its relevant governing body.

4. Any information provided by Participating UN Organizations in accordance with the foregoing paragraphs, will be shared in accordance with their respective regulations, rules, policies and procedures and without prejudice to the safety, security, privacy and due process rights of concerned individuals.

Section IX
Communication and Transparency

1. Subject to the regulations, rules, policies and procedures of the Participating UN Organization, each Participating UN Organization will take appropriate measures to publicize the Programme and to give due credit to the other Participating UN Organizations. Information given to the press, to the beneficiaries of the Programme, all related publicity material, official notices,

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reports and publications, will highlight the results achieved and acknowledge the role of the Host Government, the donors, the Participating UN Organizations, the Administrative Agent, the Convening Agent and any other relevant entities. In particular, the Administrative Agent will include and ensure due recognition of the role of each Participating UN Organization and national partner in all external communications relating to the Programme.

2. The Administrative Agent in consultation with the Participating UN Organizations will ensure that decisions regarding the review and approval of the Programme as well as periodic reports on the progress of implementation of the Programme are posted, where appropriate, for public information on the websites of the UN in Belarus [https://belarus.un.org/] and the Administrative Agent [http://mptf.undp.org]. Such reports and documents may include Steering Committee approved programmes and programmes awaiting approval, fund level annual financial and progress reports and external evaluations, as appropriate.

3. The Participants are committed to principles of transparency with regard to the implementation of the Programme, consistent with their respective regulations, rules, policies and procedures. The donors, the Administrative Agent, Participating UN Organization and the Host Government, if applicable, will endeavor to consult prior to publication or release of information regarded as sensitive.

Section X
Expiration, Modification, Termination and Unspent Balances

1. This Memorandum of Understanding will expire upon the delivery to the donor(s) of the certified final financial statement pursuant to Section IV, paragraph 5(b).

2. This Memorandum of Understanding may be modified only by written agreement between the Participants.

3. Any of the Participating UN Organizations may withdraw from this Memorandum of Understanding upon giving thirty (30) days' written notice to all other Participants to this Memorandum of Understanding subject to the continuance in force of paragraph 5 below for the purpose therein stated.

4. The Administrative Agent or the Convening Agent's appointment may be terminated by the Administrative Agent or the Convening Agent (on the one hand) or by the mutual agreement of all Participating UN Organizations (on the other hand) on thirty (30) days' written notice to the other Participants, subject to the continuance in force of paragraph 5 below for the purpose therein stated. In the event of such termination, the Participants will agree on measures to bring all activities to an orderly and prompt conclusion so as to minimize costs and expense.

5. Commitments assumed by the withdrawing or terminating Participants under this Memorandum of Understanding will survive the termination of this Memorandum of Understanding or the termination of the Administrative Agent or the Convening Agent or withdrawal of a Participating UN Organization to the extent necessary to permit the orderly conclusion of the activities and the completion of final reports, the withdrawal of personnel, funds and property, the settlement of accounts between the Participants hereto and the settlement of contractual liabilities that are required in respect of any subcontractors, consultants or suppliers.

6. Any balance remaining in the individual Participating UN Organizations' separate ledger accounts after operational completion of the activities for which they are responsible under the Joint Programme Document will be returned to the Programme Account as soon as administratively

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feasible and before financial closure of those activities in line with Section III, paragraph 8. Any balance remaining in the Programme Account upon completion of the Programme will be used for a purpose mutually agreed upon or returned to the donor(s) in proportion to their contribution to the Programme as decided upon by the donor(s) and the Steering Committee.

Section XI
Notices

1. Any action required or permitted to be taken under this Memorandum of Understanding may be taken on behalf of the Administrative Agent by the Executive Coordinator of the Multi-Partner Trust Fund Office, or his or her designated representative, on behalf of the Convening Agent and UNDP by the Resident Representative, or his or her designated representative, on behalf of UNICEF by the Representative, or his or her designated representative, on behalf of UNFPA by the Country Director for Belarus, or his or her designated representative, on behalf of WHO by the Regional Director for Europe, or his or her designated representative.

2. Any notice or request required or permitted to be given or made in this Memorandum of Understanding will be in writing. Such notice or request will be deemed to be duly given or made when it will have been delivered by hand, mail or any other agreed means of communication to the Participant to which it is required to be given or made, at such Participant's address specified in ANNEX C to this Memorandum of Understanding or at such other address as the Participant will have specified in writing to the Participant giving such notice or making such request.

Section XII
Entry into Effect

This Memorandum of Understanding will come into effect upon signature thereof by the Participants and will continue in effect until it expires or is terminated.

Section XIII
Settlement of Disputes

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

IN WITNESS WHEREOF, the undersigned, duly authorized representatives of the respective Participants, have signed this Memorandum of Understanding in English in **5** copies.

For the Administrative Agent [MPTFO]

Signature: _____
Name: Ms. Jennifer Topping
Title: Executive Coordinator,
MPTF Office UNDP
Place: New York _____
Date: _____

For Convening Agent [UNDP]

Signature: _____
Name: Ms. Alexandra Solovieva
Title: UNDP Resident Representative
Place: Minsk
Date: 17/12/2021

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For Participating UN Organization [UNDP]

Signature: _____
Name: Ms. Alexandra Solovieva
Title: UNDP Resident Representative
Place: Minsk
Date: 17/12/2021

For Participating UN Organization [UNICEF]

Signature: _____
Name: Ms. Tanja Radocaj
Title: UNICEF Representative
Place: Minsk
Date: 20/12/2021

For Participating UN Organization [UNFPA]

Signature: DocuSigned by: _____ CD90116DD32D4D7...
Name: Mr. Jaime Nadal
Title: UNFPA Country Director for Belarus
Place: Kyiv
Date: 21-Dec-2021

For Participating UN Organization [WHO]

Signature: _____
Name: Dr. Hans Kluge
Title: WHO Regional Director for Europe
Place: Copenhagen
Date: _____

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ANNEX A:
Joint Programme Document

ANNEX B:
Standard Administrative Arrangement between the Donor and the Administrative Agent

ANNEX C
Notices

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ANNEX C

Notices

For the Administrative Agent:
Name: Jennifer Topping
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ANNEX A

Joint Programme Document

1. COVER PAGE

Country: **Republic of Belarus**

Joint Programme title: **Support to the efforts of the Republic of Belarus in nationalization and localization of the Sustainable Development Goals**

Joint Programme outcome: **Assistance provided to the Republic of Belarus to nationalize and localize the Sustainable Development Goals**

Joint Programme period: **3 years** Proposed start and end dates for the Programme: **2022 — 2024** Fund management modality: **pass-through** Managing or administrative agent: **UNDP Multi-Partner Trust Fund Office (MPTF)**	Total estimated budget*: **USD 3,462,891** Out of which: 1. Funded budget: **USD 3,462,891** 2. Unfunded budget: 0,00 *Total estimated budget includes both programme cost and indirect support costs Programme Financing Sources: The Government of the Russian Federation: **USD 3,462,891**

UN organizations	
Ms. Alexandra Solovieva UNDP Resident Representative in Belarus	*Ms. Tanja Radocaj* UNICEF Representative in Belarus
Mr. Jaime Nadal UNFPA Country Director for Belarus DocuSigned by: CD90116DD32D4D7...	*Dr. Hans Kluge* WHO Regional Director for Europe

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2. Executive summary

The general Joint Programme objective is to support the efforts of the Republic of Belarus to Sustainable Development Goals (SDGs).

The Republic of Belarus has been actively incorporating the SDGs into its policy planning process at the national and regional levels. The approaches, outlined in the SDGs Implementation Roadmap for Belarus designed upon the MAPS mission in late 2018, have been endorsed by the national partners. However, not all dimensions included in the document are being fully implemented due to limited funding. These dimensions, in particular, include regional planning, monitoring and implementation of SDGs. The functioning of the SDG implementation and promotion mechanisms established in the Republic of Belarus is an important element for accelerating implementation of the 2030 Agenda, as it supports not only the sustainable development national dialogue, but also professional dialogue with the UN agencies on methodological issues of setting indicators and achieving the SDGs. The effective functioning of this system also requires additional funding, which is envisaged by the Joint Programme.

To address these issues, the proposed Joint Programme structure comprises four components.

The actions of **Component 1** will be aimed at building capacity of the national and regional decision-makers on the SDGs' issues, direct involvement of citizens (including youth), CSOs and the business community in the SDGs' implementation processes, support for Government-public dialogue on sustainable development, as well as development of a methodological framework for the SDG-based decision-making (methodology for assessment of draft regulations for their compliance with SDGs, conducting expert reviews of regulations from the viewpoint of demographic resilience, as well as calculating the SDG indicators, etc.). These actions will be complemented by awareness campaigns to promote the principles and ideas of SDGs and progress towards their achievement.

Under **Component 2**, expert assistance will be provided to localize SDGs and to integrate SDGs into the national and regional planning system. These actions will be complemented by supporting pilot (demo) SDG initiatives capable to demonstrate practical outcomes of the "SDG accelerators" at the local level focusing on the SDG Acceleration Platforms advised by the MAPS mission to Belarus.

Component 3 will support development and operation of a system for collecting, monitoring and evaluating the SDG data. Central to this component is the process of improving data collection and assessment methodologies for the selected SDG indicators.

Component 4 will focus on ensuring effective the Joint Programme management and inter-agency coordination both among the UN agencies and the national Joint Programme partners.

The Ministry of Foreign Affairs (MFA) of the Republic of Belarus will be the Joint Programme National Executing Agency (NEA) on behalf of the Government of the Republic of Belarus and will be responsible for the general Joint Programme coordination.
The Joint Programme beneficiaries include the Ministry of Foreign Affairs (MFA) of the Republic of Belarus, the National Statistical Committee (Belstat) of the Republic of Belarus, Regional Executive Committees and the Minsk City Executive Committee, other government agencies, and other organizations, the National Assembly of the Republic of Belarus, academic and educational institutions, CSOs, and private sector entities.

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The Government of the Russian Federation will be the Joint Programme donor transferring funds to UNDP through a cross-cutting modality for the Joint Programme implementation. The Administrative Agent, UNDP's Multi-Partner Trust Fund Office (MPTFO), will be responsible for financial management, with each participating UN organization having programmatic and financial responsibility for the funds entrusted to it. UNDP as the Convening Agent being accountable for coordination of programmatic activities and submitting the consolidated narrative report based on submissions provided by each participating UN agency. In the collaboration, a Joint Coordination Unit comprising the participating UN agencies and chaired by the Convening Agent will be established to strengthen synergies across the agencies' Joint Programme activities.

3. Situation analysis

The Republic of Belarus is committed to the implementation of the 2030 Agenda and is taking important steps to implement it at the national and local levels.

The Institute of the National Coordinator for the achievement of the SDGs (National SDG Coordinator) was established by Decree 181 of the President of the Republic of Belarus dated May 25, 2017. The same Decree defines the list of state bodies and other organizations responsible for SDG implementation. Under the auspices of the National SDG Coordinator, the National Institutional Mechanism for achievement of the SDGs was set up to achieve the SDGs in the Republic of Belarus. It includes:

- The Council for Sustainable Development, including cross-sectoral working groups on environment, economy, social issues, education, SDG monitoring and evaluation;
- The Parliamentary Group for Sustainable Development;
- The Partnership Group for Sustainable Development;
- The Public Council on Drafting and Monitoring the Sustainable Development Strategies;
- Regional Groups for Sustainable Development;
- The SDG Promotion Communications Media Coordination Group;
- SDG Youth Ambassadors.

Based on the outcomes of the National Sustainable Development Strategy until 2030 (NSDS-2030) and the 2030 Agenda Principles, the National Sustainable Development Strategy until 2035 (NSDS-2035) was drafted and approved in the Republic of Belarus. The NSDS-2035 drafting process coincided with the process of drafting and approving the Social and Economic Development Programme for 2021-2025 and the state programmes for a new five-year programming cycle.

In 2017, the National Indicators System to monitor the SDGs' progress was established, which, as of August 1, 2021, included 264 indicators, of which 162 indicators were aligned with the global indicators list, and 102 proxy indicators had data meeting the requirements indirectly, while 77 indicators had national targets.

The Belarusian National SDG Reporting Platform (NRP) [http://sdgplatform.belstat.gov.by] developed by Belstat — with the support of UNDP and UNICEF — was launched in 2018. This resource ensures real-time tracking of how Belarus progresses in achieving SDGs.

The Republic of Belarus has been working to involve youth in the process of achieving SDGs; the institute of the SDG Youth Ambassadors has been established; the Youth Policy aligned with SDGs has been approved.

The Government of the Republic of Belarus supported the UN agencies campaigns to promote SDGs in various target groups. The Ministry of Information of the Republic of Belarus has established the SDG Promotion Communications Media Coordination Group, which is operational.

In 2018, the MAPS mission visited the country, and, based on its findings, the Belarusian SDG Implementation Roadmap was developed. The approaches outlined in this Roadmap have been endorsed by the national partners, and the approaches include the following set of the SDG Acceleration Platforms:

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i) Green transition to inclusive and sustainable growth (SDGs 4, 7, 8, 9, 11, 12, 13, 14, 15);
ii) Future generation orientation on (SDGs 1, 3, 4, 5, 8, 10, 11, 16);
iii) Digital transformation and social innovation (SDGs 4, 8, 10, 11, 12, 16, 17);
iv) Gender equitable society (SDGs 1, 3, 4, 5, 8, 10, 11, 16).

4. Strategies including lessons learned and the proposed Joint Programme

The Joint Programme actions are consistent with the Country Programmes of UNDP, UNFPA, UNICEF, WHO for 2021-2025, and they define activity dimensions that are common for UNDP, UNICEF, UNFPA, WHO under the SDGs' implementation process.
Currently, UNDP, UNFPA and UNICEF — together with the Ministry of Foreign Affairs of the Republic of Belarus — implement a Joint Programme aimed at supporting operations of the SDG Achievement Process Management Design in the Republic of Belarus. In 2019, UNICEF, together with Belstat, successfully completed the Multi-Indicator Cluster Survey (MICS 6), which became the data source for 21 SDG indicators.
UNDP, UNFPA and UNICEF have supported operations of the Public Council on the Formation and Monitoring of the Sustainable Development Strategies, as well as they have assisted the development of NSDS-2035 and interacted with the Ministry of Natural Resources and Environmental Protection, the Ministry of Health, the Ministry of Labor and Social Protection, and other government bodies to draft state programmes for 2021-2025 aligned with the SDGs.

Lessons learned:
The process of the SDG nationalization in the Republic of Belarus has been supported at the highest country level. This support level has made it possible to include the SDGs as national development indicators. Achievements of the Republic of Belarus in this process have been recognized by the UN agencies, and they can be replicated by other countries of the region and globally.
It is not only the Government that is involved in the implementation of the SDGs in the Republic of Belarus. Awareness of the civil society, academic and business communities about the 2030 Agenda as well as their willingness to engage in the implementation of the SDGs have been noted. Public consultations and the My World type survey around the formulation of NSDS-2035, related plans and programmes, and their implementation help strengthen the commitment of the whole society to implement the 2030 Agenda in Belarus.
As a number of the SDG indicators are concerned, national stakeholders have noted lacking national methodologies similar to international methodologies for calculation of the SDG indicators, as well as practices, competencies and adequate capacities to collect the SDG data, to monitor and evaluate the progress in achieving the SDGs and the set the SDG indicators. At the same time, it has been identified that there is no financial capacity to engage international expertise to address these challenges.

The proposed Joint Programme

To advance the 2030 Agenda, the Joint Programme will bring together various UN agencies and national partners to ensure long-term sustainability of the Joint Programmes' outcomes. The Joint Programme will be implemented by consolidating the available arrangements of integrated planning, resource allocation improvement, and innovative coordination pathways between the UN agencies. The Joint Programme will leverage comparative advantages, expert capacities and various target groups networked by every UN agency engaged. The planned outcomes will be achieved through the actions and activities complementing and multiplying each other, thus creating synergies, and by developing partnerships with the national partners. Therefore, it seems appropriate to combine the efforts of the international community present in

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Belarus (UNDP, UNICEF, UNFPA, WHO) and of the national partners (Ministry of Foreign Affairs, Belstat, regional executive committees and the Minsk City Executive Committee, and other governmental bodies, and other organizations) within the Joint Programme aimed at promoting the SDGs. The effectiveness of the UN agencies' interventions will be optimized by assigning roles and types of activities under the components as described in the relevant sections of this Joint Programme proposal. UNDP will integrate and coordinate implementation of the entire Joint Programme, cooperating with the other UN agencies under individual components to ensure coherence across various SDGs.

Outcomes' sustainability:

The Joint Programme will ensure closer and more sustainable partnerships between government agencies, local authorities, academic institutions, social actors, civil society, and business community. The Joint Programme will expand opportunities for establishing interagency partnerships to promote the SDGs. Such a partnership will facilitate practical cooperation at the national and local levels. The Joint Programme will also focus on enhancing capacity of both government officials and public / business community representatives in the implementation of the 2030 Agenda by implementing grassroots initiatives.

5. Results Matrix

The **general Joint Programme goal** is to integrate the SDGs into national and local policies and programmes, as well as bringing the SDGs to communities and daily lives.

Specific Joint Programme objectives (outcomes):

1. Strengthen the capacity of national partners in the SDG implementation.
2. Incorporate the SDGs into the forecasting and planning system;
3. Improve approaches to monitoring and assessing progress in achieving the SDGs in the Republic of Belarus.

The detailed Results Matrix, including indicators, will be developed during the inception phase of the Joint Programme and approved by the Steering Committee at its first meeting.

To achieve the Joint Programme goal and specific objectives, the following actions will be taken:

COMPONENT 1: STRENGTHTENING THE CAPACITY OF NATIONAL PARTNERS IN THE SDG IMPLEMENTATION

Output 1. National Institutional Mechanism for achievement of the SDGs of the Republic of Belarus strengthened

Activity 1.1. Supporting the functioning of the National Institutional Mechanism for achievement of the SDGs of the Republic of Belarus

1.1.1. To support and expand the dialogue underway within the national architecture for managing the process of achieving the SDGs, and the state-public dialogue, UNDP will support events (roundtables and others) on sustainable development under this Joint Programme.

1.1.2. Based on the analysis of international (including Russian) practices, a methodology will be developed with the assistance of UNDP to assess draft regulations for their compliance with the SDGs, and this methodology will be applying to one regulation draft.

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1.1.3. Under the Joint Programme, UNFPA will assist designing a methodology for expert reviews of regulations through the prism of demographic resilience and piloting this methodology by applying the methodology to one regulation draft.
1.1.4. In addition, UNFPA will assess reproductive health regulations for men and women in the context of the SDGs and generate recommendations for improving legislation in this field; developing practical operating arrangements focused on the country's regions; and discussing the recommendations with national partners.

Activity 1.2. Raising public awareness of the SDGs
1.2.1. Shortly before the end of the Joint Programme, UNDP will conduct a national sociological survey of various populations to find out their awareness of the SDGs.
1.2.2. The Common Communications Strategy for the SDG promotion in the Republic of Belarus will be developed and implemented jointly with national partners during the inception phase of the Joint Programme with the support of UNDP. Developments of the Communications Strategy will consider the practices of Russia and other Eurasian Economic Union (EAEU) member-states. Implementation of the Strategy will focus on promoting the SDGs, the tools for the SDG achievement in the society, and on raising awareness of different population groups.
1.2.3. UNDP will assist in preparing and holding the SDG Champions competition, where state bodies, public organizations, private companies, which have made a significant contribution to the achievement of the SDGs, will be selected and awarded.
1.2.4. Under the Joint Programme, UNFPA will conduct a campaign together with national partners to mainstream the contribution of older populations to the achievement of the SDGs.
1.2.5. Under the Joint Programme, UNICEF will provide expert and technical assistance to the activities of the SDG Youth Ambassadors selected by the Ministry of Education of the Republic of Belarus on a competitive basis. Similar Russian practices will also be considered in developing interventions.
1.2.6. Under the Joint Programme, UNICEF, together with national partners, will campaign to promote the Future Generation Orientation — Adolescents and Youth: the SDG Acceleration Platform.
1.2.7. The communications component of the Joint Programme will be provided by the UNDP SDG Thematic Communications Coordinator.
1.2.8. Under the Joint Programme, the UNICEF Thematic Coordinator for Children and Youth will provide expert and technical assistance on children and youth issues.

Activity 1.3. Experience exchange and international cooperation in implementing the SDGs
1.3.1 Under the Joint Programme, UNDP with participation of the other participating UN agencies will assist in drafting, discussing with a wide range of stakeholders, and publishing the Voluntary National Report on implementation of the 2030 Agenda by the Republic of Belarus.
1.3.2 With the support of UNDP, a Regional Conference on practice exchange in achieving the SDGs will be held in the Republic of Belarus with the participation of the other UN agencies, the Eurasian Economic Commission, the Union State, the international community, government agencies, as well as the representatives of CSOs and business community.

Activity 1.4. Capacity building in the SDG related issues
1.4.1 UNDP will assist drafting of the training materials on the SDGs for their subsequent use in executive and professional development and training courses curricula.
1.4.2 One of the country's higher education institutions assisted by UNDP will draft a voluntary university review on implementation of the 2030 Agenda.
1.4.3 With the support of UNDP, programmes will be developed and implemented to exchange and study the best practices in achieving the SDGs in the Russian Federation *(the Interdepartmental Working Group*

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under the President Administration of the Russian Federation on Climate Change and Sustainable Development (IWG), the Analytical Center under the Government of the Russian Federation, the Federal State Statistics Service (Rosstat), etc.) as well as in other top countries in the SDG Achievement Index. The target audience of these programmes will be representatives of the Sustainable Development Council, regional, parliamentary and partner groups on sustainable development.

1.4.4 The Joint Programme — supported by UNICEF — will also assist developing and piloting sustainable development training courses for schoolchildren.

1.4.5 In addition, UNICEF will provide technical assistance to the Ministry of Education of the Republic of Belarus in delivering the World's Largest Lesson on the SDGs in educational institutions.

1.4.6. A public health training module on prevention of noncommunicable diseases (NCDs), promotion of healthy lifestyles and addressing prevalence of NCDs risk factors that are monitored with the SDGs will be designed with the support of WHO and in cooperation with the Ministry of Health. The target audience will be decision makers, members of the Council for Sustainable Development, members of the Interagency Council on Healthy Lifestyles, Noncommunicable Disease Control, Prevention and Control of Harmful use of alcohol and alcohol addition, Drug addiction and Tobacco Use that is established within the Council of Ministers of the Republic of Belarus, representatives of the Partnership Group for Sustainable Development, medical and educational institutions. The choice of strengthening public health training for high level decision makers as the vehicle to improve the SDG achievements is justified by interdisciplinary and cross-cutting nature of the impact of healthcare on other dimensions of the SDGs and also due to the high performance already achieved in this area. These efforts will allow using public health measures and approaches as a platform for scaling up successful practices and transferring them to other areas.

The actions will include:

1.4.6.1. review and enhancing the NCD public health training module for high level decision makers and health care managers with adjusting training materials using WHO "Best Buys" recommended public health measures to achieve the SDGs on health in Belarus. This work will include development of the plan for scaling up of the public health training for decision makers in the Republic of Belarus;

1.4.6.2. conducting 3 demo workshops on the public health training module for decision makers on prevention of non-communicable diseases and addressing prevalence of NCDs risk factors that are monitored with the SDGs;

1.4.6.3. capacity building and "training of trainers" format for Belarusian specialists on public health training module on prevention of non-communicable diseases and addressing prevalence of NCDs risk factors that are monitored with the SDGs;

1.4.6.4. designing handouts and other teaching aids, printing these materials, introducing the public health training module at the national and regional levels.

Applying the expertise of the Ministry of Health of the Russian Federation and WHO European Office for the Prevention and Control of Noncommunicable Diseases (Moscow, Russian Federation) will be used in consultations process of development a training module on public health and noncommunicable disease prevention in the context of the SDGs.

COMPONENT 2: ASSISTANCE IN DRAFTING AND INTRODUCING FORECASTING AND PLANNING POLICY PAPERS ALIGNED WITH the SDGs

Output 2. Forecasting and planning policy documents aligned with the SDGs

Activity 2.1. Incorporating the SDGs into forecasting and planning policy papers

In 2020 the following key strategic and programme documents aligned with the SDG indicators adopted: 1) NSDS-2035, 2) the Programme of Social and Economic Development of the Republic of Belarus for 2021-2025, 3) state programmes for the next programming cycle (2021-2025).

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2.1.1. With the expert support provided under the Joint Programme, 7 regional sustainable development strategies will be designed / updated (for each of the regions and the city of Minsk) with the assistance of UNDP and participation of the other UN agencies. The sustainable development strategies will be designed considering the need to cover the SDG Acceleration Platforms and to use the selected the SDG indicators as targets. Drafted policy documents will be discussed at workshops and roundtables. Regional Executive Committees and the Minsk City Executive Committee are expected to endorse the policies that will be pitched.
2.1.2. UNDP will facilitate the design of the Best SDG Practices Online Platform.
2.1.3. Under the Joint Programme, UNFPA will assist in developing a budgeting methodology adjusted for the demographic factors affecting the SDGs and in piloting this methodology in two regions of the country at least.
2.1.4. In addition, UNFPA will conduct awareness-raising events on the effectiveness of budgeting with regard to demographic factors and its positive impact on the demographic resilience of the regions.
2.1.5 The UNFPA Demographic Resilience Thematic Coordinator will coordinate the Joint Programme's efforts on demographic resilience.
2.1.6. UNICEF will support the development of a methodology and an assessment of the needed financial resources for budgeting the achievements of the SDGs related to children.
2.1.7. A Forum on the SDG financing will be organized and held with the assistance of UNDP and other UN agencies.

Activity 2.2. Supporting the SDG acceleration at the local level

2.2.1. The Joint Programme funds will be reserved for implementation — with UNDP support and collaboration of the other UN agencies — of pilot (demo) SDG initiatives capable to showcase practical outcomes of the SDG acceleration at the local level focusing on the SDG Acceleration Platforms recommended by the MAPS mission for the Republic of Belarus.
Funding for the pilot initiatives will be provided to CSOs to build their capacity and to ensure their full participation in the SDG implementation process as well as to support the specific SDG acceleration activities. Legal entities — local government and self-government bodies, commercial and non-commercial organizations — may become partners and beneficiaries of the initiatives. The initiatives can develop both individual and cross-cutting themes to promote the SDGs (e.g., shaping digital ecosystems, including those under the umbrella of smart sustainable cities ensuring interaction between the state, society and business community with equal participation of women and men, adolescents, youth and representatives of the most vulnerable groups, preventing violence against women, etc.). The winners will be selected through transparent procedures on a competitive basis. A regulation on the procedure and conditions for holding the competition of pilot (demo) initiatives will be drafted under implementation of the Joint Programme and approved by the Steering Committee (SC). Pilot initiatives will be selected for each SDG Accelerator Platform based on the regionality principle. The total amount of funding for the competition and implementation of the initiatives will be 500,000 USD. Requirements for the number and the maximum budget of the initiatives will be defined in the Regulation on the procedure and conditions for holding the competition of the pilot (demo) initiatives. When holding the competition and supporting the implementation of the pilot initiatives on the SDGs, visualization of the Joint Programme donor (the Government of the Russian Federation) will be ensured in all winning initiatives. The key criteria for shortlisting the initiatives will be as follows: consistency with the Joint Programme goal and objectives, innovativeness, compliance with the activities envisaged in NSDS-2035, state and regional programmes, and the SDG Acceleration Platforms.
2.2.2. Training workshops will be organized with the support of UNDP in the country's regions under the competition of the pilot (demo) initiatives.

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2.2.3. Efforts coordination in this dimension will be provided by the UNDP Regional Development Thematic Coordinator.

COMPONENT 3: SUPPORTING THE IMPROVEMENT OF THE SDG MONITORING SYSTEM AT THE NATIONAL AND LOCAL LEVELS (UNDP as a coordinating agency, with the engagement of UNICEF, WHO, and UNFPA)

This component will be implemented considering the SDG Acceleration Platforms recommended by the MAPS mission for the Republic of Belarus, including as follows:

- Green Transition for Inclusive and Sustainable Growth (UNDP);
- Digital Transformation and Social Innovations (UNDP);
- Future Generations Orientation (UNICEF);
- Gender Equitable Society (UNFPA).

Output 3. The SDG monitoring system at the national and local levels improved

Activity 3.1. Improving the system for collecting and monitoring national and regional data on the SDGs

3.1.1. The Joint Programme — with the support of UNDP — will improve the National SDG Indicator Reporting Platform (NRP) [http://sdgplatform.belstat.gov.by]. The upgraded NRP should enable visualization of geospatial information on selected SDG indicators as well as automatic data sharing with international organizations.

3.1.2. The component — with the assistance of UNICEF — will also support improvement of the Universal Web Portal for Child Statistics, including data visualization and introduction of the SDMX format for efficient data sharing.

3.1.3. UNICEF will provide assistance in administrative data quality assessment and quality assurance and in mobilizing for the MICS survey to monitor national and regional SDG indicators on children and youth.

3.1.4. UNICEF will provide technical assistance in designing the microdata dissemination process and in piloting the process using the MICS and CDS (Comprehensive Disability Survey) data as far as the SDG indicators on children and youth are concerned.

Activity 3.2. Supporting the development of the SDG indicators by data producers from government agencies and other organizations

As of August 1, 2021, the National Indicator System for monitoring the SDG progress included 264 indicators, of which 162 indicators were aligned with the global indicators list, and 102 proxy indicators had data that met the requirements indirectly, while 77 indicators had national targets. A number of indicators require: the national definitions to be aligned with the international definitions, quality validation of the existing administrative data; other indicators require: designing national metadata, conducting specialized surveys, developing additional indicators for certain SDGs in the view of the local context, etc.

3.2.1. Under the Joint Programme, UNDP will prepare a survey (mapping) of data providers from government bodies and other institutions that primarily require assistance in improving the SDG indicators. Based on the mapping, recommendations will be drafted for improving the SDG Indicators Reporting System in the Republic of Belarus.

UNDP will also assist in administrative data quality assessment of the selected SDGs under two SDG Acceleration Platforms: Green Transition to Inclusive and Sustainable Growth, and Digital Transformation and Social Innovation.

3.2.2. UNDP will support the development of the SDG indicators by data providers from among government agencies and other institutions, as well as the methodologies for data collection and calculation

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(at least 2 methodologies) in the context of two SDG Acceleration Platforms: Green Transition to Inclusive and Sustainable Growth, and Digital Transformation and Social Innovation. In addition, UNDP will provide assistance in designing expenditure accounts for environmental protection.

3.2.3. UNICEF will support development (refinement) of the SDG indicators related to children and youth in the context of the Focus on Future Generations SDG Acceleration Platform.

3.2.4. UNFPA together with the Ministry of Labor and Social Protection and the Ministry of Health will conduct a meta-analysis of a set of the SDG reporting indicators related to the demographic resilience of the country in relation to NSDS-2035 and the Gender Equality in Society SDG Acceleration Platform, and will ensure drafting of recommendations on improvement of the SDG indicators and consultations on the SDG indicators with a wide range of stakeholders.

3.2.5. Under the Joint Programme, the UNDP's SDG Statistics Thematic Coordinator will provide expert assistance and coordinate efforts on the SDG statistics.

The Joint Programme will facilitate cooperation between the National Statistical Committee of the Republic of Belarus (Belstat) and the Federal State Statistics Service of the Russian Federation (Rosstat). Rosstat's expertise and best practices will be leveraged in the implementation of this Joint Programme component.

Component 4. Programme management, knowledge management, monitoring and evaluation (UNDP, UNICEF, WHO, UNFPA)

Outcome 4. Providing effective programme management and monitoring

Output 4. Effective programme management and monitoring ensured

Activity 4.1. In line with the UN practices, the Joint Programme will include a knowledge management, monitoring and evaluation component. After the Joint Programme is registered, programme staff will be hired and office equipment will be procured and put in place to support the Joint Programme activities as per the allocations specified in the Joint Programme budget. Premises for accommodation of the Joint Programme staff will be agreed with the MFA.

6. Risk Management Matrix

Risk Description/ Analysis	Category	(I) Impact Seve-rity 1-5	(L) Likeli-hood 1-5	I x L Overall Risk rating	Risk Management Strategy & Actions	By When/ Whom
Delay in the Joint Programme's national approval and registration procedure (by the Council of Ministers and Ministry of Economy respectively)	Operational	4	3	12	Intensive consultations with the line ministries, Ministry of Economy and concerned Joint Programme partners on improving and finalizing the Joint Programme Documents	All partners, Ministry of Economy Timeline: First quarter of 2022
COVID-19 situation prevents partners from being able to conduct work or interactions are limited	Environment al / Health and safety	3	3	9	UN agencies & partners have learned how to transfer actions online in a productive way and to develop blended actions using protective and infection control practices	All partners Timeline: throughout Joint Programme's implementation period

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SDGs become less of a political priority for Government leading to reduced opportunities for scaling up the Joint Programme	Operational / Engagement of national partners in decision-making	4	1	4	Government agencies are key partners within the Joint Programme activities, giving them more ownership in the success of the Joint Programme	All partners Timeline: throughout Joint Programme's implementation period
SDG issues become less of an important/critical issue for the public/community	Operational / Engagement of national partners in decision-making	2	2	4	Throughout the Joint Programme, UN agencies will establish a communication component in communities to promote an on-going dialogue that underscores how SDGs affect daily lives and provide meaning	All partners Timeline: throughout Joint Programme's implementation period
Difficulties with hiring appropriate contractors for the effective implementation of the programme	Operational	4	4	16	UN agencies work with a broad group of partners both locally and internationally. UN agencies capacities to pool international expertise can also supplement potential reduced capacity in the country	All partners Timeline: throughout Joint Programme's implementation period

7. Management Arrangements and Coordination Mechanisms

National partners

The Joint Programme will be implemented under the National Implementation Modality (NIM) with support of the country offices of the United Nations Development Programme (UNDP), World Health Organization (WHO), the United Nations Children's Fund (UNICEF), and the United Nations Population Fund (UNFPA) according to UN rules and procedures. The Ministry of Foreign Affairs will be the National Implementing Partner. The National Joint Programme Coordinator (who will be the National SDG Coordinator) will coordinate the Joint Programme activities.

The Ministry of Foreign Affairs of the Republic of Belarus is a central government body; it reports to the Council of Ministers (Government) of the Republic of Belarus. The Ministry of Foreign Affairs conducts the state foreign relations policy, coordinates foreign policy and foreign economic activities of the country. The Ministry of Foreign Affairs performs the function of the Secretariat of the National SDG Coordinator. Acting as the National Implementing Partner, the Ministry of Foreign Affairs will be responsible for the successful implementation of the Joint Programme, sustainability of the results achieved and reporting to the state authorities of the Republic of Belarus on the results of the Joint Programme.

UN Agencies

This Joint Programme will be implemented in indirect management with the United Nations agencies' funds and programmes in accordance with the "Memorandum of Understanding between Participating UN Organizations, and the UNDP Multi-Partner Trust Fund Office" (hereinafter MoU) and current Joint Programme document, including WHO, UNICEF, UNDP, UNFPA; supported by the UNSDCF Pillar Groups.

UNDP in Belarus will play the role of a Convening Agent, being accountable for coordination of programmatic activities and submitting the consolidated narrative report based on submissions from each

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participating UN agency. The Joint Coordination Unit comprising the participating UN agencies and chaired by the Convening Agent will be established to strengthen synergies across the agencies' Joint Programme activities. The Administrative Agent, UNDP's Multi-Partner Trust Fund Office (MPTFO), will be responsible for financial management, with each participating UN organization having programmatic and financial responsibility for the funds entrusted to it. Section 8 of the Joint Programme will provide more financial management details.

Steering Committee (SC):

A Steering Committee (SC) will be established and will act as the Joint Programme Advisory Body for strategic guidance and management/coordination. The SC will facilitate collaboration between participating UN organizations, donor community and government and non-government key stakeholders. Advisory in nature, the SC reviews and endorses the Joint Programme Document revisions and annual work plans, ensuring that the action maintains coherence with national development priorities of Belarus.

The SC will meet at least twice a year (face-to-face and/or by video conference) or based on need in which a committee member has made a call for meeting. The SC will be co-chaired by the National Joint Programme Coordinator and by the UN Resident Coordinator to the Republic of Belarus. The SC will include the representatives of the key stakeholders: Embassy of the Russian Federation in the Republic of Belarus, UNDP, UNICEF, UNFPA, WHO, Ministry of Foreign Affairs, Ministry of Education, Ministry of Health, Belstat, a representative of the Partnership Group for Sustainable Development. The SC may decide, if necessary, to invite other participants to the SC meetings, while the number of the meeting participants shall remain within the limits ensuring the SC's performance. The Project Manager will participate in the SC meetings without a voting right and will be responsible for putting down the minutes of the discussions and decisions upon each meeting. A final list of the SC members will be approved by the National Joint Programme Coordinator and by the UN Resident Coordinator to the Republic of Belarus.

The SC decisions shall be made by consensus in accordance with the standards ensuring management of the development outcomes, the best value for money, fairness, integrity, transparency and effective international competition.

The SC will ensure continual stakeholder engagement and effectiveness from the very start of the Joint Programme implementation by organizing regular meetings with the representatives of the stakeholders and by applying sustainable Joint Programme management practices.

Convening Agent and Joint Coordination Unit (JCU):

The Joint Coordination Unit, chaired by the Convening Agent, will be established with the membership of designated technical officers of all PUNOs. The JCU shall convene at least every three months and shall be entrusted with the following tasks:

- Coordinate day-to-day operations of the PUNOs' Joint Programme activities.
- Review progress and ensure proper coordinated implementation of the Joint Programme.
- Serve jointly for quality assurance of annual progress reports to the Steering Committee.
- Develop the workplans including a provisional budget to implement the Joint Programme in close coordination with the Steering Committee.
- Ensure development of individual narritave reports of PUNOs for submission to the Administrative Agent.
- Support the Chairs of SC to develop the agenda and manage all Steering Committee meetings.
- Undertake other tasks as directed by the Convening Agent and/or the Steering Committee.

The Joint Programme staff will be hired and led by the Project Manager for efficient and timely implementation of the Joint Programme in accordance with the UNDP rules. The Joint Programme will be managed at the working level by the Joint Programme staff advised by SC, and Joint Programme staff will report to UNDP directly. The Joint Programme staff will be based in Minsk and will be selected on a

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competitive basis following consultations with the stakeholders. International and local experts will support implementation of the Joint Programme.
The Project Manager will be responsible for the day-to-day management of the Joint Programme and the Joint Programme staff in line with the UNDP rules and procedures, the national legislation of the Republic of Belarus, and his/her job functions.

Governance:
Technical and management oversight is provided from within the country offices as well as from regional and HQ levels of the proposing UN agencies. All the UN agencies have fully developed administration and financial management monitoring mechanisms in place for production of financial and implementation progress reports in-line with UN rules and regulations. The UN Agencies will produce annual donor progress reports for each funding year and a final report through coordination with the Convening Agent and the MPTFO. Official financial statements shall be produced by authorized administrative entities of the PUNOs separately and consolidated by MPTFO.

Indicative implementation period:
The indicative operational implementation period of this action, during which the activities described above will be carried out and the corresponding contracts and agreements implemented, is 36 months.

Workplan of the Joint Programme
The work plan and annual workplans of the Joint Programme implementation will be drafted by the Participating UN Organizations (PUNOs), reviewed and approved by the SC of the Joint Programme. Work plans for the second and subsequent years of the Joint Programme implementation will be developed during the last month of the working year.
To successfully achieve the Joint Programme's objective and outcomes, it is critical to ensure that the key local and international stakeholders fully monitor the implementation progress of the Joint Programme components, starting with the final approval of detailed work plans for the components and implementation arrangements throughout the Joint Programme's implementation period. These efforts will facilitate timely identification of the possible risks to the successful implementation of the Joint Programme, and the efforts will allow for adaptive risk management measures and the necessary adjustments to be made at an early stage.

8. Fund Management Arrangements

This UN Joint Programme will follow the pass-through fund management modality according to the United Nations Sustainable Development Group (UNDG) Guidelines on UN Joint Programming. The UNDP MPTFO, serving as the Administrative Agent (AA) for the Joint Programme, and Participating UN Organizations (PUNOs) will perform their functions as set out in the Standard Memorandum of Understanding (MoU) for Joint Programme using pass-through fund management. Each Participating UN Organization applies its own procedures, provided it meets minimum requirements outlined in the Memorandum of Understanding (MOU) and Joint Programme document in terms of safeguards and fiduciary principles. The Administrative Agent will sign the MOU with all Participating UN Organizations.

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Administrative Agent:

The Administrative Agent (AA) will be accountable for effective and impartial fiduciary management and financial reporting, and on behalf of all PUNOs. The Administrative Agent will:

1. Sign Standard Administrative Arrangements (SAAs) with donors and receive contributions from donors that wish to provide financial support to the Fund/Joint Programme through the AA.
2. Administer such funds received in accordance with its regulations, policies and procedures, as well as the relevant MOU and Joint Programme Project document ('ProDoc') and SAA, including the provisions relating to winding up the Fund account and related matters.
3. Subject to availability of funds, disburse such funds to each of the PUNOs in accordance with decisions from the Steering Committee (SC), taking into account the budget set out in the approved TOR/Joint Programme documents.
4. Ensure consolidation of statements and reports, based on submissions provided by each PUNO, as set forth in the TOR/Joint Programme document and provide these to each donor that has contributed to the Fund/Joint Programme account and to the SC.
5. Provide final reporting, including notification that the Fund/Joint Programme has been operationally completed.
6. Disburse funds to any participating UN Organization for any additional costs of the task that the SC may decide in accordance with the Joint Programme document.

Participating UN Organizations:

Participating UN organizations (PUNOs) operate in accordance with their own regulations, rules, directives and procedures. They assume full programmatic and financial accountability for the funds disbursed by the Administrative Agent and are responsible for the implementation and delivery of activities and corresponding results as per the roles and responsibilities described in this Joint Programme document.
PUNOs will have dedicated resources to achieve results, including personnel and consultants (technical assistance) that are directly contributing to the Joint Programme activities, and allocated budgets for associated costs, such as office structure, and operability of field visits for quality assurance.
Each UN organization is entitled to deduct their indirect costs on contributions received seven percent as overhead costs of the total allocation received for the agency.

Currency of Funding:

The funding currency shall be in US Dollars. All the UN agencies financing accounting systems are in US Dollars (USD).

9. Monitoring, evaluation and reporting

Monitoring and Evaluation:

Monitoring and evaluation is an integral element of the Joint Programme. Progress as well as bottlenecks will be monitored individually among the participating UN agencies well as jointly through the JCU on a regular basis using standard mechanisms and tools that include field monitoring. While monitoring is an on-going activity, a joint progress review shall take place annually through the Steering Committee. The day-to-day technical and financial monitoring of the implementation of this action will be a continuous process and part of the implementing partners' responsibilities. To this aim, the Partners shall apply their internal, technical and financial monitoring system for the action and regular progress reports. The final report, narrative and financial, will cover the entire period of the Joint Programme implementation. The UN agencies will conduct joint field monitoring visits and meetings with Joint Programme beneficiaries, local service providers and authorities, and national stakeholders to assess progress towards the achievement of planned results, learn from implementation and take timely corrective action.

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Expected outcomes	Indicators	Baseline indicators	Target indicators	Means and sources of verification	Assumptions
The efforts of the Republic of Belarus in the nationalization and localization of the SDGs supported.	Belarus has improved its capacity in planning, monitoring and evaluation of achieving the SDGs and implementing the 2030 Agenda.	Assessment of the SDGs' achievement progress identified gaps in achieving SDGs.	Incorporation of SDGs into regional policy papers	Regional policy papers. Official statistics (Belstat), official country reports to custodian agencies on the SDG indicators	Regional policy papers integrate SDGs into a set of regional goals

The Joint Programme shall be evaluated in line with the UN Evaluation Group guidelines focusing on the process and outcomes. Joint evaluation, when the evaluation teams of all stakeholder organizations are members of the Evaluation Management Team, is the preferred option. Participating UN agencies shall share information and updates and conduct joint monitoring and evaluation where necessary. Periodic evaluation reports (interim and final) will be prepared independently in line with the established rules and procedures.

Reporting:

The Joint Programme will have one consolidated annual report (including programmatic and financial reports). The reporting deadlines specified in legal documents (e.g. Memorandums of Understanding) shall be respected. All reports shall be approved by the SC and made available to all stakeholders through the SC.

The Administrative Agent (UNDP MPTF Office): shall prepare annual and final financial statements consisting of the reports submitted by each participating UN agency and the Sources and Uses of Funds Statement. The UNDP MPTF Office shall provide these consolidated reports to the Government of the Russian Federation in accordance with the established schedule. The reports shall apply the UN agreed and approved budget categories: 1. Staff & Personnel Cost, 2. Supplies and Commodities, 3. Equipment, vehicle and furniture, 4. Contractual Services, 5. Travel, 6. Transfers and Grants to Counterparts, 7. General operating and Other direct costs, 8. Indirect costs.

10. Visibility and communications

In line with the PUNOs, Russian Federation and national partners' communication and visibility provisions, communication actions will be designed to reach different groups of recipients and promote main achievements and positive impact of results accomplished. The SDG Thematic Communication's Coordinator will coordinate the Project's communication activities with Communication's focal points in the participating UN agencies and will act as a focal point for the communications with the Russian Federation and other stakeholders involved into the Joint Programme's implementation.

The placement and use of the logo and/or recognizable signs of the Russian Federation in the implementation of all Joint Programme activities (discussions, meetings, round tables, interviews, press releases, etc.) will be ensured. Press releases will be prepared for each event and distributed to the media and other stakeholders. The media will also be invited to attend the Joint Programme events to cover its implementation milestones. Actual examples of the successful Joint Programme implementation will be documented and presented to the donor along with the Joint Programme progress and outcome reports

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(interim reports, final narrative reports, and financial statements). Meeting minutes and training session reports will be supported by photographs reflecting the positive Joint Programme outcomes.

11. Legal context

UNDP	This Joint Programme document shall be the instrument referred to as such in Article 1 of the Standard Basic Assistance Agreement between the Government of the Republic of Belarus and UNDP, signed on 24 September 1992. Specific Joint Programme objectives will be implemented by UNDP Belarus in accordance with its financial regulations, rules, practices and procedures only to the extent that they do not contravene the principles of the Financial Regulations and Rules of UNDP. Where the financial governance of an Implementing Partner does not provide the required guidance to ensure best value for money, fairness, integrity, transparency, and effective international competition, the financial governance of UNDP shall apply.
UNICEF	This Joint Programme will be guided under the Basic Cooperation Agreement (BCA) concluded between the Government of Belarus and UNICEF on 14 December 2007 and entered into force on 31 March 2009. The Joint Programme activities are defined by the directions described in the Country Programme Document (CPD) for 2021-2025 which was approved by the UNICEF Executive Committee in September 2020. Activities under Specific Joint Programme objectives will be implemented by UNICEF Belarus in accordance with its financial regulations, rules, practices and procedures.
UNFPA	This Joint Programme will be guided by the Standard Basic Assistance Agreement concluded between the Government of the Republic of Belarus and the United Nations Development Programme on 24 September 1992, applied mutatis mutandis to the activities and personnel of UNFPA All activities under Specific Joint Programme objectives will be implemented by UNFPA in accordance with its financial regulations, rules and procedures.
WHO	This Joint Programme will be guided under the Basic Agreement between WHO and the Government of Belarus signed on 20 May 2000 and ratified on 19 July 2000. Activities under Specific Joint Programme objectives will be implemented by WHO Country Office in Belarus in accordance with its financial regulations, rules, practices and procedures.
MoU	With this document, UNDP, UNCEF, UNFPA and WHO appoint the Multi-Partner Trust Fund Office and the United Nations Development Programme to serve as their Administrative and Convening Agent respectively in connection with the Programme, in accordance with the terms and conditions set out in the Memorandum of Understanding.

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Budget for the Action

Budget categories	ALL YEARS	UNDP	UNICEF	UNFPA	WHO
	Costs (in USD)				
1. Staff & Personnel Cost	**701 200**	470 200	118 800	112 200	0
2. Supplies and Commodities	**32 679**	32 679	0	0	0
3. Equipment, vehicle and furniture	**70 000**	62 000	0	8 000	0
4. Contractual Services	**1 631 200**	831 000	459 200	267 000	74 000
5. Travel	**84 904**	49 000	0	15 000	20 904
6. Transfers and Grants to Counterparts	**500 000**	500 000	0	0	0
7. General operating and Other direct costs	**184 000**	65 000	54 000	38 000	27 000
Total direct costs (1-7)	**3 203 983**	**2 009 879**	**632 000**	**440 200**	**121 904**
8. Indirect costs (7%)	224 279	140 692	44 240	30 814	8 533
AA fee	34 629				
Total	**3 462 891**	**2 150 571**	**676 240**	**471 014**	**130 437**

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STANDARD ADMINISTRATIVE ARRANGEMENT FOR [NAME OF JOINT PROGRAMME] USING PASS-THROUGH FUND MANAGEMENT[1]

[1] This Standard Administrative Arrangement has been agreed upon by the members of the United Nations Sustainable Development Group (UNSDG). Any substantial ('substantial' would imply changes that are linked to the legal relationships described in the Standard Administrative Arrangement, the governance mechanisms, reporting arrangements or equivalent) modification to the Standard Administrative Arrangement requires the prior written agreement of the Participating UN Organizations and Administrative Agent of the Joint Programme, and needs be cleared by the Fiduciary Management and Oversight Group through the UN Development Coordination Office (DCO).

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Standard Administrative Arrangement
between
[Name of Donor],
and
the UNDP Multi-Partner Trust Fund Office

WHEREAS, Participating United Nations Organizations that have signed a Memorandum of Understanding (hereinafter referred to collectively as the "Participating UN Organizations") have developed a [name of Joint Programme] (hereinafter referred to as the "Programme") starting on [start date] and ending on [end date][2] (hereinafter "End Date"), as may be amended from time to time, as part of their respective development cooperation with the Government of **[name of country] (if applicable)** (hereinafter referred to as the "Host Government"), as more fully described in the Joint Programme Document (hereinafter referred to as the "Joint Programme Document"), a copy of which is attached hereto as **ANNEX A;** and have agreed to establish a coordination mechanism (hereinafter referred to as the "Steering Committee")[3] to facilitate the effective and efficient collaboration between the Participating UN Organizations and the Host Government **(if applicable)** for the implementation of the Programme;

WHEREAS, the Participating UN Organizations have agreed that they should adopt a coordinated approach to collaboration with donors who wish to support the implementation of the Programme and have developed a Joint Programme Document to use as the basis for mobilising resources for the Programme, and have further agreed that they should offer donors the opportunity to contribute to the Programme and receive reports on the Programme through a single channel;

WHEREAS, the Participating UN Organizations have appointed **the United Nations Development Programme** (hereinafter referred to as the "Administrative Agent") (which is also a Participating UN Organization in connection with the Programme)[4]through the Multi-Partner Trust Fund Office in a Memorandum of Understanding (hereinafter referred to as the "MoU") concluded between, the Administrative Agent and Participating UN Organizations on **[date]**, attached hereto for informational purposes as Annex C to serve as their administrative interface between donors and the Participating UN Organizations for these purposes. To that end the Administrative Agent has established a separate ledger account under its financial regulations and rules for the receipt and administration of the funds received from donors who wish to provide financial support to the Programme through the Administrative Agent (hereinafter referred to as the "Programme Account");

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[2] This is the date that the Programme is expected to come to operational closure as stipulated in the Joint Programme Document and all programmatic activities are expected to be completed.

[3] The composition and role of the Steering Committee will be determined in line with the applicable UN rules and policies, and guidance for the Programme, namely the UNDG Guidance Note on Joint Programmes,

[4] In most cases, the Administrative Agent will also be a Participating UN Organization. However, where the Administrative Agent is not a Participating UN Organization, this provision can be deleted.

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WHEREAS, the Participating UN Organizations have appointed [name of the Convening Agent], which is also a Participating UN Organization in connection with this Joint Programme, in the MoU concluded between the Convening Agent, Administrative Agent and the Participating UN Organizations on [date] to coordinate the programmatic aspects among the Participating UN Organizations;

WHEREAS, [Name of Donor] (hereinafter referred to as the "Donor") wishes to provide financial support to the Programme on the basis of the Joint Programme Document as part of its development cooperation with the Host Government (if applicable) and wishes to do so through the Administrative Agent as proposed by the Participating UN Organizations; and

WHEREAS, this Standard Administrative Arrangement between the Donor and the Administrative Agent stipulates the terms and conditions of the financial support to the Programme, [and is not considered an international treaty and is not enforceable under international law][5];

NOW, THEREFORE, the Donor and the Administrative Agent (hereinafter referred to collectively as the "Participants") hereby decide as follows:

Section I
Disbursement of Funds to the Administrative Agent and the Programme Account

1. [Subject to annual parliamentary appropriation][6] the Donor makes a contribution of [up to][7]**[amount in words]** (**[amount in figures]**) and such further amounts (hereinafter referred to as the "Contribution") to support the Programme. The Contribution will enable the Participating UN Organizations to support the Programme in accordance with the Joint Programme Document, as may be amended from time to time. The Donor authorizes the Administrative Agent to use the Contribution for the purposes of the Programme and in accordance with this Standard Administrative Arrangement (hereinafter referred to as "Arrangement"). The Donor acknowledges that the Contribution will be co-mingled with other contributions to the Programme Account and that it will not be separately identified or administered.

2. The Donor will deposit the Contribution by wire transfer, in accordance with the schedule of payments set out in ANNEX B to this Arrangement, in convertible currencies of unrestricted use, to the following account:

For payment in USD:

[5] DRAFTING NOTE: Some donor governments require this language in the Arrangement. Therefore bracketed language should be deleted if not applicable.
[6] DRAFTING NOTE: Some donor governments require this language in the Arrangement. Therefore bracketed language should be deleted if not applicable.
[7] DRAFTING NOTE: The bracketed language can be deleted if not applicable for the donor.

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Name of Account:	UNDP Multi-Partner Trust Fund Office (USD) Account
Account Number:	36349626
Name of Bank:	Citibank, N.A.
Address of Bank:	111 Wall Street New York, New York 10043
SWIFT Code:	CITIUS33
ABA:	021000089
Reference:	[Name of Fund] Account

3. When making a transfer to the Administrative Agent, the Donor will notify the Administrative Agent's Treasury Operations of the following: (a) the amount transferred, (b) the value date of the transfer; and (c) that the transfer is from **[name of Donor]** in respect of the Programme in **[name of country]** (if applicable) pursuant to this Arrangement. The Administrative Agent will promptly acknowledge receipt of funds in writing indicating the amount received in United States dollars and the date of receipt of the Contribution.

4. All financial accounts and statements related to the Contribution will be expressed in United States dollars.

5. The United States dollar value of a Contribution payment, if made in a currency other than United States dollars, will be determined by applying the United Nations operational rate of exchange in effect on the date of receipt of the Contribution. The Administrative Agent will not absorb gains or losses on currency exchanges. Such amounts will increase or decrease the funds available for disbursements to Participating UN Organizations.

6. The Programme Account will be administered by the Administrative Agent in accordance with the regulations, rules, policies and procedures applicable to it, including those relating to interest.

7. The Administrative Agent will be entitled to allocate an administrative fee of one percent (1%) of the Contribution by the Donor, to cover the Administrative Agent's costs of performing the Administrative Agent's functions.

8. The Steering Committee may request any of the Participating UN Organizations, to perform additional tasks in support of the Programme not related to the Administrative Agent functions detailed in Section I, paragraph 2 of the MoU and subject to the availability of funds. In this case, costs for such tasks will be decided in advance and with the approval of the Steering Committee be charged to the Programme as direct costs.

9. The Administrative Agent will be entitled to charge to the Programme Account a direct cost charge in an amount(s) consistent with then-current UNDG guidance to cover the cost of continuing to render Administrative Agent functions if and when the Steering Committee agrees to extend the Programme beyond the End Date with no further contribution(s) to the Programme.

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Section II
Disbursement of Funds to the Participating UN Organizations and a Separate Ledger Account

1. The Administrative Agent will make disbursements from the Programme Account in accordance with decisions from the Steering Committee, in line with the Joint Programme Document. The disbursements to the Participating UN Organizations will consist of direct and indirect costs as set out in the Programme budget.

2. Each Participating UN Organization will establish a separate ledger account under its financial regulations and rules for the receipt and administration of the funds disbursed to it from the Programme Account. Each Participating UN Organization assumes full programmatic and financial accountability for the funds disbursed to them by the Administrative Agent. That separate ledger account will be administered by each Participating UN Organization in accordance with its own regulations, rules, policies and procedures, including those relating to interest.[8]

3. Where the balance in the Programme Account on the date of a scheduled disbursement is insufficient to make that disbursement, the Administrative Agent will consult with the Steering Committee and make a disbursement, if any, in accordance with the Steering Committee's decisions.

4. The Donor reserves the right to discontinue future deposits of its Contribution further to Annex B if there is: (i) failure to fulfil any obligations under this Arrangement, including those related to Section IX; (ii) if there are substantial revisions of the Joint Programme Document; or (iii) if there are credible allegations of improper use of the funds in accordance with Section VIII of this Arrangement; provided however that before doing so, the Administrative Agent, [the Convening Agent], the Steering Committee and the Donor will consult with a view to promptly resolving the matter.

Section III
Activities of the Participating UN Organization

Implementation of the Programme

1. The implementation of the programmatic activities which the Donor assists in financing under this Arrangement will be the responsibility of the Participating UN Organizations and will be carried out by each Participating UN Organization in accordance with its own applicable regulations, rules, policies and procedures including those relating to procurement as well as the selection and assessment of implementing partners. Accordingly, personnel will be engaged and administered, equipment, supplies and

[8] Where the Administrative Agent is also a Participating UN Organization, it will need to open its own separate ledger account and transfer funds from the Programme Account to its separate ledger account.

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services purchased, and contracts entered into in accordance with the provisions of such regulations, rules, policies and procedures. The Donor will not be responsible or liable for the activities of the Participating UN Organizations or the Administrative Agent as a result of this Arrangement.

2. The Participating UN Organizations will carry out the activities for which they are responsible in line with the budget contained in the Joint Programme Document. Any modifications to the scope of the Joint Programme Document, including as to its nature, content, sequencing or the duration thereof by the concerned Participating UN Organization(s), will be subject to the approval of the Steering Committee. The Participating UN Organization will promptly notify the Administrative Agent through the Steering Committee of any change in the budget as set out in the Joint Programme Document.

3. Indirect costs of the Participating UN Organizations recovered through programme support costs will be seven percent (7%). All other costs incurred by each Participating UN Organization in carrying out the activities for which it is responsible under the Programme will be recovered as direct costs.

4. The Participating UN Organizations will commence and continue to conduct operations for the Programme activities only upon receipt of disbursements as instructed by the Steering Committee.

5. The Participating UN Organizations will not make any commitments above the budgeted amounts in the Joint Programme Document.

6. If unforeseen expenditures arise, the Steering Committee will submit, through the Administrative Agent, a supplementary budget to the Donor showing the further financing that will be necessary. If no such further financing is available, the activities to be carried out under the Joint Programme Document may be reduced or, if necessary, terminated by the Participating UN Organizations.

7. As an exceptional measure, particularly during the start-up phase of the Programme, subject to conformity with their financial regulations, rules and policies, Participating UN Organizations may elect to start implementation of Programme activities in advance of receipt of initial or subsequent transfers from the Programme Account by using their own resources. Such advance activities will be undertaken in agreement with the Steering Committee on the basis of funds it has allocated or approved for implementation by the particular Participating UN Organization following receipt by the Administrative Agent of signed Administrative Arrangements from donors contributing to the Programme. Participating UN Organizations will be solely responsible for decisions to initiate such advance activities or other activities outside the parameters set forth above.

8. Each Participating UN Organization will establish appropriate programmatic safeguard measures in the design and implementation of its Programme activities, thereby promoting the shared values, norms and standards of the United Nations system. These

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measures may include, as applicable, the respect of international conventions on the environment, on children's rights, and internationally agreed core labour standards.

Special Provisions regarding Financing of Terrorism

9. Consistent with UN Security Council Resolutions relating to terrorism, including UN Security Council Resolution 1373 (2001) and 1267 (1999) and related resolutions, the Participants are firmly committed to the international fight against terrorism, and in particular, against the financing of terrorism. Similarly, the Participants and the Participating UN Organizations recognize their obligation to comply with any applicable sanctions imposed by the UN Security Council. Each of the Participating UN Organizations will use all reasonable efforts to ensure that the funds transferred to it in accordance with the MoU are not used to provide support or assistance to individuals or entities associated with terrorism as designated by any UN Security Council sanctions regime. If, during the term of this Arrangement, a Participating UN Organization determines there are credible allegations that funds transferred to it in accordance with this Arrangement have been used to provide support or assistance to individuals or entities associated with terrorism as designated by any UN Security Council sanctions regime, it will as soon as it becomes aware of it inform the Steering Committee, the Administrative Agent and the Donor and, in consultation with the donors as appropriate, determine an appropriate response.

Section IV
Equipment and Supplies

Ownership of equipment and supplies procured, and intellectual property rights associated with works produced, using funds transferred to the Participating UN Organization under the MoU, will be determined in accordance with the regulations, rules, policies and procedures applicable to such Participating UN Organization, including any agreement with the relevant Host Government, if applicable.

Section V
Reporting

1. The Administrative Agent will provide the Donor and the Steering Committee with the following statements and reports, based on submissions provided to the Administrative Agent by each Participating UN Organization and the Convening Agent prepared in accordance with the accounting and reporting procedures applicable to it, as set forth in the Joint Programme Document:

(a) Annual consolidated narrative progress reports, to be provided no later than five months (31 May) after the end of the calendar year;

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(b) Annual consolidated financial reports, as of 31 December with respect to the funds disbursed from the Programme Account, to be provided no later than five months (31 May) after the end of the calendar year;

(c) Final consolidated narrative report, after the completion of the activities in the Joint Programme Document, including the final year of the activities in the Joint Programme Document, to be provided no later than six months (30 June) after the end of the calendar year in which the operational closure of the Programme occurs;

(d) Final consolidated financial report, based on certified final financial statements and final financial reports received from Participating UN Organizations after the completion of the activities in the approved programmatic document/Joint Programme Document, including the final year of the activities in the approved programmatic document/Joint Programme Document, to be provided no later than five months (31 May) after the end of the calendar year in which the financial closing of the Programme occurs.

2. Annual and final reporting will be results-oriented and evidence based. Annual and final narrative reports will compare actual results with expected results at the output and outcome level, and explain the reasons for over or underachievement. The final narrative report will also contain an analysis of how the outputs and outcomes have contributed to the overall impact of the Programme. The financial reports will provide information on the use of financial resources against the outputs and outcomes in the agreed upon results framework.

3. The Administrative Agent will provide the Donor, Steering Committee and Participating UN Organizations with the following reports on its activities as Administrative Agent:

(a) Certified annual financial statement ("Source and Use of Funds" as defined by UNDG guidelines) to be provided no later than five months (31 May) after the end of the calendar year; and

(b) Certified final financial statement ("Source and Use of Funds") to be provided no later than five months (31 May) after the end of the calendar year in which the financial closing of the Programme occurs.

4. Consolidated reports and related documents will be posted on the websites of the UN in [country] [website URL] and the Administrative Agent [http://mptf.undp.org].

Section VI
Monitoring and Evaluation

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Monitoring

1. Monitoring of the Programme will be undertaken in accordance with the Joint Programme Document. The Donor, the Administrative Agent and the Participating UN Organizations will hold consultations at least annually, as appropriate, to review the status of the Programme. In addition, the Donor, the Administrative Agent and the Participating UN Organizations will discuss any substantive revisions to the Programme, and promptly inform each other about any significant circumstances and major risks, including those related to Section IX, which interfere or threaten to interfere with the successful achievement of the outcomes outlined in the Joint Programme Document, financed in full or in part through the Contribution.

Evaluation

2. Evaluation of the Programme including, as necessary and appropriate, joint evaluation by the Participating UN Organizations, the Administrative Agent, the Donor, the Host Government (if applicable) and other partners will be undertaken in accordance with the Joint Programme Document.

3. The Steering Committee and/or Participating UN Organizations will recommend a joint evaluation if there is a need for a broad assessment of results at the level of the Programme or at the level of an outcome within the Programme. The joint evaluation report will be posted on the website of the UN in [country] [website URL] and the Administrative Agent [http://mptf.undp.org].

4. In addition, the Donor may, separately or jointly with other partners, take the initiative to evaluate or review its cooperation with the Administrative Agent and the Participating UN Organizations under this Arrangement, with a view to determining whether results are being or have been achieved and whether contributions have been used for their intended purposes. The Administrative Agent and the Participating UN Organizations will be informed about such initiatives, will be consulted on the scope and conduct of such evaluations or reviews and will be invited to join. Participating UN Organizations will upon request assist in providing relevant information within the limits of their regulations, rules, policies and procedures. All costs will be borne by the respective Donor, unless otherwise agreed. It is understood by the Participants that such evaluation or review will not constitute a financial, compliance or other audit of the Programme including any programmes, projects or activities funded under this Arrangement.

Section VII Audit

External and Internal Audit

1. The activities of the Administrative Agent and each Participating UN Organization in relation to the Programme will be exclusively audited by their respective internal and external auditors in accordance with their own financial regulations and rules. The

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corresponding external and internal audit reports will be disclosed publicly unless the relevant policies and procedures of the Administrative Agent or each Participating UN Organization provide otherwise.

Joint Internal Audits

2. The Internal Audit Services of the UN organizations involved in the Programme may consider conducting joint internal audits thereof in accordance with the Framework for Joint Internal Audits of UN Joint Activities, including its risk-based approach and provisions for disclosure of internal audit reports related to the Programme. In doing so, the Internal Audit Services of the Administrative Agent and the Participating UN Organizations will consult with the Steering Committee.

Cost of Internal Audits

3. The total costs of internal audit activities in relation to the Programme will be borne by the Programme.

Audits of Implementing Partners

4. The part of the Contribution transferred by a Participating UN Organization to its implementing partners for activities towards the implementation of the Programme will be audited as provided under that Participating UN Organization's financial regulations and rules, as well as its policies and procedures. The disclosure of the corresponding audit reports will be made according to the policies and procedures of that Participating UN Organization.

Section VIII
Fraud, Corruption and Unethical Behaviour

1. The Participants are firmly committed to take all necessary precautions to avoid and address corrupt, fraudulent, collusive, coercive, unethical, or obstructive practices. The Administrative Agent and the Participating UN Organizations recognize that it is important that all United Nations staff, individual contractors, implementing partners, vendors and any third parties which are involved either in joint activities or in those of the Administrative Agent or Participating UN Organization (such individuals and entities being hereinafter referred to, together as the "Individuals/Entities", and individually as the "Individual/Entity") must adhere to the highest standard of integrity as defined by each relevant UN organization. To this end, the Administrative Agent and each Participating UN Organization will maintain standards of conduct that govern the performance of the Individuals/Entities, to prohibit practices which are contrary to this highest standard in any activity related to the Programme. If an Individual/Entity is a UN organization, the Participating UN Organization engaging that Individual/Entity will rely upon that Individual's/Entity's standard of integrity. The Individuals/Entities must not engage in

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corrupt, fraudulent, collusive, coercive, unethical, or obstructive practices, as defined below.

2. In this Arrangement,

(a) "Corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another individual or entity;

(b) "Fraudulent practice" means any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, an individual or an entity to obtain a financial or other benefit, or to avoid an obligation;

(c) "Collusive practice" means an arrangement between two or more individuals and/or entities designed to achieve an improper purpose, including influencing improperly the actions of another individual or entity;

(d) "Coercive practice" means impairing or harming, or threatening to impair or harm, directly or indirectly, any individual or entity or the property of the individual or entity to influence improperly the actions of an individual or entity;

(e) "Unethical practice" means the conduct of behavior that is contrary to staff or supplier codes of conduct such as those relating to conflict of interest, gifts and hospitality, and post-employment provisions; and

(f) "Obstructive practice" means acts or omissions intended to materially impede the exercise of contractual rights of audit, investigation and access to information, including destruction, falsification, alteration or concealment of evidence material to an investigation into allegations of fraud and corruption.

Investigations

3. (a) Investigations of allegations of wrongdoing by Individuals/Entities involved in the Programme which are contracted by the Administrative Agent or a Participating UN Organization will be carried out by the Investigation Service of the UN organization with which the potential subject of investigation is contracted (Administrative Agent or Participating UN Organization), in accordance with that UN organization's internal policies and procedures.

(b)

(i) In the event that the Investigation Service of the Administrative Agent determines that an allegation in relation to the implementation of the activities for which the Administrative Agent is accountable is credible enough to warrant an investigation, the Administrative Agent will promptly notify the Steering Committee to the extent that such notification does not jeopardize the conduct of the investigation, including but not limited to the prospects of recovery of funds or the safety or security of persons or assets.

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(ii) In the event that the Investigation Service of a Participating UN Organization determines that an allegation in relation to the implementation of the activities for which that Participating UN Organization is accountable is credible enough to warrant an investigation, it will promptly notify the Steering Committee and the Administrative Agent of the Programme, to the extent that such notification does not jeopardize the conduct of the investigation, including but not limited to the prospects of recovery of funds or the safety or security of persons or assets.

(iii) In the case of such notification, it is the responsibility of the Steering Committee and the Administrative Agent to communicate promptly with the relevant anti-fraud offices (or equivalent) of the Donor.

(iv) In case of a credible allegation, the relevant UN organization(s) will take timely and appropriate action in accordance with its regulations, rules, policies and procedures, which may include withholding further disbursements to the Individual(s)/Entity(ies) allegedly involved in the corrupt, fraudulent, collusive, coercive, unethical or obstructive practices as defined above.

(c)

(i) The UN organization's Investigation Service reviewing the credibility of an allegation or conducting the investigation will share information as appropriate with counterpart Investigation Services of the other UN organizations involved in the Programme (Administrative Agent or Participating UN Organization) to determine the best path towards resolution of the investigation and whether the alleged wrongdoing is limited to such UN organization or whether one or more other UN organizations involved in the Programme (Administrative Agent or one or more Participating UN Organizations) may also be affected. If the relevant Investigation Services determine that more than one UN organization could be affected by the alleged wrongdoing, they will follow the procedure described below in clause (ii).

(ii) Where a potential subject of an investigation is contracted by more than one UN organization involved in the Programme, the Investigation Services of the UN organizations concerned (Administrative Agent or Participating UN Organization) may consider conducting joint or coordinated investigations, determining which investigation framework to use.

(d) Upon completion of the internal reporting on their investigation by the Participating UN Organization(s) concerned as established in their respective internal policies and procedures, the Participating UN Organization(s) will provide information on the results of their investigation(s) to the Administrative Agent and the Steering Committee. In the case of the Administrative Agent, upon completion of its internal reporting, it will provide the information on the results of its investigation to the Steering Committee. Following such receipt of information on the results of the investigation(s), it is the responsibility of the Steering Committee

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and the Administrative Agent to communicate promptly with the relevant anti-fraud offices (or equivalent) of the Donor.

(e) Each UN organization(s) concerned (Administrative Agent or Participating UN Organization) will determine what disciplinary and/or administrative measures, including referral to national authorities, may be taken as a result of the investigation, according to its internal policies and procedures on disciplinary and/or administrative measures, including vendor sanction mechanism, as appropriate. The Participating UN Organization(s) concerned will share information on measures taken as a result of the investigation(s) with the Administrative Agent and the Steering Committee of the Programme. The Administrative Agent will share information on measures taken as a result of its own investigation with the Steering Committee. Following such receipt of information on measures taken as a result of the investigation(s), it is the responsibility of the Steering Committee and the Administrative Agent to communicate promptly with the relevant anti-fraud offices (or equivalent) of the Donor.

Recovery of Funds

4. If there is evidence of improper use of funds as determined after an investigation, the UN organization(s) concerned (Administrative Agent or Participating UN Organization) will use their best efforts, consistent with their respective regulations, rules, policies and procedures to recover any funds misused. With respect to any funds recovered, the Participating UN Organization will consult with the Steering Committee, the Administrative Agent and the Donor. The Donor may request that such funds be returned to it in proportion to its Contribution to the Programme, in which case the Participating UN Organization would credit that portion of the funds so recovered to the Programme Account and the Administrative Agent would return that portion of such funds to the Donor in accordance with Section XI, paragraph 6. For any such funds the Donor does not request to be returned to it, such funds will either be credited to the Programme Account or used by the Participating UN Organization for a purpose mutually agreed upon.

5. The Administrative Agent and the Participating UN Organizations will apply the provisions of Section VIII, paragraphs 1 to 4 above in accordance with their respective accountability and oversight framework as well as relevant regulations, rules, policies and procedures.

Section IX
Sexual Exploitation and/or Sexual Abuse, and/or Sexual Harassment

1. The Participants have zero tolerance for and are firmly committed to take all necessary measures to prevent and address instances of sexual exploitation and sexual abuse in programming activities, and sexual harassment. The Administrative Agent and the Participating UN Organizations recognize that it is important that all United Nations staff, individual contractors, implementing partners, vendors and any third parties which are involved either in joint activities or in those of the Administrative Agent or Participating

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UN Organization (such individuals and entities being hereinafter referred to, together as the "Individuals/Entities", and individually as the "Individual/Entity") will adhere to the highest standards of integrity and conduct as defined by each relevant UN organization. The Individuals/Entities will not engage in Sexual Exploitation, Sexual Abuse and Sexual Harassment, as defined below.

2. Definitions:

(a) "Sexual Exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another;

(b) "Sexual Abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions; and

(c) "Sexual Harassment" means any unwelcome conduct of a sexual nature, that might reasonably be expected or be perceived to cause offense or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment. Sexual harassment may occur in the workplace or in connection with work. While typically involving a pattern of conduct, sexual harassment may take the form of a single incident. In assessing the reasonableness of expectations or perceptions, the perspective of the person who is the target of the conduct shall be considered.

3. Investigation and reporting:

(a) Investigation:

(i) Investigations of allegations of Sexual Exploitation and/or Sexual Abuse arising in programmatic activities funded by the Fund, will, where appropriate, be carried out by the Investigation Service of the relevant Participating UN Organization in accordance with its rules, regulations, policies and procedures. Where the implementing partner of that funded activity and its responsible parties, sub-recipients and other entities engaged to provide services in relation to programmatic activities are UN Organizations, investigations of such allegations will be carried out by the Investigation Service of the relevant UN Organization in accordance with their rules, regulations, policies and procedures. In cases where the relevant Participating UN Organization is not conducting the investigation itself, the relevant Participating UN Organization will require that the implementing partner of that funded activity and its responsible parties, sub-recipients and other entities engaged to provide services in relation to programmatic activities, investigate allegations of Sexual Exploitation and Sexual Abuse credible enough to warrant an investigation.

(ii) Where a potential subject of an investigation is contracted by more than one UN Organization involved in the Fund, the Investigation Services of the UN Organizations concerned (Administrative Agent or Participating UN Organization)

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may consider conducting joint or coordinated investigations, determining which investigation framework to use.

(iii) Investigations of allegations of Sexual Harassment by UN staff and personnel involved in the Fund and contracted by the Administrative Agent and/or each Participating UN Organisation will be carried out by the Investigation Service of the relevant UN Organization in accordance with its rules, regulations, policies and procedures.

(b) Reporting on allegations investigated by PUNOs and their implementing partners

(i) The Steering Committee, the Administrative Agent of the Fund and the Donors will be promptly notified of allegations of Sexual Exploitation and/or Sexual Abuse received/under investigation by the Participating UN Organization, as well as of any allegations credible enough to warrant an investigation received from the Participating UN Organization's implementing partners, through the Secretary-General's reporting mechanism on Sexual Exploitation and Sexual Abuse (the "Report")[9], without prejudice to the status of the Participating UN Organisation.

(ii) The Participating UN Organizations that do not participate in the Report will promptly notify the Steering Committee, the Administrative Agent of the Fund and the Donors of allegations of Sexual Exploitation and/or Sexual Abuse received/under investigation by any such Participating UN Organization through their normal method of reporting of such matters to their relevant governing bodies.

(c) Reporting on credible allegations and measures taken following an investigation:

(i) The Steering Committee, the Administrative Agent of the Fund and the Donors will be promptly notified of credible allegations of Sexual Exploitation and/or Sexual Abuse investigated by the Participating UN Organization, as well as of any credible allegations that have been investigated by and received from the Participating UN Organization's implementing partners, through the Report.

(ii) In those cases where the respective Participating UN Organization determined that a case would have significant impact on a Participating UN Organisation's partnership with the Fund and/or with the Donor(s), the Participating UN Organization(s) will promptly provide information containing the level of detail as found in the Report, on the results of their investigation(s) or the investigations conducted by its implementing partners that they are aware of, with respect to the cases in the Report relating to the activities funded by the Fund, which resulted in a finding of Sexual Exploitation and/or Sexual Abuse, to the Administrative Agent and the Steering Committee Chair. Following such receipt of information on the results of the investigation(s), it is the responsibility of the

[9] The level of detail of information included in the Report at different stages of the investigation process can be seen at https://www.un.org/preventing-sexual-exploitation-and-abuse/content/data-allegations-un-system-wide. Information is published both in real time and through monthly reports.

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Administrative Agent to communicate promptly with the relevant integrity / investigation offices (or equivalent) of the Donor.

(iii) Following a determination of a credible allegation of Sexual Exploitation and/or Sexual Abuse, each Participating UN Organization will determine what contractual, disciplinary and/or administrative measures, including referral to national authorities, may be taken as a result of an investigation, according to its internal regulations, rules, policies and procedures on disciplinary and/or administrative measures, as appropriate. The Participating UN Organization(s) concerned will share information on measures taken as a result of the credible allegation of Sexual Exploitation and/or Sexual Abuse in its programmatic activities financed by the Fund with the Administrative Agent and the Steering Committee through the Report.

(iv) With respect to credible allegations of Sexual Harassment (regarding Participating UN Organization's internal activities) the relevant Participating UN Organization will share information on measures taken with the Administrative Agent, the Steering Committee and the Donors of the Fund through their regular reporting to their relevant governing bodies. The Administrative Agent will share information on measures taken as a result of its own investigation which resulted in a finding of credible allegation of Sexual Harassment regarding its internal activities, with the Steering Committee and the Donors of the Fund through its regular reporting to its relevant governing body.

4. Any information provided by Participating UN Organizations in accordance with the foregoing paragraphs, will be shared in accordance with their respective regulations, rules, policies and procedures and without prejudice to the safety, security, privacy and due process rights of concerned individuals.

Section X
Communication and Transparency

1. Subject to the regulations, rules, policies and procedures of the Participating UN Organization, information given to the press, to the beneficiaries of the Programme, all related publicity material, official notices, reports and publications, will highlight the results achieved and acknowledge the role of the Host Government, the Donor, the Participating UN Organizations, the Administrative Agent and any other relevant entities.

2. The Administrative Agent in consultation with the Participating UN Organizations will ensure that decisions regarding the review and approval of the Programme as well as periodic reports on the progress of implementation of the Programme are posted, where appropriate, for public information on the websites of the UN in [country] [website URL] and the Administrative Agent [http://mptf.undp.org]. Such reports and documents may include Steering Committee approved programmes and programmes awaiting approval, fund level annual financial and progress reports and external evaluations, as appropriate.

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3. The Donor, the Administrative Agent and the Participating UN Organizations are committed to principles of transparency with regard to the implementation of the Programme, consistent with their respective regulations, rules, policies and procedures. The Donor, the Administrative Agent, Participating UN Organizations and the Host Government, if applicable, will endeavor to consult prior to publication or release of any information regarded as sensitive.

Section XI
Expiration, Modification, Termination and Unspent Balances

1. The Administrative Agent will notify the Donor when it has received notice from all Participating UN Organizations that the activities for which they are responsible under the Joint Programme Document have been completed and the Programme is operationally closed.

2. This Arrangement may be modified only by written agreement between the Participants.

3. This Arrangement may be terminated by either Participant on thirty (30) days written notice to the other Participant, subject to the continuance in force of paragraph 4 below for the purpose therein stated.

4. Notwithstanding the termination of this Arrangement, the amount of the Contribution transferred to the Administrative Agent up to and including the date of termination of this Arrangement will continue to be used to support the Programme until completion of the Programme, at which point, any remaining balances will be dealt with according to paragraph 5 below.

5. Any balance remaining in the Programme Account upon completion of the Programme will be used for a purpose mutually agreed upon or returned to the Donor in proportion to its contribution to the Programme as decided upon by the Donor and the Steering Committee.

6. When returning funds to the Donor in accordance with paragraph 5 above or Section VIII, paragraph 4, the Administrative Agent will notify the Donor of the following: (a) the amount transferred, (b) the value date of the transfer, and (c) that the transfer is from the Multi-Partner Trust Fund Office in respect of the Programme in [name of country] (if applicable) pursuant to this Arrangement. The Donor will promptly acknowledge receipt of funds in writing.

7. This Arrangement will expire upon the delivery to the Donor of the certified final financial statement pursuant to Section V, paragraph 3(b).

Section XII
Notices

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1. Any action required or permitted to be taken under this Arrangement may be taken on behalf of the Donor, by _____ or his or her designated representative, and on behalf of the Administrative Agent, by the Executive Coordinator of the Multi-Partner Trust Fund Office or his or her designated representative.

2. Any notice or request required or permitted to be given or made in this Arrangement will be in writing. Such notice or request will be deemed to be duly given or made when it will have been delivered by hand, mail, or any other agreed means of communication to the Participant to which it is required to be given or made, at such Participant's address specified below or at such other address as the Participant will have specified in writing to the Participant giving such notice or making such request.

For the Donor [all issues except those related to fraud and investigation]:
Name (optional): _____
Title: _____
Address: _____
Telephone: _____
Facsimile: _____
Electronic mail: _____

For the Donor [all issues related to fraud and investigation][10]:
Name (optional): _____
Title: _____
Address: _____
Telephone: _____
Facsimile: _____
Electronic mail: _____

For the Donor [all issues related to SEA and SH][11]:
Name (optional): _____
Title:_____
Address: _____
Telephone: _____
Facsimile: _____
Electronic mail:_____

For the Administrative Agent:

Title: Executive Coordinator, MPTF Office, UNDP
Address: 304 East 45th Street, 11th Floor New York, NY 10017, USA
Telephone: +1 212 906 6880
Facsimile: +1 212 906 6990
Electronic mail: executivecoordinator.mptfo@undp.org

[10] DRAFTING NOTE: Retain second Donor notification only if applicable.
[11] DRAFTING NOTE: Retain third Donor notification only if applicable.

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Section XIII
Entry into Effect

This Arrangement will come into effect upon signature thereof by the Participants and will continue in effect until it expires or is terminated.

[If the Donor is a Government, use the following:]

Section XIV
Settlement of Disputes

[Any dispute arising out of the Donor's Contribution to the Programme will be resolved amicably through dialogue among the Donor, the Administrative Agent and the concerned Participating UN Organization.]

[Section XV
Privileges and Immunities]

[Nothing in this Standard Administrative Arrangement will be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, the Administrative Agent, or each Participating UN Organization.]

[If the Donor is not a Government, use the following:]

Section XIV
Settlement of disputes

[1. Amicable settlement. The Participants will use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Standard Administrative Arrangement or the breach, termination or invalidity thereof. Where the Participants wish to seek such an amicable settlement through conciliation, the conciliation will take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the Participants.]

[2. Arbitration. Any dispute, controversy or claim between the Participants arising out of this Standard Administrative Arrangement or the breach, termination or invalidity thereof, unless settled amicably under the preceding paragraph within sixty (60) days after receipt by one Participant of the other Participant's written request for such amicable settlement, will be referred by either Participant to arbitration before a single arbitrator in accordance with the UNCITRAL Arbitration Rules then obtaining. The arbitral tribunal will have no authority to award punitive damages. The Participants will be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.]

[Section XV
Privileges and Immunities]

[1. Nothing in this Standard Administrative Arrangement will be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, the Administrative Agent, or each Participating UN Organization.]

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IN WITNESS WHEREOF, the undersigned, being duly authorized by the respective Participants, have signed the present Arrangement in English in two copies.

For the Donor:
Signature: _____
Name: _____
Title: _____
Place: _____
Date: _____

For the Administrative Agent:

Signature: _____
Name: Jennifer Topping
Title: Executive Coordinator, MPTFO
Place: _____
Date: _____

ANNEX A: Joint Programme Document

ANNEX B: Schedule of Payments

ANNEX C: Standard MOU between Participating UN Organisations, Administrative Agent and Convening Agent

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ANNEX B

SCHEDULE OF PAYMENTS

Schedule of Payments[12]:	**Amount:**
[Time of first payment]	[amount in figures]
[Time of second payment]	[amount in figures]
[Time of third payment]	[amount in figures]

SAA Tracking Information (IATI or other)		
Administrative Agent	Administrative Agent IATI organisation identifier: Administrative Agent IATI activity identifier:	XI-IATI-UNPF MPTF00…….
Donor (option 1) or Donor (option 2)	Donor IATI organisation identifier: Donor IATI activity identifier (contract number): Donor agreement reference	…… …… ……

[12] Optional footnote: subject to Parliamentary appropriations

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