



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

**AND REGULAR MIGRATION**

Operations Manual Annex C and D:   
Templates and Guidance Notes

*Revision: March 2023*

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# Annex C: Templates

**C1. Concept Note Template**

**C2. Joint Programme Document Template**

**C3. Joint Programme Revision Request Form Template**

**C4. Annual / Final Report Template**

**C5. Joint Programme Update Template**

## C1. Concept Note Template

**Migration MPTF**

**Concept Note**

* *Please refer to Operations Manual Section 4.1 Submission of concept notes*
* *All submissions should be in the English language. Please use “Calibri” font size 11 (apply “Normal” style)*
* *Maximum Length: 6 pages not including the Signature page*
* *Please delete the instructions (in blue) in the final submission*

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

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| **PROPOSAL** |

**1. Context and Rationale**

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

**2. Expected Results**

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

**3. Theory of Change**

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

**4. Innovation, Sustainability and Exit Strategy**

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

**5. Partnerships**

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

**6. Cross-Cutting Principles**

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

|  |  |
| --- | --- |
| **Marker Questions[[2]](#footnote-2)** |  |
| **Human Rights Marker Score (A, B, C or N/A if none applies)**  Which of the following human rights marker applies to your proposal?  **A:** The Human Rights Marker has largely been achieved.  **B:** The Human Rights Marker shows significant integration of human rights in the Joint Programme (JP) but some challenges remain.  **C:** The Human Rights Marker shows a very partial integration of human rights in the JP.  *Please refer to the Migration MPTF Human Rights Marker Guidance Note* |  |
| **Gender Marker Score (A, B, C or N/A if none applies)**  Which of the following gender marker applies to your proposal?  **A:** Projects that have gender equality and women’s empowerment (GEWE) as the primary objective.  **B:** Projects that significantly contribute to GEWE.  **C:** Projects that make a marginal contribution to GEWE, but not significantly.  **N/A:** Projects that are not expected to make a noticeable contribution to advancing GEWE.  *Please refer to the Migration MPTF Gender Marker Guidance Note* |  |
| **Child Sensitivity Marker Score (A, B, C or N/A if none applies)**  Which of the following child sensitivity marker applies to your proposal?  **A.** The Joint Programme (JP) have advancing children's rights and meeting children's needs as the primary objective.  **B.** The JP significantly contribute to advancing children's rights and meeting children's needs.  **C.** The JP makes a marginal contribution to advancing children's rights and meeting children's needs, but not significantly.  **N/A.** The JP is not expected to make a noticeable contribution to advancing children's rights and meeting children's needs, but has considered impacts on children and ensured that there are no negative impacts on them.  *Please refer to the Migration MPTF Child Sensitivity Marker Guidance Note* |  |

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

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

**7. Programme Management and Coordination**

* *Summarise the proposed Joint Programme management and coordination mechanism. Please ensure to align with whole-of-government and whole-of-society GCM guiding principles.*
* *How will the Joint Programme ensure national ownership, and coordination among PUNOs and other stakeholders and implementing partners?*
* *Is there an existing country-level Migration Network, relevant UNSDCF Results Group, or similar coordination mechanism? If yes, what will be the role of the existing mechanism in the coordination of the Joint Programme?*

**8. Budget**

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

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| **SIGNATURE PAGE** |

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

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

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

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

Graphical user interface

Description automatically generated

## C2. Joint Programme Document Template

**Migration MPTF**

**Joint Programme Document**

* *Please refer to Operations Manual Section 4.5 Submission of Joint Programme document*
* *All submissions should be in the English language. Please use “Calibri” font size 11 (apply “Normal” style)*
* *Please delete the instructions (in blue) in the final submission*

|  |  |  |
| --- | --- | --- |
| **PROJECT INFORMATION** | | |
| **Joint Programme Title:** |  | |
| **Country(ies)/ Region (or indicate if a global initiative):** |  | |
| **Convening Agent (Lead PUNO)** |  | |
| **PUNO(s):** |  | |
| **Implementing Partners** | *List key governmental and non-governmental partners* | |
| **Migration MPTF Thematic Area**  *(select one and delete others)* | * Thematic Area 1: Promoting fact-based and data-driven migration discourse, policy and planning. * Thematic Area 2: Protecting the human rights, safety and wellbeing of migrants, including through addressing drivers and mitigating situations of vulnerability in migration. * Thematic Area 3: Addressing irregular migration including through managing borders and combatting transnational crime. * Thematic Area 4: Facilitating regular migration, decent work and enhancing the positive development effects of human mobility. * Thematic Area 5: Improving the social inclusion and integration of migrants. | |
| **Primary GCM objectives** | *List key GCM objectives to which the Joint Programme contributes* | |
| **Relevant SDGs and Targets***[[4]](#footnote-4)* | *List up to three SDGs and corresponding targets to which the Joint Programme contributes.*  *Please indicate approximate % of overall budget that contributes towards these SDGs.[[5]](#footnote-5)* | |
| **Expected Project Commencement Date**[[6]](#footnote-6) **/ Period of Implementation**  **(months):** | |  |
| **Requested Budget:** | | *Indicate total budget, and budget per PUNO* |
| **Project Description** | | *Max 400 characters, including blank space* |

|  |  |
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| **Marker Questions[[7]](#footnote-7)** |  |
| **Human Rights Marker Score (A, B, C or N/A if none applies)**  Which of the following human rights marker applies to your proposal?  **A:** The Human Rights Marker has largely been achieved.  **B:** The Human Rights Marker shows significant integration of human rights in the Joint Programme (JP) but some challenges remain.  **C:** The Human Rights Marker shows a very partial integration of human rights in the JP.  *Please refer to the Migration MPTF Human Rights Marker Guidance Note* |  |
| **Gender Marker Score (A, B, C or N/A if none applies)**  Which of the following gender marker applies to your proposal?  **A:** Projects that have gender equality and women’s empowerment (GEWE) as the primary objective.  **B:** Projects that significantly contribute to GEWE.  **C:** Projects that make a marginal contribution to GEWE, but not significantly.  **N/A:** Projects that are not expected to make a noticeable contribution to advancing GEWE.  *Please refer to the Migration MPTF Gender Marker Guidance Note* |  |
| **Child Sensitivity Marker Score (A, B, C or N/A if none applies)**  Which of the following child sensitivity marker applies to your proposal?  **A.** The Joint Programme (JP) have advancing children's rights and meeting children's needs as the primary objective.  **B.** The JP significantly contribute to advancing children's rights and meeting children's needs.  **C.** The JP makes a marginal contribution to advancing children's rights and meeting children's needs, but not significantly.  **N/A.** The JP is not expected to make a noticeable contribution to advancing children's rights and meeting children's needs, but has considered impacts on children and ensured that there are no negative impacts on them.  *Please refer to the Migration MPTF Child Sensitivity Marker Guidance Note* |  |

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| **SIGNATURE PAGE** |

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| **UN Resident Coordinator[[8]](#footnote-8)** | **Representative of the National Authority[[9]](#footnote-9)** |
| *Country*  *Name*  *Date*  *Signature* | *Name of institution*  *Name of representative*  *Date*  *Signature and seal* |

|  |  |
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| **PUNOs (PUNO)** | |
| *Name of Convening Agent (Lead PUNO)*  *Name of Representative*  *Date*  *Signature* | *Name of PUNO*  *Name of Representative*  *Date*  *Signature* |
| *Name of PUNO*  *Name of Representative*  *Date*  *Signature* | *Name of PUNO*  *Name of Representative*  *Date*  *Signature* |

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| **LEGAL BASIS FOR THE JOINT PROGRAMME** |

*Please choose one of the two texts below, inserting relevant information per country (UNSDCF years and name of country)*

|  |
| --- |
| **Mandatory text:** The legal basis for the Joint Programme is the Legal Annex for the signed United Nations Sustainable Development Cooperation Framework (UNSDCF) xx – xx [insert years]. It refers to the cooperation or assistance agreements or other agreements that are the existing legal basis for the relationship between the Government of [insert name of country] and each Participating UN Organization (PUNO). |
| **In countries without a UNSDCF**: The legal basis for the Joint Programme comprises the cooperation or assistance agreements or other agreements that are the existing legal basis for the relationship between the Government of [insert name of country] and each PUNO. |

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| **JOINT PROGRAMME PROPOSAL NARRATIVE** |

1. **Migration Context and Rationale**

*(2 pages max)*

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

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

***1c) Alignment to the GCM, SDGs, UNSDCF and Relevant Frameworks:*** *Describe how the Joint Programme aligns with/ supports the GCM objectives, SDGs, UN Sustainable Development Cooperation Framework (UNSDCF) and relevant existing Governmental priorities. The description should include an analysis on how the Joint Programme will ensure national ownership and sustainability, and how it complements/ builds on any other relevant interventions in this area.*

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

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

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

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

1. **Project Implementation Strategy**

*(2 pages max)*

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

***3b) Cross-Cutting Principles:*** *Elaborate on how the following cross-cutting principles of human rights, gender-responsive and child sensitive approach, will be mainstreamed, and how this will contribute to overall results of the Joint Programme. Reference the marker you have chosen for each and justify, using the criteria outlined in the relevant guidelines.*

1. **Partnerships**

*(2 pages max)*

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

***4b) Partnerships:*** *Explain and justify: i) role of the Government(s); ii) strategic contributions from local government(s) and civil society if applicable; and iii) the ways in which other stakeholders (in particular, migrants and migration affected communities) will be involved, including methods for participatory dialogue, co-design, and co-delivery.*

*If co-implementation of components/activities with implementing partners are envisaged, please ensure to adequately reflect this in the budget allocation under the UNDG category “6. Transfers and Grants to Counterparts” whenever applicable. Please also refer to the Migration MPTF Guidance Note on Engagement with Civil Society, Migrants and Communities available in separate PDF document Annex D4.*

*Please note that the Joint Programme should take a people-centred, whole-of-government and whole-of-society approach. [[10]](#footnote-10)*

1. **Innovation, Sustainability and Exit Strategy**

*(2 pages max)*

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

***5b) Sustainability and Exit Strategy:***

*Provide a description of how expected JP results will be sustained beyond the timeline of the JP, with a focus on: (1) Community sustainability, (2) Financial sustainability, and (3) Institutional sustainability. Explain the project’s exit strategy, including any plans to seek follow-up funding. If support from other donors is expected, explain what the Joint Programme will do to try to ensure this support from the start. As part of the plan, it is strongly encouraged that the JP Steering Committee and JP team remain operational for a minimum of three months after operational closure of the JP to offer advice, and support transition efforts and capacity development.*

1. **Project Management and Coordination**

*(2 pages max)*

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

*6b) Joint Programme Management and Coordination: Explain the Joint Programme coordination and oversight arrangements, taking into consideration the importance of ensuring national ownership and reinforcing the coordinating role of the Resident Coordinators. Please also indicate if there is a country-level UN Network on Migration (UNNM), or similar migration coordination mechanism. Please refer to section 2.3 of the* [UNSDG | Guidance Note on a New Generation of Joint Programmes](https://unsdg.un.org/resources/guidance-note-new-generation-joint-programmes)*; and Annex C of the* [UNSDG | Annexes: Guidance Note on a New Generation of Joint Programmes](https://unsdg.un.org/resources/annexes-guidance-note-new-generation-joint-progammes). *While not mandatory, any deviation from the below should be justified.*

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

***6d) Joint Programme Monitoring and Knowledge Management:*** *Indicate how the Joint Programme will be monitored in respect to operations, results, risks and budget. Indicate any risks (e.g. data availability, remote monitoring, etc.) and corresponding mitigation plans. In addition, explain how the JP will undertake knowledge management (KM), including how it will collect, analyse and use evidence and lessons from its various components, for operational efficiency and effectiveness. Indicate how the JP will include provisions for learning and KM in its activities, budget and workplan. Please also refer to Operations Manual Section 5.4 Knowledge Management*

***6e) Evaluation:*** *Indicate the* *objective, timing and intended use of Joint Programme evaluations. The Migration MPTF requires, at the minimum, an end-of-project/summative Joint Programme evaluation to assess the degree to which the project met its objectives, with particular emphasis on the criteria of relevance, efficiency, effectiveness, impact and sustainability.[[11]](#footnote-11) In line with the Migration MPTF TOR, a minimum of 3% needs to be set aside for Joint Programme monitoring and evaluation.*

1. **Project Budget and Workplan**

*(2 pages max)*

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

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

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

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

*Please note that it is not necessary to include the UN 1% Coordination Levy.*

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

### Annex 1: Results Framework

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **RESULTS** | **INDICATORS** | **Data Source and Collection Method** | **Baseline** | **Targets** | **ASSUMPTIONS** |
| **Overall Objective Statement:** | | | | | |
| **Outcome 1** | Outcome Indicator 1a |  |  |  |  |
|  | Outcome Indicator 1b |  |  |  |  |
| **Output 1.1** | Output Indicator 1.1a |  |  |  |  |
|  | Output Indicator 1.1b |  |  |  |  |
| *List activities under Output 1.1*  *1.1.1*  *1.1.2 …etc.* | | | | | |
| **Output 1.2** | Output Indicator 1.2a |  |  |  |  |
|  | Output Indicator 1.2b |  |  |  |  |
| *List activities under Output 1.2*  *1.2.1 …etc.* | | | | | |
| **Outcome 2** | Outcome Indicator 2a |  |  |  |  |
|  | Outcome Indicator 2b |  |  |  |  |
| **Output 2.1** | Output Indicator 2.1a |  |  |  |  |
|  | Output Indicator 2.1b |  |  |  |  |
| *List activities under Output 2.1*  2.1.1 *…etc.* | | | | | |
| **Output 2.2** | Output Indicator 2.2a |  |  |  |  |
|  | Output Indicator 2.2b |  |  |  |  |
| *List activities under Output 2.2*  2.2.1 *…etc.* | | | | | |

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

**REFERENCE: Definition of Key Terms (Reference: UNDG Results Based Management Handbook 2012 [[12]](#footnote-12))**

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

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

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

**Impact:** Impact implies changes in people’s lives. This might include changes in knowl­edge, skill, behaviour, health or living conditions for children, adults, families or communities. Such changes are positive or negative long-term effects on identifiable population groups produced by a development interven­tion, directly or indirectly, intended or unintended. These effects can be economic, socio-cultural, institutional, environmental, technological or of other types. Positive impacts should have some relationship to the Millennium Development Goals (MDGs)[[13]](#footnote-13), internationally-agreed development goals, national development goals (as well as human rights as enshrined in constitutions), and national commitments to international conventions and treaties.

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

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

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

### Annex 2: Risk Management Plan

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

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

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

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

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

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

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

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

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

*NOTES:*

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

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

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

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Outcome/ output/ activity formulation:** | **PUNO 1** Budget by recipient organization | **PUNO 2** Budget by recipient organization | **PUNO 3** Budget by recipient organization | **PUNO 4** Budget by recipient organization | **TOTAL (all PUNOs)** | **Budget amount reserved for gender equality and women’s empowerment (GEWE) (indicative)** |
| **PROGRAMMATIC BUDGET** | |  |  |  |  |  |  |
| **OUTCOME 1:** | | | | | | |  |
| **Output 1.1:** |  | **$** | **$** | **$** | **$** | **$** | **$** |
| Activity 1.1.1: |  |  |  |  |  | $ | $ |
| Activity 1.1.2: |  |  |  |  |  | $ | $ |
| Activity 1.1.3: |  |  |  |  |  | $ | $ |
| **Output 1.2:** |  | **$** | **$** | **$** | **$** | **$** | **$** |
| Activity 1.2.1: |  |  |  |  |  | $ | $ |
| Activity 1.2.2: |  |  |  |  |  | $ | $ |
| Activity 1.2.3: |  |  |  |  |  | $ | $ |
| **Output 1.3:** |  | **$** | **$** | **$** | **$** | **$** | **$** |
| Activity 1.3.1: |  |  |  |  |  | $ | $ |
| Activity 1.3.2: |  |  |  |  |  | $ | $ |
| Activity 1.3.3: |  |  |  |  |  | $ | $ |
| ***Total for Outcome 1 (Outputs 1.1 + 1.2 + 1.3…etc.)*** | | ***$*** | ***$*** | ***$*** | ***$*** | ***$*** | ***$*** |
| **OUTCOME 2:** | | | | | | |  |
| **Output 2.1:** |  | **$** | **$** | **$** | **$** | **$** | **$** |
| Activity 2.1.1: |  |  |  |  |  | $ | $ |
| Activity 2.1.2: |  |  |  |  |  | $ | $ |
| Activity 2.1.3: |  |  |  |  |  | $ | $ |
| **Output 2.2:** |  | **$** | **$** | **$** | **$** | **$** | **$** |
| Activity 2.2.1: |  |  |  |  |  | $ | $ |
| Activity 2.2.2: |  |  |  |  |  | $ | $ |
| Activity 2.2.3: |  |  |  |  |  | $ | $ |
| **Output 2.3:** |  | **$** | **$** | **$** | **$** | **$** | **$** |
| Activity 2.3.1: |  |  |  |  |  | $ | $ |
| Activity 2.3.2: |  |  |  |  |  | $ | $ |
| Activity 2.3.3: |  |  |  |  |  | $ | $ |
| ***Total for Outcome 2 (Outputs 2.1 + 2.2 + 2.3…etc.)*** | | ***$*** | ***$*** | ***$*** | ***$*** | ***$*** | ***$*** |
| **OUTCOME 3:** | | | | | | |  |
| **Output 3.1:** |  | **$** | **$** | **$** | **$** | **$** | **$** |
| Activity 3.1.1: |  |  |  |  |  | $ | $ |
| Activity 3.1.2: |  |  |  |  |  | $ | $ |
| Activity 3.1.3: |  |  |  |  |  | $ | $ |
| **Output 3.2:** |  | **$** | **$** | **$** | **$** | **$** | **$** |
| Activity 3.2.1: |  |  |  |  |  | $ | $ |
| Activity 3.2.2: |  |  |  |  |  | $ | $ |
| Activity 3.2.3: |  |  |  |  |  | $ | $ |
| **Output 3.3:** |  | **$** | **$** | **$** | **$** | **$** | **$** |
| Activity 3.3.1: |  |  |  |  |  | $ | $ |
| Activity 3.3.2: |  |  |  |  |  | $ | $ |
| Activity 3.3.3: |  |  |  |  |  | $ | $ |
| ***Total for Outcome 3 (Outputs 3.1 + 3.2 + 3.3…etc.)*** | | ***$*** | ***$*** | ***$*** | ***$*** | ***$*** | ***$*** |
| **TOTAL PROGRAMMATIC BUDGET: (Outcomes 1 + 2 + 3…)** | | **$** | **$** | **$** | **$** | **$** | **$** |
| **PERSONNEL, OPERATIONAL, M&E BUDGET** | | |  |  |  |  |  |
| Personnel costs if not included in activities above *Note: The FMU may require further information on the breakdown of this budget line* | | **$** | **$** | **$** | **$** | **$** | **$** |
| Operational costs if not included in activities above | | **$** | **$** | **$** | **$** | **$** | **$** |
| Monitoring and evaluation (must include provision for final evaluation) - minimum 3% of total budget | | **$** | **$** | **$** | **$** | **$** | **$** |
| **TOTAL PERSONNEL, OPERATIONAL, M&E BUDGET:** | | **$** | **$** | **$** | **$** | **$** | **$** |
|  |  |  |  |  |  |  |  |
| **SUB-TOTAL PROJECT BUDGET: (Programmatic + Personnel, Operational and M&E)** | | **$** | **$** | **$** | **$** | **$** | **$** |
| Indirect support costs (7%): | | **$** | **$** | **$** | **$** | **$** | **$** |
| **TOTAL PROJECT BUDGET:** | | **$** | **$** | **$** | **$** | **$** | **$** |
| **GENDER BUDGET: % of total budget reserved for GEWE (indicative) *Please calculate Total budget reserved for GEWE divided by Total Project Budget (%)*** | | | | | | | *%* |

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

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

*NOTES:*

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

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

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CATEGORIES** | **PUNO 1** | **PUNO 2** | **PUNO 3** | **PUNO 4** | **JOINT PROGRAMME TOTAL** |
| 1. Staff and other personnel |  |  |  |  |  |
| 2. Supplies, Commodities, Materials |  |  |  |  |  |
| 3. Equipment, Vehicles, and Furniture (including Depreciation) |  |  |  |  |  |
| 4. Contractual services |  |  |  |  |  |
| 5.Travel |  |  |  |  |  |
| 6. Transfers and Grants to Counterparts |  |  |  |  |  |
| 7. General Operating and other Direct Costs |  |  |  |  |  |
| **Sub-Total Project Costs** |  |  |  |  |  |
| 8. Indirect Support Costs (must be 7%) |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |
| **First Tranche (70%)** |  |  |  |  |  |
| **Second Tranche (30%)** |  |  |  |  |  |

### Annex 4: Workplan

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

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

### Annex 5: List of Global Compact Objectives per Thematic area and Key SDG Targets

Graphical user interface

Description automatically generated

### Annex 6: Human Rights Marker and Child Sensitivity Marker Self-Assessment Matrices

*Please refer to the separate Human Rights Marker and Child Sensitivity Marker Guidance Notes, complete the Self-Assessment Matrices and include here.*

**Human Rights Marker Self-Assessment Matrix**

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

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

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

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

**Child Sensitivity Marker Self-Assessment Matrix**

To support participating UN organizations (PUNOs) in assessing their compliance with the Child Sensitivity marker, the following matrix should be completed and submitted as an Annex **at the joint programme document phase** (please note that this is not necessary for the concept note stage). This self-assessment should be completed by PUNOs together with implementing partners. The reason for the choice of yes, no, or not applicable should be briefly explained in the final column of the matrix.

|  |  |  |
| --- | --- | --- |
| **Self-Assessment Questions** | **Answer** | **Justification / Additional Info** |
| 1. Has a **child rights impact assessment** been conducted to identify potential positive and negative impacts of the project on children, whether intended or unintended? | Yes / No |  |
| 1. Do PUNOs and implementing partners have **safeguarding** policies and practices in place, and will all staff and non-staff personnel working with children receive training on safeguarding prior to commencement of joint programme implementation? | Yes / No |  |
| 1. Please provide an estimated percentage of the **programme budget** allocated towards advancing children’s rights and meeting children’s needs. If not 100%, explain your rationale/the formula you used for reaching this percentage. | % |  |
| 1. Do you have a plan to establish and maintain a **meaningful consultation process** with children throughout the duration of the Joint Programme, including the evaluation phase? | Yes / No |  |
| 1. Does the joint programme include **capacity-building** for children on their rights? | Yes / No |  |
| 1. Will all staff and non-staff personnel of PUNOs and implementing partners working with children in the joint programme be trained **on engaging with children and on children’s rights and needs**, including on children’s participation, prior to commencement of joint programme implementation? | Yes / No |  |
| 1. For any joint programme expected results (outcomes, outputs) that involve children, will all data collected be disaggregated by age, sex, and where possible by other identities, e.g. migration status, disability, LGBTQ+, taking into account data protection principles? | Yes / No |  |
| 1. Please choose one of the following below or choose N/A if not applicable.   **A:** Achieving impact for children by addressing the specific needs and challenges faced by children affected by migration is the **overall/primary objective** of the joint programme. **All outcomes and outputs** contribute towards, and all indicators measure change in terms of children’s rights and needs.  **B:** Achieving impact for children by addressing the specific needs and challenges faced by children affected by migration is a **significant component** of the joint programme. **At least one outcome** contributes towards, and related output-level indicator(s) measure change in terms of children’s rights and needs.  **C:** Achieving impact for children by addressing the specific needs and challenges faced by children affected by migration is a **minor component** of the joint programme. **At least one output** contributes towards, and related indicator(s) measure change in terms of children’s rights and needs. | A, B, C or N/A |  |

## C3. Joint Programme Revision Request Form Template

**Migration MPTF**

**Joint Programme Revision Request**

* *Please refer to Operations Manual Section 4.8 Joint Programme revision*
* *All submissions should be in the English language. Please use “Calibri” font size 11 (apply “Normal” style)*
* *Please delete the instructions (in blue) in the final submission*

|  |  |
| --- | --- |
| **Part A) Joint Programme Information** | |
| **Joint Programme Title:** |  |
| **Country / Countries / Region:** |  |
| **Project Identification Number  (MPTFO Project ID number available** [**here**](https://mptf.undp.org/fund/mig00)**):** |  |
| **Convening Agent (Lead PUNO):** |  |
| **Participating UN Organizations (PUNOs):** |  |
| **Total approved budget (USD)** | USD |
| **Total duration** |  |
| **Start and End Dates** |  |

|  |  |
| --- | --- |
| **Part B) Revision Request** | |
| **Date of request submission:** |  |
| **Focal point name/ agency/ contact details:** |  |
| **Nature of revision (tick all that applies):** | *Please tick next to the relevant revision and provide short note on the revision requested* |
| **1) PROGRAMME OUTCOME, SCOPE, PUNOs** |  |
| * 1. **Change in scope and/or expected outcome(s)** |  |
| * 1. **Change in PUNOs (withdrawal, addition)** |  |
| **2) BUDGET** |  |
| **2.1) Additional funding request** |  |
| **2.2) Change of budget allocation among PUNOs** |  |
| **2.3) Budget line reallocation (within a PUNO) that:**   * **Exceeds 20% variance (percentage change) between outcomes or UNDG budget categories**   **AND**   * **Budget line reallocation amount is more than 2% of the total Joint Programme budget** |  |
| **3) DURATION** |  |
| **3.1) No cost extension beyond 12 months** |  |
| **3.2) No cost extension up to 12 months** |  |

|  |  |
| --- | --- |
| **Part C) Justification** | |
| *Please provide a brief justification for the changes requested.*  *For budget revision requests, please include a summary table that clearly shows the changes to be made, with information on before/after amounts, percentage change (variance) and % total JP budget.* | |
| **Part D) Supporting Documents** | |
| **Revised Joint Programme document (signed by the RC, if applicable, and all PUNOs)**  *Please either clearly indicate the changes made in the justification section above, or provide a track-change version.* |  |
| **Revised budget**  *Please provide two versions – one revised budget and one that clearly indicates the changes requested using before (original) and after (revised) columns, as well as variance.* |  |
| **Joint Programme Steering Committee document**  *Please submit the Joint Programme Steering Committee decisions document or minutes to confirm Steering Committee approval of the proposed revisions.* |  |
| **Other documents**  *Please specify.* |  |

|  |
| --- |
| **Part E) Signatures – submitters** |

|  |  |
| --- | --- |
| *Resident Coordinator*  *Name of Resident Coordinator*  *Date*  *Signature* | *Name of Convening Agent*  *Name of Representative*  *Date*  *Signature* |
| *Name of PUNO*  *Name of Representative*  *Date*  *Signature* | *Name of PUNO*  *Name of Representative*  *Date*  *Signature* |
| *Name of PUNO*  *Name of Representative*  *Date*  *Signature* | *Name of PUNO*  *Name of Representative*  *Date*  *Signature* |

*Below to be completed by the Fund Management Unit (FMU):*

|  |  |  |
| --- | --- | --- |
| **Part F) Review** | | |
| **FMU Comments and Recommendations:** |  | |
| **Part G) Decision** | | |
| **Decision:** | **Approve**  **Approve with modifications / conditions (to specify)**  **Not approve** | |
| **Comments (if any):** |  | |
| **Signatures:** | | |
| **Migration MPTF Steering Committee Chair:**  *Date*  *Signature* | | **Head of FMU:**  *Date*  *Signature* |

## C4. Annual / Final Report Template

**Migration MPTF**

**Annual / Final Report**

* *Please refer to Operations Manual Section 5.3 Reporting*
* *All submissions should be in the English language.*
* *In all narrative inputs, please use “Calibri” font size 11 (apply “Normal” style)*
* *Please delete the instructions (in blue) in the final submission*

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

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

*Summarize the key results achieved during the reporting period, and any other relevant developments, including challenges. This is a summary of the most important achievements of the JP during the reporting period. Please highlight: (1) major results achieved and contributions to the UNSDCF outcome(s), country priorities, and/or related SDG targets, and (2) tangible benefits or changes for targeted vulnerable groups. The Executive Summary should serve as a stand-alone summary of the Joint Programme’s results for the reporting period.*

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

1. **Summary and Context**

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

1. **Results**

*In narrative format, provide a succinct description about the actual results that have been achieved based upon the JP results framework and theory of change. Please include key data and make reference to national policy priorities, the roles of partners and any new or innovative partnerships, and national or local implementation capacities that were developed or used.*

*» Outputs: Provide a summary of progress toward the outputs, with reference to changes in indicators (as available) Explain any variance between planned and actual outputs during the reporting period. Describe tangible benefits or changes for beneficiaries, especially vulnerable groups. Where possible, provide a percentage of outputs or sub-outputs that are on-track or achieved and the number and type of beneficiaries.*

*» Outcomes: Based on achievement of outputs, provide a summary of major contributions toward the JP outcomes, referencing, where applicable, UNSDCF outcomes, country priorities, and/or related SDG targets. Please refer to changes in indicators (as available).*

*» Overall Objective: For final report (end of project), provide a summary of the Joint Programme’s contribution towards the JP overall objective.*

**Results Stories:** Provide a brief story (or stories) about how the JP is making a difference. It can be at the institutional and policy level or at a local, human level. Please include photos, graphics, and news items as appropriate.

* The problem or challenge - In plain language, describe the specific problem or challenge faced by the subject of your story.
* Action through the JP - How was the problem or challenged addressed through the JP by the JP team?
* Result - Describe the observable change that occurred. How did conditions change at the family or community level or how did institutions perform better to address the problem?
* Lessons - What did the JP partners learn from the experience; how will it be used to strengthen the JP?

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

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

1. **Partnerships**

*Provide information on key partnerships established under the Joint Programme, expanding on: i) Role of the government; ii) Strategic contributions from local government and civil society if applicable; and iii) the ways in which other stakeholders (in particular, migrants and migration affected communities) are involved, including methods for participatory dialogue, co-design, and co-delivery.[[14]](#footnote-14)*

*Please provide the following information, using the table below:*

*Has the Joint Programme entered into implementation agreements (financial or other) with local government and/or related entities (e.g. provincial, municipal, district agencies)? Please provide details (name and type of partner, nature of agreement, etc.).*

*Has the Joint Programme entered into implementation agreements with non-governmental stakeholder? Implementation agreements are interpreted broadly to include coordination and collaboration partnerships, entailing financial support, or not. Please provide details (name and type of stakeholder, nature of agreement/partnerships, etc.).*

|  |  |  |  |
| --- | --- | --- | --- |
| **Implementation Agreements** | | | |
| **Name & Type of Partner** | **Type of implementation agreement (please specify if any MOU or agreement was formally entered)** | **Relevant outcome and/or output; PUNO counterpart** | **Financial value**  **(if any)** |
| **Local government and/or related entities** | | | |
| *Name of partner*  *Type of partner* |  |  |  |
| *Name of partner*  *Type of partner* |  |  |  |
|  |  |  |  |
| **Non-governmental stakeholders** | | | |
| *Name of partner*  *Type of partner* |  |  |  |
| *Name of partner*  *Type of partner* |  |  |  |
|  |  |  |  |

1. **Cross-Cutting Issues**

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

1. **Constraints, Adjustments, Lessons and Good Practices**

*Explain constraints that were encountered and any adjustments that were made to strengthen the relevance and effectiveness of the JP and the coherence and coordination of UN system support.*

*Describe lessons and good practices and as needed, update information about assumptions and risks, risk mitigation measures and the sustainability plan and exit strategy. Please include experiences of failure, which are a rich source of lessons.*

|  |
| --- |
| **Conclusion and Next Steps** |

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

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

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| **ANNEX** |

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

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

## C5. Joint Programme Update Template

**Migration MPTF**

**Joint Programme Update**

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

* *Please refer to Operations Manual Section 5.3 Reporting*
* *All submissions should be in the English language. Please use “Calibri” font size 11 (apply “Normal” style)*
* *Please delete the instructions (in blue) in the final submission*

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

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| --- |
| **Progress Summary** |

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

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| **Indicative financial progress** |

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

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

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

* *Please state what US$ amount was planned to be allocated to activities focussed on gender equality and women empowerment and how much has been actually spent/ committed to date:*
* *Is the payment of the second tranche required: Yes / No*
* *If yes, what is the percentage of consumption of the first tranche (more than 75% must be spent or committed).*
* *If no, when do you expect to seek payment of the second tranche?*

# Annex D: Guidance Notes

**D1. Human Rights Marker Guidance Note**

**D2. Gender Marker Guidance Note**

**D3. Child Sensitivity Marker Guidance Note**

**D4. Guidance Note on Engagement with Civil Society, Migrants and Communities**

**D5. Visibility Requirements**

## D1. Human Rights Marker Guidance Note

*This guidance forms an integral part of the Migration MPTF Operations Manual. It was prepared under the leadership of the Office of the United Nations High Commissioner for Human Rights (OHCHR) with support from the UN Network on Migration and the Migration MPTF Fund Management Unit. It has been reviewed by the Migration MPTF Steering Committee and endorsed on 17 December 2020.*

1. **Introduction**

The [UN Network on Migration](https://migrationnetwork.un.org/) was established to ensure effective, timely and coordinated system-wide support to the implementation of the Global Compact for Safe, Orderly and Regular Migration (GCM). In carrying out its mandate, the Network is committed to prioritizing the rights and wellbeing of migrants and their communities. In all its actions the Network will respect the principles of the GCM and promote the application of relevant international and regional norms and standards to respect, protect, and fulfil the human rights of all migrants, especially those in the most vulnerable situations.[[15]](#footnote-15)

The [Global Compact for Safe, Orderly and Regular Migration](https://refugeesmigrants.un.org/sites/default/files/180713_agreed_outcome_global_compact_for_migration.pdf) rests on the purposes and principles of the UN Charter, the Universal Declaration of Human Rights, and the nine core international human rights treaties (paras 1-2). States have acknowledged their obligation to respect, protect and fulfil the human rights of all migrants, regardless of their migration status, and committed to fulfil the objectives and commitments outlined in the GCM, in line with its vision and guiding principles, and to implement the GCM in a manner that is consistent with rights and obligations under international law (paras 11 and 41).The GCM is based on a set of cross-cutting and interdependent guiding principles, including a guiding principle on human rights:

*Human rights*: The Global Compact is based on international human rights law and upholds the principles of non-regression and non-discrimination. By implementing the Global Compact, we ensure effective respect, protection and fulfilment of the human rights of all migrants, regardless of their migration status, across all stages of the migration cycle. We also reaffirm the commitment to eliminate all forms of discrimination, including racism, xenophobia and intolerance against migrants and their families (para. 15).

This Guidance Note serves as a reference for the UN system to integrate a human rights marker in the project cycle of Joint Programmes implemented with support from the [Migration Multi-Partner Trust Fund](http://mptf.undp.org/factsheet/fund/MIG00) (Migration MPTF), consistent with the GCM vision and guiding principles, and international human rights law and standards. It is intended to provide direction for all Participating UN Organisations (PUNOs) and other stakeholders developing or implementing Migration MPTF Joint Programmes, or seeking to improve their human rights marker systems.

This human rights marker will help track and report on allocations and expenditures for ensuring human rights are upheld in all Migration MPTF Joint Programmes. It will guide the development of an effective and coherent approach for tracking resources to support human rights-based results.

1. **What are Human Rights?**

Human rights are universal legal entitlements protecting individuals and groups (rights holders) against actions and omissions by States or other actors (duty bearers) that interfere with fundamental freedoms. Human rights are inherent to all human beings and are founded on respect for the dignity and equality of each person without discrimination. These rights are all interrelated, interdependent and indivisible.

Human rights entail both rights and obligations. States assume obligations and duties under international law to respect, to protect and to fulfil human rights. The obligation **to respect** means that States must refrain from interfering with or curtailing the enjoyment of human rights. The obligation **to protect** requires States to prevent private actors or third parties from committing human rights abuses. The obligation **to fulfil** means that States must take positive actions to ensure all people are able to realize their human rights.

Human rights have been a central pillar of the United Nations from its inception in 1945 with the adoption of the Charter of the United Nations. Human rights have been enshrined in the Universal Declaration of Human Rights and codified in a series of international human rights treaties ratified by States, as well as in other international and regional instruments that include human rights norms and standards. There are also regional human rights instruments, and most States have adopted constitutions and other laws that protect human rights and freedoms at the national level. Together with customary law, these instruments form the backbone of international human rights law.

Human rights include all economic, social, cultural, civil and political rights. International human rights law applies to all individuals, including all migrants, without discrimination. The human rights of migrants are also protected by the obligations and standards that arise from other bodies of international law, including international labour standards (or law), humanitarian and refugee law, the law of the sea and international criminal law.

Other non-binding instruments such as declarations, guidelines and principles adopted at the international level contribute to the understanding, implementation and development of human rights law and standards.

**See: UN,** [**The foundation of International Human Rights Law**](https://www.un.org/en/sections/universal-declaration/foundation-international-human-rights-law/index.html)

**[OHCHR, What are human rights?](https://www.ohchr.org/en/issues/pages/whatarehumanrights.aspx)**

**ILO,** [**International labour standards on labour migration**](https://www.ilo.org/global/topics/labour-migration/standards/lang--en/index.htm)

**ILO, OHCHR, IPU, Migration, human rights and governance**

1. **Cross-cutting principles**

The international human rights framework is based on a number of cross-cutting human rights norms or principles, such as equality and non-discrimination, participation, access to information, access to remedy, accountability and the rule of law. These cross-cutting principles are expected to guide States and other duty bearers in their implementation of human rights treaties. (*See box: Cross-cutting human rights principles)*

1. **International Human Rights Framework**

Member States have a wide range of obligations to respect, protect and fulfil the human rights of all individuals within their territory or subject to their jurisdiction, including all migrants regardless of their status, and to establish domestic laws, policies and programmes reflecting those obligations. These obligations rest on the very foundation of the purposes and principles of the Charter of the United Nations, the Universal Declaration of Human Rights (UDHR), and the nine core international human rights instruments, which provide legal protection to everyone, without discrimination.

**Cross-cutting human rights principles**

* **Equality and non-discrimination** – All human beings are born free and equal in dignity and rights. The principle of non-discrimination prohibits distinction, exclusion, restriction or preference on the basis of a list of non-exhaustive grounds such as race, colour, descent, ethnic origin, sex, age, gender, sexual orientation, gender identity, disability, religion or belief, nationality, migration or residence status or other status. States should address direct and indirect discrimination against and unequal treatment of people in laws, policies and practices.
* **Participation and inclusion**–Everyone is entitled to active, free and meaningful participation in decisions that affect the enjoyment of their rights. All people have the right to access information, in a language and format accessible to them, regarding the decision-making processes that affect their lives and well-being.
* **Accountability and rule of law**– Everyone is entitled to claim and exercise their rights. States should ensure transparency in the design and implementation of their policies and must ensure that rights-holders have access to mechanisms of redress and to enjoy effective remedies when human rights breaches occur.

**i. Charter of the United Nations**

Human rights, development, and peace and security are the three interlinked pillars of the UN System. Encouraging respect for human rights is a fundamental purpose of the United Nations under its Charter. All agencies and organizations under the UN System, within their own unique mandate, are committed to the common values and purpose of the UN Charter and contribute directly and indirectly towards the realization of human rights.

In the Charter, the United Nations commits to promote and encourage respect for human rights and for fundamental freedoms for all without distinction, including:

1. higher standards of living, full employment, and conditions of economic and social progress and development;
2. solutions of international economic, social, health, and related problems; and international cultural and educational cooperation; and
3. universal respect for, and observance of, human rights and fundamental freedoms for all without distinction as to race, sex, language or religion.

**See:** [**UN, Charter of the United Nations**](https://www.un.org/en/charter-united-nations/index.html)

**ii. Universal Declaration of Human Rights**

The [Universal Declaration of Human Rights](https://www.un.org/en/universal-declaration-human-rights/) (UDHR) was adopted by the General Assembly in 1948. In its Preamble, the UDHR asserts the “*inherent dignity and the equal and inalienable rights of all members of the human family [which] is the foundation of freedom, justice and peace in the world*”. It further affirms that “*All human beings are born free and equal in dignity and rights”* (Article 1)and that “*Everyone is entitled to all the rights and freedoms set forth in this Declaration*” (Article 2). The UDHR establishes no hierarchy between human rights; all rights are universal, inalienable, indivisible, inter- dependent and of equal importance. Human rights law thus provides that every person, without discrimination, must have access to his or her human rights. Simply put, all human beings have all human rights, including all migrants, regardless of their migration status.

**iii. UN International human rights treaties**

Following the adoption of the UDHR in 1948, a series of international human rights treaties have been adopted and ratified by Member States to give legal form to the inherent human rights enshrined in the UDHR and have further expanded and developed the international human rights framework. The [nine core international human rights treaties](https://www.ohchr.org/EN/ProfessionalInterest/Pages/CoreInstruments.aspx), listed below, apply to everyone without discrimination:

* International Convention on the Elimination of All Forms of Racial Discrimination (1965);
* International Covenant on Civil and Political Rights (1966);
* International Covenant on Economic, Social and Cultural Rights (1966);
* Convention on the Elimination of All Forms of Discrimination against Women (1979);
* Convention against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment (1984);
* Convention on the Rights of the Child (1989);
* International Convention on the Protection of the Rights of All Migrant Workers and Members of Their Families (1990);
* International Convention for the Protection of All Persons from Enforced Disappearance (2006);
* Convention on the Rights of Persons with Disabilities (2007).

Each of the nine core IHRL treaties has a corresponding [Human Rights Treaty Body](https://www.ohchr.org/EN/HRBodies/Pages/TreatyBodies.aspx), a committee of independent experts who monitor implementation of the treaty by its States parties, and who develop binding [jurisprudence](https://juris.ohchr.org/) and other authoritative guidance in the form of [General Comments](https://www.ohchr.org/EN/HRBodies/Pages/TBGeneralComments.aspx) on the specific content of the rights contained within each treaty.

**See: [OHCHR, The core International Human Rights Instruments and their monitoring bodies](https://www.ohchr.org/EN/ProfessionalInterest/Pages/CoreInstruments.aspx)**

[**OHCHR, International Human Rights Law**](https://www.ohchr.org/en/professionalinterest/pages/internationallaw.aspx)

**iv. A human rights-based approach**

While the *human rights framework* establishes fundamental rights and principles and requires States to contemplate a range of measures in order to respect, protect and fulfil their obligations, a *human rights-based approach* provides practical guidance and concrete tools to this end.

A **human rights-based approach (HRBA)** is normatively based on international human rights law and standards and operationally directed to respecting, protecting, and fulfilling human rights. The underlying feature of an HRBA is that it identifies *rights holders*, who, by virtue of being human, have a claim to certain entitlements, and *duty bearers*, who are legally bound to respect, protect and fulfil the entitlements associated with those claims. This requires knowing which international human rights treaties have been ratified by a particular country,[[16]](#footnote-16) as well as an understanding the content of those treaty instruments, including through the jurisprudence and guidance of the relevant Human Rights Treaty Bodies. With this knowledge at hand, government authorities, international organizations, civil society organizations and other relevant stakeholders supporting the implementation of relevant laws, policies or practices will be equipped to ensure that such implementation works towards strengthening the capacities of rights-holders to claim their rights and of duty-bearers to meet their obligations.

Another key element of HRBA is that it seeks to analyse the inequalities that lie at the heart of policy problems and redress discriminatory practices that often result in groups of people being left behind. Thus it is necessary to identify groups or individuals that may be in situations of vulnerability, and make their protection, inclusion and empowerment a priority.

In the context of migration, an HRBA places migrants as rights-holders to the forefront of all discussion and bases programming on migration on the fundamental principles of equality and non-discrimination, participation and inclusion, and accountability and the rule of law. Importantly, an HRBA understands that the rights contained within international human rights instruments are not reserved for citizens: they apply equally, without discrimination, to everyone who is within a State’s territory or within its jurisdiction, regardless of the person’s nationality or migration status. Therefore, an HRBA to migration laws, policies or practices prioritizes respecting, protecting, and fulfilling all human rights for all migrants.

Adopting an **HRBA to programming** is a critical part of UN activities that can be taken to meet the responsibilities to promote the respect, protection and fulfilment of human rights. Adopting an HRBA:

* Offers a distinct human rights lens through which to analyse a situation;
* Focuses on the most marginalized groups and individuals whose rights are regularly denied or ignored or violated;
* Seeks to bring laws, policies and social practices into line with international standards, addressing structural inequalities and patterns of discrimination;
* Encourages governments and other actors as duty bearers to meet the obligations they have voluntarily committed to under human rights law;
* Pays attention to not only the results but also the process by applying the principles of participation, non-discrimination, empowerment, transparency and accountability;
* Provides a set of international standards that helps ensure a consistent one-UN approach to sensitive issues, with a normative grounding in international standards.

**See: [OHCHR, Improving Human Rights-Based Governance of International Migration](https://www.ohchr.org/Documents/Issues/Migration/MigrationHR_improvingHR_Report.pdf)**

[**UNDG, UN Practitioner’s Portal on HRBA to Programming**](https://hrbaportal.undg.org/)

[**UNSDG, Human Rights Working Group, The Human Rights Based Approach to Development Cooperation Towards a Common Understanding Among UN System Agencies**](https://unsdg.un.org/resources/human-rights-based-approach-development-cooperation-towards-common-understanding-among-un)

**UNDG,** [**Guidance Note on Human Rights for Resident Coordinators and UN Country Teams**](https://unsdg.un.org/sites/default/files/UNDG-Guidance-Note-on-Human-Rights-for-RCs-and-UNCTs-final.pdf)

**The Secretary-General’s Call to Action for Human Rights**

In 2020, UN Secretary-General António Guterres issued “The Highest Aspiration,” a call to action for human rights, designed to make concrete the Secretary-General’s pledge to put human dignity at the heart of the UN’s work. One of the call to action’s guiding principles is: “Within the United Nations, human rights must be fully considered in all decision-making, operations and institutional commitments.” Thus the call to action commits to ensuring that human rights principles inform the implementation of the 2030 Agenda, and that the UN continues to enhance our organizational culture, building upon existing initiatives – including Human Rights Up Front and follow-up to the Rosenthal report – which emphasize prevention, protection and human rights in our awareness, decision-making and programming at field, regional and Headquarters levels.

**See:** [**“The Highest Aspiration”: Call to Action for Human Rights**](https://www.un.org/sg/sites/www.un.org.sg/files/atoms/files/The_Highest_Asperation_A_Call_To_Action_For_Human_Right_English.pdf)

**Human Rights Up Front (HRuF) Initiative**

The Human Rights Up Front (HRuF) initiative calls for collective responsibility across the whole UN system to prevent serious human rights violations, identifying risks of human rights violations at an earlier stage, leveraging the wide range of UN mandates and capacities to respond, and ensuring senior officials at the country level are supported and backed by UN Headquarters. The initiative deepens the commitment to the human rights imperative and calls for cultural, operational and political changes in the way the UN works in order to ensure that the UN does everything in its power to prevent or respond to serious violations of human rights.

**See: [Overview of the Human Rights Up Front Initiative](https://interagencystandingcommittee.org/system/files/overview_of_human_rights_up_front_july_2015.pdf)**

[**[United Nations, Human Rights Up Front](https://interagencystandingcommittee.org/system/files/overview_of_human_rights_up_front_july_2015.pdf)**](https://www.youtube.com/watch?v=vaImI7u-EL4) **[(video)](https://interagencystandingcommittee.org/system/files/overview_of_human_rights_up_front_july_2015.pdf)**

**[“Rights Up Front” Detailed Action Plan](https://interagencystandingcommittee.org/system/files/detailed_hruf_plan_of_action.pdf)**

1. **The Human Rights Marker**

To uphold the GCM’s commitment to respect, protect and fulfil the human rights of all migrants, regardless of their migration status, across all stages of the migration cycle, a **Human Rights Marker** has been developed. This Marker is designed to help Participating UN Organisations (PUNOs) and implementing partners ensure their joint programs and initiatives are consistent with international human rights law and its principles, and take a human rights-based approach to programming.

The Migration MPTF Human Rights Marker tracks the:

***% of joint programmes and initiatives that are normatively based on international human rights law and standards and operationally directed to respecting, protecting, and fulfilling the human rights of migrants by strengthening the capacities of ‘rights-holders’ to claim their rights and of ‘duty-bearers’ to meet their obligations***

In order to assess compliance with this marker, PUNOs, at the joint programme design phase of the programme, should conduct a self-assessment to consider whether the elements of a human rights-based approach have been incorporated into the programme design. (*See Annex: Self-Assessment Matrix*)

1. **Using the Human Rights Marker**
2. **Adopting an HRBA**

As a core commitment of United Nations programming, an HRBA should be adopted by all Joint Programmes seeking Migration MPTF funding, whether or not such a proposal has human rights as its primary or principal objective. An HRBA helps to ensure that all Joint Programmes are undertaken in a manner that is normatively aligned with international human rights law obligations, and thus consistently respects protects and fulfils the human rights of all migrants regardless of migration status, including the imperative to “do no harm”, which should guide the UN’s operational work at all times.

**See:** [**UNDG, UN Practitioner’s Portal on HRBA to Programming**](https://hrbaportal.undg.org/)

[**UNESCO, Human Rights-Based Approach to Programming**](https://en.unesco.org/human-rights/hrba)

[**UNICEF, Human Rights-based Approach to Programming**](https://www.unicef.org/policyanalysis/rights/index_62012.html#4)

1. **Integrating human rights in the Migration MPTF Joint Programmes**

**i. Concept note**

The concept note for any Joint Programme seeking Migration MPTF funding should already specify a commitment to a human rights-based approach and reflect an understanding of the relevant human rights obligations in the country concerned, as well as an initial understanding of the potential human rights risks and impacts of the Joint Programme as conceived.

**ii. Joint programme document**

At the joint programme document development stage, PUNOs should identify potential human rights impacts of Joint Programmes, both positive and negative, and elaborate plans for how to monitor and evaluate human rights impacts, as well as for mitigating foreseeable negative human rights impacts, and providing access to justice and remedies in the event of unforeseen negative human rights impacts. This should be accomplished in part through a consultation process with those likely to be affected by the Joint Programme, conducted in a manner that is gender-responsive, child-sensitive, and designed to ensure meaningful participation of those in situations of vulnerability. PUNOs should also ensure staff[[17]](#footnote-17) awareness of human rights obligations, including human rights treaties ratified (See: [human rights indicators](https://indicators.ohchr.org)), other relevant instruments such as [ILO Conventions](https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:11001:0::NO) on promoting decent work and labour migration and relevant recommendations of the human rights treaty bodies, independent experts of the UN human rights system, and the Universal Periodic Review, as well as the supervisory mechanisms of other relevant UN agencies.

**iii. Joint Programme implementation**

Throughout the lifetime of the Joint Programme, PUNOs should maintain consultation processes with affected individuals, communities and relevant stakeholders, and should effectively monitor the human rights impact of Joint Programmes with reference to relevant human rights and other relevant standards. Joint Programme staffing should be gender-balanced and take account of stakeholder needs. PUNOs should maintain transparency with regard to Joint Programme planning and implementation and ensure access to information for affected stakeholders.

**iv. Joint Programme evaluation and reporting**

At the Joint Programme evaluation stage, the independent evaluator must include, in his/her evaluation, the impacts of the Joint Programme’s activities on the human rights enjoyment of impacted rights-holders. The evaluation report should also reflect on the overall adherence to human rights programming guidance and identify lessons learned. Annually, the Migration MPTF Fund Management Unit, in collaboration with OHCHR, will compile the data provided by the independent evaluation reports and capture it in its annual report and overall tracking of results.

**See:** [**OHCHR, Human Rights Indicators: A Guide to Measurement and Implementation**](https://www.ohchr.org/Documents/Publications/Human_rights_indicators_en.pdf)

**[ILO. The rules of the Game, An introduction to the standards-related work](https://www.ilo.org/wcmsp5/groups/public/---ed_norm/---normes/documents/publication/wcms_672549.pdf)**

**[of the International Labour Organization, Geneva, 2019](https://www.ilo.org/wcmsp5/groups/public/---ed_norm/---normes/documents/publication/wcms_672549.pdf)**

1. **Exercising due diligence**

Exercising a human rights due diligence approach, encouraging the respect of and promoting human rights, is critical for the UN’s work with all actors, including partnerships with State, non-State, civil society and [corporate actors](https://www.ohchr.org/documents/publications/guidingprinciplesbusinesshr_en.pdf).

**See:** [**United Nations, Guidance Note: Human Rights Due Diligence Policy on United Nations Support to Non-United Nations Security Forces**](https://unsdg.un.org/sites/default/files/Inter-Agency-HRDDP-Guidance-Note-2015.pdf)

[**United Nations, Guiding Principles on Business and Human Rights**](https://www.ohchr.org/documents/publications/guidingprinciplesbusinesshr_en.pdf)

[**OHCHR, Benchmarking Study of Development Finance Institutions’ Safeguards and Due Diligence Frameworks against the UN Guiding Principles on Business and Human Rights**](https://www.ohchr.org/Documents/Issues/Development/DFI/OHCHR_Benchmarking%20Study_HRDD.pdf)

[**ILO General principles and operational guidelines for fair recruitment, and Definition of recruitment fees and related costs**](https://www.ilo.org/wcmsp5/groups/public/---ed_protect/---protrav/---migrant/documents/publication/wcms_536755.pdf)

**Human Rights Due Diligence Policy**

The Human Rights Due Diligence Policy on United Nations Support to Non-United Nations Security Forces (HRDDP) - including police, immigration officials, border guards, coast guards, prison or detention officials - is a particular UN system-wide policy that applies specifically to UN support to security forces that are not part of the UN—including support provided by member agencies of UN Country Teams—and in any context, whether conflict or non-conflict. It requires the UN entity to: (1) conduct risk assessments on whether the entities receiving support might commit grave violations (as defined by the policy); (2) provide support only when risks of grave violations do not exist or are mitigated through the adoption of specific measures (so-called mitigatory measures); (3) establish procedures for monitoring the conduct of recipient entities during the time support is provided; and (4) bring allegations of grave violations to the attention of national authorities with a view to bringing these to an end, should they be committed during the period of support, and, should that be ineffectual, potentially to suspend or withdraw support. The HRDDP is primarily aimed at encouraging UN entities to ensure that support to non-UN security forces is consistent with the UN’s purposes and principles. For the purposes of the HRDDP, “support” is understood broadly to refer to most forms of UN support, including financial support, training, mentoring, advisory services, capacity-and institution-building and other forms of technical cooperation.

In practice, the implementation of this policy in a variety of contexts and situations where the UN system is engaged has already led to improvements, including increasing understanding that human rights violations by support beneficiaries will not only affect the UN entities concerned but also the validity, efficiency and impact of corresponding programmes.

**See:** [**United Nations, Guidance Note: Human Rights Due Diligence Policy on United Nations Support to Non-United Nations Security Forces**](https://unsdg.un.org/sites/default/files/Inter-Agency-HRDDP-Guidance-Note-2015.pdf)

[**United Nations, Guiding Principles on Business and Human Rights**](https://www.ohchr.org/documents/publications/guidingprinciplesbusinesshr_en.pdf)

[**OHCHR, Benchmarking Study of Development Finance Institutions’ Safeguards and Due Diligence Frameworks against the UN Guiding Principles on Business and Human Rights**](https://www.ohchr.org/Documents/Issues/Development/DFI/OHCHR_Benchmarking%20Study_HRDD.pdf)

Annex: Self-Assessment Matrix

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

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

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

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

## D2. Gender Marker Guidance Note

December 2020

**Introduction**

The [Migration Multi-Partner Trust Fund](http://mptf.undp.org/factsheet/fund/MIG00) (Migration MPTF, or the Fund) was called for by the Global Compact for Safe, Orderly and Regular Migration (Global Compact), adopted by the General Assembly in December 2018. It is a UN financing mechanism to support Member States and regional/global entities in their implementation of the Global Compact, and is the first pooled funding instrument focusing on migration. It is a concrete demonstration of a multilateral commitment to strengthen international cooperation in the pursuit of principled and better governed international migration, placing the wellbeing of individuals at its core.

The Global Compact espouses gender-responsiveness as one of its ten guiding principles, stating as follows:

“*The Global Compact ensures that the human rights of women, men, girls and boys are respected at all stages of migration, that their specific needs are properly understood and addressed and that they are empowered as agents of change. It mainstreams a gender perspective and promotes gender equality and the empowerment of all women and girls, recognizing their independence, agency and leadership in order to move away from addressing migrant women primarily through a lens of victimhood.”[[18]](#footnote-18)*

In line with the Global Compact guiding principle, the Migration MPTF encourages partners to develop joint programmes that actively contribute to achieving gender equality and women’s empowerment (GEWE).[[19]](#footnote-19) As an overall principle, and as reaffirmed in the Fund’s Results Framework, the Migration MPTF seeks to ensure that the majority of its funding is allocated to joint programmes that make significant contributions to GEWE.

**Migration MPTF Gender Marker**

This Note provides guidance for the UN system to advance and integrate GEWE as part of the joint programmes submitted to, and/or implemented with the financial support of the Fund. It is intended to provide guidance for all Participating UN Organisations (PUNOs) and other stakeholders developing or implementing Migration MPTF joint programmes, highlighting that the integration of gender equality considerations is a requirement for all proposal submissions. As such, the gender marker will help track and report on allocations and expenditures for ensuring GEWE are advanced and integrated in all Migration MPTF joint programmes.

The Migration MPTF Gender Marker is based on a 4-point scale, aligned with the UNDG standard:[[20]](#footnote-20)

|  |  |  |
| --- | --- | --- |
| **Score** | **Description** | **% of programme budget** **reserved for gender (indicative)** |
| **A** | Projects that have gender equality and women’s empowerment (GEWE) as the primary objective | 70%-100% |
| **B** | Projects that significantly contribute to gender equality and women’s empowerment (GEWE) | 25%-70% |
| **C** | Projects that make a marginal contribution to gender equality and women’s empowerment (GEWE), but not significantly | 5%-25% |
| **N/A** | Projects that are not expected to make a noticeable contribution to advancing gender equality and/ or the women’s empowerment (GEWE) | Less than 5% |

Through the Gender Marker, the Migration MPTF tracks allocation to GEWE and reports to Member States, donors and partners on its results. The Fund reviews joint programmes on the Gender Marker scale by taking into consideration the extent to which gender equality considerations and gender responsiveness is integrated into the following sections of the project proposals:

* Needs assessment and problem analysis;
* Target populations;
* Expected results and the Theory of Change;
* Results monitoring;
* Budget allocation; and
* Risk analysis.

The Fund supports projects with high-quality standards and therefore requests that all projects regardless of their Gender Marker ranking include gender equality considerations in their needs and risk analysis, and disaggregate data and indicators by sex and age.

The table below provides guidance for applicants when assigning a gender marker score to their projects. They are meant to clarify the difference between the gender markers in terms of how gender equality and women’s empowerment (GEWE) are addressed and advanced in the various elements of the project. The applicant is to use this as a ‘check-list’ to review and compare the project against and allocate a marker or make the necessary changes to the proposal to reach the desired marker.

|  |  |
| --- | --- |
| **GENDER MARKER A:**  **The principle purpose of the joint programme is to advance gender equality and women’s empowerment (GEWE) in the context of migration. Gender equality is fundamental to the joint programme design and the expected results. The joint programme would not have been undertaken without the gender equality objective.** | |
| **Needs Assessment** | * Include a comprehensive gender analysis to highlight the gender dynamics (e.g. gender-specific discrimination, stigma, exclusion, and sexual and gender-based violence) and an analysis of the specific realities of women, men, girls and boys, inclusive of those identifying as LGBTIQ, and their situation, roles and responsibilities and how these affect their migration experiences. * Clearly articulate which are the key beneficiaries, and what the specific needs of women, girls, men and boys are. |
| **Target population** | * Does not have to target women only (gender equality includes working with men on gender norms) but can be exclusively focused on women if clearly articulated why this is the best approach to achieve GEWE and migration-related outcomes. * Is clearly identified or proposes criteria for selection (e.g. female migrants, women headed household, male border officials, etc.) * Multiple forms of discrimination, and an intersectional approach should be considered. |
| **Expected Results and Theory of Change** | * Achieving migration-related impact by addressing the specific needs and challenges of women and girls, and through advancing GEWEas the main objective of the project * All project outcomes and outputs directly contribute to advancing GEWE * All the activities are formulated to make an impact on GEWE outputs and outcomes and take into account an active participation, particularly of women, in designing and implementing activities and determining results * The Theory of Change clearly articulates the causal link chain that will contribute to GEWE, and improve migration outcomes. |
| **Results monitoring** | * All data to be disaggregated by sex and age, and other identities where possible * Most outcome and output-level indicators measure change in terms of GEWE. * The results have corresponding indicators to measure how gender equality will be advanced. |
| **Budget** | * 70 to 100 % of the programme budget is allocated towards GEWE results * If the activity is specifically targeting gender equality and/or empowerment 100% of the budget can be allocated to GEWE * Please note that considering UN Women’s budget allocation as the only GEWE allocation of the project is not sufficient; all project partners need to make clear allocations to advancing GEWE * Please note that staffing costs can be included in GEWE allocation. The ToR of the staff member can be used to guide financial allocation of staffing costs to GEWE. |
| **Risk Analysis** | * Includes an analysis of gender-specific risks and mitigation strategies. For example, will the interventions of the project address the specific needs of migrant women and girls and tackle gender-specific discrimination? Will an increase in the participation of migrant women in decision making result in negative repercussions, e.g. a backlash from traditional leaders? What steps will the project take to address and mitigate this? * Risks included in the analysis should also include the risks of not achieving sustainable results if women are not meaningfully included |

|  |  |
| --- | --- |
| **GENDER MARKER B:**  **Advancing gender equality and women’s empowerment (GEWE) is a significant objective but not the principal reason to undertake this joint programme. It is a secondary objective expected to make a significant contribution to advancing gender equality, with corresponding indicators to measure how gender equality will be advanced. Gender equality considerations are reflected in the needs assessment, implementation/activities, the results framework and the budget. Gender is mainstreamed throughout the joint programme.** | |
| **Needs Assessment** | * Includes a substantive gender analysis to highlight the gender dynamics, the key beneficiaries from a gender perspective, and assesses the different needs and challenges of women, men, girls and boys, including those identifying as LGBTIQ. |
| **Target population** | * Men, women, boys and girls, or women and girls, are targeted by the project and their distinct needs and capacities are reflected in the project description * Some activities address barriers to GEWE and ways to work towards its achievement. * Efforts are made and special measures are put in place to accelerate equal representation of women and men as much as possible |
| **Expected Results and Theory of Change** | * GEWE is a significant objective of the project * Minimum one outcome and/or output directly contributes to achievement of GEWE * The Theory of Change clearly articulates the causal link chain that will contribute to GEWE for the relevant outcome identifying barriers and challenges adequately. |
| **Results monitoring** | * All data to be disaggregated by sex and age, where possible * At least one outcome and/or output -level indicator aims at measuring impact on GEWE |
| **Budget** | * 25 to 70% of the programme budget is allocated to GEWE * Please note that staffing costs can be included in GEWE allocation. The ToR of the staff member can be used to guide financial allocation of staffing costs to GEWE. |
| **Risk Analysis** | * Includes an analysis of gender-specific risks and mitigation strategies |

|  |  |
| --- | --- |
| **GENDER MARKER C:**  **Gender equality considerations are integrated into the needs assessment with a view to ensure that the different needs and challenges of migrant women, girls, men and boys are considered and understood. Projects make** **a marginal contribution to advancing gender equality and/ or the empowerment of women and girls. However, gender equality and women’s empowerment (GEWE) is not a significant objective of this project.** | |
| **Needs Assessment** | * Discusses the different needs of women, girls, men and boys, but does not provide a substantive analysis of the gender dimensions of the context. * Make reference on how to ensure that the design and implementation of the project does not reinforce gender inequality, based on a gender analysis. |
| **Target population** | * Mentions women and girls but typically among other groups and does not identify specific criteria. |
| **Expected Results and Theory of Change** | * Will contribute in some way to advancing GEWE, but not significantly. * No outcome / outputs dedicated exclusively to advancing GEWE * Activities do not primarily promote GEWE |
| **Results monitoring** | * Indicators are disaggregated by sex and age (where possible) and there is at least one indicator referring to gender. |
| **Budget** | * 5 to 25% of the programme budget is allocated to advancing GEWE |
| **Risk Analysis** | * May include an analysis of gender-specific risks and mitigation strategies |
| **GENDER MARKER N/A:**  **The project is not expected to contribute to GEWE in any noticeable way. There are no indicators that are disaggregated by sex, measure the engagement of women, girls, boys, men, etc., nor do any of the indicators show how GEWE will be advanced.** | |

**How it works & Who does what**

✓ The Gender Marker is mandatory for all joint programme concept notes and proposals for the Migration MPTF. The Migration MPTF concept note and joint programme templates include specific sections for the Gender Marker (Concept note template section 6; Joint programme document template cover page). Proposals that do not include a Gender Marker will be returned.

✓ The Gender Marker score is proposed by the Participating UN Organizations (PUNOs) when submitting a proposal (concept note or joint programme document) to the Migration MPTF (self-scoring).

✓ The Migration MPTF Fund Management Unit will review the Gender Marker of all submissions before they are reviewed by the Migration MPTF Steering Committee.

✓ The Migration MPTF Steering Committee, when approving joint programmes, will review the Gender Marker and where necessary recommend changes to strengthen the integration of gender equality women’s empowerment.

**References**

UNCT Gender Equality Marker Guidance Note:  
<https://unsdg.un.org/resources/unct-gender-equality-marker-guidance-note>

UNDG Resource Book for Mainstreaming Gender in UN Common Programming at the Country Level:  
<https://unsdg.un.org/resources/resource-book-mainstreaming-gender-un-common-programming-country-level>

UNDG Gender Equality Marker - Guidance Note:  
<https://unsdg.un.org/resources/gender-equality-marker-guidance-note>

UN Women Gender mainstreaming In development programming:  
<https://www.unwomen.org/en/digital-library/publications/2015/02/gender-mainstreaming-issues>

For resources related to Gender and Migration, see: <https://www.iom.int/gender-and-migration> and https://www.unwomen.org/en/digital-library/publications?topic=e67c3cc684ce482d812861bd59c3d054

## D3. Child Sensitivity Marker Guidance Note

*This guidance forms an integral part of the Migration MPTF Operations Manual. It was prepared under the leadership of UNICEF, with support from the UN Network on Migration and the Migration MPTF Fund Management Unit. It has been reviewed by the Migration MPTF Steering Committee and endorsed on 06 February 202.*

**1. Introduction**

The [Migration Multi-Partner Trust Fund](http://mptf.undp.org/factsheet/fund/MIG00) (Migration MPTF, or the Fund) was called for by the Global Compact for Safe, Orderly and Regular Migration (Global Compact), adopted by the General Assembly in December 2018. It is a UN financing mechanism to support Member States and regional/global entities in their implementation of the Global Compact, and is the first pooled funding instrument focusing on migration. It is a concrete demonstration of a multilateral commitment to strengthen international cooperation in the pursuit of principled and better governed international migration, placing the wellbeing of individuals at its core.

The Global Compact espouses child-sensitivity as one of its ten guiding principles, stating as follows:

“*The Global Compact promotes existing international legal obligations in relation to the rights of the child, and upholds the principle of the best interests of the child at all times, as a primary consideration in all situations concerning children in the context of international migration, including unaccompanied and separated children*.*”[[21]](#footnote-21)*

As recognised by the UN Convention on the Rights of the Child[[22]](#footnote-22): children, defined as human beings below the age of 18, are recognised internationally as a group that has its own specific rights. They are not 'just' young human beings. Because of their vulnerabilities and dependence towards adults, they are entitled to special protections by States and societies, and the provision of services and special arrangements for their consultation and participation adapted to their evolving capacities and needs. In all actions concerning children, their best interests must be a primary consideration, and therefore best interests processes are essential for assessing their needs and determining plans for their futures.

**A child is a child, no matter why they leave home, where they come from, where they are, or how they got there.** Every child deserves protection, care and all the support and services they need to thrive. Yet, too often migrant children face numerous risks – such as being forced into child labour or early marriage, exposure to aggravated smuggling, being subjected to human trafficking, put at risk of violence and exploitation. They often miss out on education and proper medical care, including mental health care, and lack adequate support for integration or reintegration into the communities where they are living. Unaccompanied and separated children face particular challenges; and children with families may be overlooked when decisions about their families’ future are being made.

Millions of children are “left behind” by one or both parents migrating to find work, continue their studies, or seek a better life. The impact this has on a child’s development, economic status, opportunities, and wellbeing can range from detrimental to beneficial. However, policies concerning whether and how children are “left behind” – including migration management and labour migration policies – often ignore the impact on children, increasing their vulnerability. The absence of a parent may impact a child’s protection and may increase risks such as child labour or early marriage, and their emotional and psychological development is likely to suffer if they do not have continuous contact with their parents and if they are not supported by in-country guardians and communities.

**Child Rights – the UN Convention on the Rights of the Child (CRC)**

The CRC is an international treaty that recognizes the human rights of children, defined as persons up to the age of 18 years. The Convention establishes in international law that States Parties must ensure that all children – without discrimination in any form – benefit from special protection measures and assistance; have access to services such as education and health care; can develop their personalities, abilities and talents to the fullest potential; grow up in an environment of happiness, love and understanding; and are informed about and participate in, achieving their rights in an accessible and active manner.

The guiding principles of the CRC are:

* non-discrimination;
* the best interests of the child as a primary consideration in all actions concerning children;
* the child’s inherent right to life, and State Parties’ obligation to ensure to the maximum extent possible the survival and development of the child; and
* the child’s right to express his or her views freely in all matters affecting the child, with those views being given due weight.

In line with the Global Compact guiding principle, the Migration MPTF encourages partners to develop joint programmes that are child-sensitive, whether or not they are focused specifically on children, and to have considered potential positive and negative impacts of the joint programme on children, whether intended or unintended.

The following section, including the tables, provide guidance on child-sensitivity of joint programmes, assisting the applicant to determine which marker score applies to their joint programme (A,B, C, or N/A). The self-assessment matrix in the Annex is an additional tool, which is only compulsory for the second stage of the application – the joint programme document development phase.

**2. Migration MPTF Child-Sensitivity Marker**

This Note provides guidance for the UN system to advance and integrate child-sensitivity as part of the joint programmes submitted to, and/or implemented with the financial support of the Fund. It is intended to provide guidance for all Participating UN Organisations (PUNOs) and other stakeholders developing or implementing Migration MPTF joint programmes, highlighting that consideration of child-sensitivity is a requirement for all proposal submissions, whether or not they are specifically focused on children.

For those joint programme proposals specifically focused on – or intended to contribute towards – realising the rights and meeting the needs of children affected by migration, the child-sensitivity marker will help identify the proportion of the joint programme budget dedicated to advancing children’s rights and needs.

Examples of programmes explicitly targeting children could include: improving procedures for child sensitive border management; addressing issues of justice for children affected by migration; improving implementation of best interests processes for children; supporting access to health services, nutrition, education, social protection by children affected by migration; awareness-raising and advocacy on the rights of children affected by migration, etc.

For those joint programme proposals without a component focused specifically on children, the child-sensitivity marker will help ensure that children’s protection and any inadvertent impacts on children are considered in all Migration MPTF joint programmes. Please note that scores of C or N/A would not necessarily disadvantage an application, depending on the objective and content of the submission.

The Migration MPTF Child-Sensitivity Marker is based on a 4-point scale.

|  |  |
| --- | --- |
| **Score** | **Description** |
| **A** | Joint programmes that have advancing children's rights and meeting children's needs as the primary objective |
| **B** | Joint programmes that significantly contribute to advancing children's rights and meeting children's needs |
| **C** | Joint programmes that make a marginal contribution to advancing children's rights and meeting children's needs, but not significantly |
| **N/A** | Joint programmes that are not expected to make a noticeable contribution to advancing children's rights and meeting children's needs, but they have considered impacts on children and ensured that there are no negative impacts on them |

Through the Child-Sensitivity Marker, the Migration MPTF tracks allocation of funding for protecting, respecting and fulfilling children’s rights and addressing children’s needs and reports to Member States, donors and partners on its results. The Fund reviews joint programmes on the Child-Sensitivity Marker scale by taking into consideration the extent to which children’s rights and needs, and child protection and safeguarding, are integrated into joint programme proposals:

The Fund supports joint programmes with high-quality standards and therefore requests that all joint programmes regardless of their Child-Sensitivity Marker ranking include child rights and needs and child protection and safeguarding considerations in their needs and risk analysis, and disaggregate data and indicators by age and sex.

The table below provides guidance for applicants when assigning a child-sensitivity marker score to their joint programmes – to clarify the difference between the child-sensitivity marker scores in terms of how children’s rights and needs and ensuring child protection and safeguarding are addressed and advanced in the various elements of the joint programme. The applicant is to use this as a ‘check-list’ to review and compare the joint programme against and allocate a marker score or make necessary changes to the proposal to reach the desired marker score.

|  |  |
| --- | --- |
| **FOR ALL JOINT PROGRAMMES SUBMITTED TO THE FUND, INCLUDING THOSE SCORED AS N/A:** | |
| **Child Rights Impact Assessment (CRIA)** | * Includes a child rights impact assessment, that considers potential positive and negative impacts of the joint programme on children, whether intended or unintended (to include all children who could be affected by the joint programme, not only direct beneficiaries and not only children who are directly affected by migration) |
| **Safeguarding** | * PUNOs and implementing partners have **safeguarding** policies and practices in place, including policies for prevention of sexual exploitation and abuse and other forms of harm, and standards in relation to enforcing such policies, for staff, and non-staff personnel. See [Protection from Sexual Exploitation and Abuse | IASC / PSEA (interagencystandingcommittee.org)](https://psea.interagencystandingcommittee.org/) * All staff and non-staff personnel of PUNOs and implementing partners working with children have received training on safeguarding * Disciplinary policies with regards to child protection and safeguarding are rigorously enforced, for staff and non-staff personnel. |
| **Disaggregation of Data** | * **For any joint programme elements (e.g. outcomes, outputs) that involve children,** data should be disaggregated by age, sex and, where possible by other identities, e.g. migration status, disability, LGBTQ+, taking into account data protection principles. If data is not disaggregated, an explanation needs to be provided. |

**Child Rights Impact Assessment (CRIA) questions to consider for an MMPTF proposal:**

* What existing research and data on children (aged 0 – 18) is available to inform on the topic of your MMPTF proposal?
* How do you anticipate your project will affect different groups of children, both positively and negatively? Please remember policies focused on adults can impact children too.
* What steps will you take to mitigate and/or reduce any negative effects or risks of harm to children?
* How does your proposal enhance or challenge children’s rights, as stipulated by the UN Convention on the Rights of the Child and its Optional Protocols?
* What participatory work with children have you used to inform your proposal? If you have sought children’s views on your proposal, how will you inform them of the outcome?

|  |  |
| --- | --- |
| **TO SCORE A, B or C ON THE CHILD SENSITIVITY MARKER:**  **As well as having conducted Child Rights Impact Assessment and complied with requirements on child protection and safeguarding** | |
| **Budget** | ***% of total programme budget allocated towards advancing children’s rights and meeting children’s needs***[[23]](#footnote-23)***:***   * ***For A****:* Over 70% * ***For B:***25 to 70% * ***For C:***Under 25% |
| **Meaningful Engagement of Children** | ***Elements of the joint programmes that involve children:***   * ***For A, B and C:*** Children are meaningfully engaged in design, implementation, monitoring and evaluation of the programme, with special arrangements for their consultation and participation adapted to their evolving capacities, and taking their best interests into consideration.[[24]](#footnote-24) * ***For A:***The joint programme includes capacity-building for children on their rights |
| **Staff Training** | ***Elements of the joint programmes that involve children:***   * ***For A, B and C:***All staff and non-staff personnel of PUNOs and implementing partners working with children in the joint programme will be trained on engaging with children and on children’s rights and needs, including on children’s participation. |
| **Child Protection and Safeguarding** | * ***For A:*** Includes work that promotes the protection and safeguarding of children, including prevention of sexual exploitation and abuse. |
| **Theory of Change and Expected Results** | **Theory of Change (ToC)**   * ***For A, B and C***: For all and any component(s) that involve children, the ToC must clearly articulate the causal link chain that will contribute to advancing the rights and meeting the needs of children affected by migration.   **Results Framework and Monitoring:**   * ***For A:***Achieving impact for children by addressing the specific needs and challenges faced by children affected by migration is the **overall/primary objective** of the joint programme. **All outcomes and outputs** contribute towards, and all indicators measure change in terms of children’s rights and needs. * ***For B:***Achieving impact for children by addressing the specific needs and challenges faced by children affected by migration is a **significant component** of the joint programme. **At least one outcome** contributes towards, and related output-level indicator(s) measure change in terms of children’s rights and needs. * ***For C:***Achieving impact for children by addressing the specific needs and challenges faced by children affected by migration is a **minor component** of the joint programme. **At least one output** contributes towards, and related indicator(s) measure change in terms of children’s rights and needs. |

**3. How it works & Who does what**

Joint programme development and review:

* The Child-Sensitivity Marker is mandatory for all joint programme concept notes and proposals for the Migration MPTF. The Migration MPTF concept note and joint programme templates include specific sections for the Child-Sensitivity Marker (Concept note template section 6; Joint programme document template cover page and section 3b). Proposals that do not include a Child-Sensitivity Marker will be returned.
* The Child-Sensitivity Marker score (self-scoring) is proposed by the Participating UN Organizations (PUNOs) when submitting a proposal (concept note or joint programme document) to the Migration MPTF. For joint programme documents, the child sensitivity self-assessment matrix must be filled out and submitted as an annex.
* The Migration MPTF Steering Committee, when approving joint programmes, will review the Child-Sensitivity Marker and where necessary recommend changes to strengthen the integration of children’s rights and child-sensitivity.

Joint programme monitoring, reporting and evaluation:

* During implementation, progress towards advancing children's rights and meeting children's needs should be monitored, at both results and activities level. Results level progress should be included in the annual and mid-year update reporting to the Migration MPTF.
* At the Joint Programme evaluation stage, the independent evaluator must include, in his/her evaluation, the impacts of the Joint Programme’s activities on advancing children's rights and meeting children's needs and the evaluation report should also identify lessons learned. Annually, the Migration MPTF Fund Management Unit will compile the data provided by the independent evaluation reports and capture it in its annual report and overall tracking of results.

**4. References and Resources**

Inter Agency Standing Committee (IASC) Accountability and Inclusion Resources Portal   
[Protection from Sexual Exploitation and Abuse | IASC / PSEA (interagencystandingcommittee.org)](https://psea.interagencystandingcommittee.org/)

International Convention on the Rights of All Migrant Workers and Members of Their Families  
<https://www.ohchr.org/en/instruments-mechanisms/instruments/international-convention-protection-rights-all-migrant-workers>

Protocol to Prevent, Suppress and Punish Trafficking in Persons Especially Women and Children  
<https://www.ohchr.org/en/instruments-mechanisms/instruments/protocol-prevent-suppress-and-punish-trafficking-persons>

Joint general comment No. 3 (2017) of the Committee on the Protection of the Rights of All Migrant Workers and Members of Their Families and No. 22 (2017) of the Committee on the Rights of the Child on the general principles regarding the human rights of children in the context of international migration  
<https://www.refworld.org/docid/5a1293a24.html>

Joint general comment No. 4 (2017) of the Committee on the Protection of the Rights of All Migrant Workers and Members of Their Families and No. 23 (2017) of the Committee on the Rights of the Child on State obligations regarding the human rights of children in the context of international migration in countries of origin, transit, destination and return  
<https://www.refworld.org/docid/5a12942a2b.html>

UN Convention on the Rights of the Child  
<https://www.ohchr.org/en/instruments-mechanisms/instruments/convention-rights-child>

UNHCR 2021 Best Interests Procedure Guidelines: Assessing and determining the best interests of the child  
<https://www.refworld.org/pdfid/5c18d7254.pdf>

***Resources on Meaningful Engagement of Children***

Child participation – UN Special Representative of the Secretary-General on Violence Against Children  
[Child participation | UN Special Representative of the Secretary-General on Violence Against Children](https://violenceagainstchildren.un.org/content/child-participation)

Child and youth participation resource guide  
<https://bettercarenetwork.org/sites/default/files/Child%20and%20Youth%20Participation%20Resource%20Guide.pdf>

ENGAGED AND HEARD! Guidelines on Adolescent Participation and Civic Engagement  
<https://www.unicef.org/media/73296/file/ADAP-Guidelines-for-Participation.pdf>

Guidance on Child and Adolescent Participation  
[Child and Adolescent Participation in the CG Phase III\_Version 1.0-Dec2021.pdf (unicef.org)](https://www.unicef.org/eca/media/19426/file/Child%20and%20Adolescent%20Participation%20in%20the%20CG%20Phase%20III_Version%201.0-Dec2021.pdf)

With Us & For Us: IASC Guidelines on Working with and for Young People in Humanitarian and Protracted Crises  
<https://interagencystandingcommittee.org/system/files/2021-02/IASC%20Guidelines%20on%20Working%20with%20and%20for%20Young%20People%20in%20Humanitarian%20and%20Protracted%20Crises_0.pdf>

Youth advocacy guide  
[Youth Advocacy Guide Workbook | Voices of Youth](https://www.voicesofyouth.org/tools-resources/youth-advocacy-guide-workbook)

**Annex: Child Sensitivity Marker Self-Assessment Matrix**

To support participating UN organizations (PUNOs) in assessing their compliance with the Child Sensitivity marker, the following matrix should be completed and submitted as an Annex **at the joint programme document phase** (please note that this is not necessary for the concept note stage). This self-assessment should be completed by PUNOs together with implementing partners. The reason for the choice of yes, no, or not applicable should be briefly explained in the final column of the matrix.

|  |  |  |
| --- | --- | --- |
| **Self-Assessment Questions** | **Answer** | **Justification / Additional Info** |
| 1. Has a **child rights impact assessment** been conducted to identify potential positive and negative impacts of the project on children, whether intended or unintended? | Yes / No |  |
| 1. Do PUNOs and implementing partners have **safeguarding** policies and practices in place, and will all staff and non-staff personnel working with children receive training on safeguarding prior to commencement of joint programme implementation? | Yes / No |  |
| 1. Please provide an estimated percentage of the **programme budget** allocated towards advancing children’s rights and meeting children’s needs. If not 100%, explain your rationale/the formula you used for reaching this percentage. | % |  |
| 1. Do you have a plan to establish and maintain a **meaningful consultation process** with children throughout the duration of the Joint Programme, including the evaluation phase? | Yes / No |  |
| 1. Does the joint programme include **capacity-building** for children on their rights? | Yes / No |  |
| 1. Will all staff and non-staff personnel of PUNOs and implementing partners working with children in the joint programme be trained **on engaging with children and on children’s rights and needs**, including on children’s participation, prior to commencement of joint programme implementation? | Yes / No |  |
| 1. For any joint programme expected results (outcomes, outputs) that involve children, will all data collected be disaggregated by age, sex, and where possible by other identities, e.g. migration status, disability, LGBTQ+, taking into account data protection principles? | Yes / No |  |
| 1. Please choose one of the following below or choose N/A if not applicable.   **A:** Achieving impact for children by addressing the specific needs and challenges faced by children affected by migration is the **overall/primary objective** of the joint programme. **All outcomes and outputs** contribute towards, and all indicators measure change in terms of children’s rights and needs.  **B:** Achieving impact for children by addressing the specific needs and challenges faced by children affected by migration is a **significant component** of the joint programme. **At least one outcome** contributes towards, and related output-level indicator(s) measure change in terms of children’s rights and needs.  **C:** Achieving impact for children by addressing the specific needs and challenges faced by children affected by migration is a **minor component** of the joint programme. **At least one output** contributes towards, and related indicator(s) measure change in terms of children’s rights and needs. | A, B, C or N/A |  |

## D4. Guidance Note on Engagement with Civil Society, Migrants and Communities

*This guidance forms an integral part of the Migration MPTF Operations Manual[[25]](#footnote-25). It was prepared in consultation with the Migration MPTF civil society Steering Committee members[[26]](#footnote-26), and with support from the UN Network on Migration and the Migration MPTF Fund Management Unit. It has been reviewed by the Migration MPTF Steering Committee and endorsed on 6 February 2023.*

1. **Introduction / Background and scope**

In December 2018, UN Member States came together in Marrakech to adopt the Global Compact for Safe, Orderly and Regular Migration (Global Compact, or GCM), a “*non-legally binding, cooperation framework that … fosters international cooperation among all relevant actors on migration, acknowledging that no State can address migration alone, and upholds the sovereignty of States and their obligations under international law.*”[[27]](#footnote-27)

The Global Compact called for the establishment of the Migration Multi-Partner Trust Fund (Migration MPTF, or the Fund), the first UN pooled funding instrument focusing on migration. The Fund aims at supporting Member States in their implementation, follow-up and review of the GCM, while avoiding fragmentation in delivering on the GCM’s 23 objectives. The Migration MPTF is fully aligned with the 10 cross-cutting and interdependent guiding principles of the GCM[[28]](#footnote-28), including the people-centred and whole-of-society approach:

* **People-centred**: The Global Compact carries a strong human dimension, inherent to the migration experience itself. It promotes the well-being of migrants and the members of communities in countries of origin, transit and destination. As a result, the Global Compact places individuals at its core*[[29]](#footnote-29).* In this context, all Joint Programmes supported by the Migration MPTF must also do the same, promoting the rights and well-being of migrants and their communities in countries of origin, transit and destination and placing them at the centre of all projects. Particular attention is given to ensuring involvement and engagement of migrants and communities impacted by migration throughout the project cycle, as well as in programme management mechanisms.
* **Whole-of-society approach**: The Global Compact promotes broad multistakeholder partnerships to address migration in all its dimensions by including migrants, diasporas, local communities, civil society, academia, the private sector, parliamentarians, trade unions, national human rights institutions, the media and other relevant stakeholders in migration governance[[30]](#footnote-30). In line with this principle, strong engagement of stakeholders throughout all the stages of the project cycle is required for all Joint Programmes funded by the Migration MPTF. Of note, implementation partnerships, financial or otherwise, with varied range of partners, from local civil society, academia to private sector, are strongly encouraged, including specifically with local grassroots organisations and migrant led organisations.

The GCM, through its whole-of-society approach, outlines a broad array of stakeholders, including migrants, diasporas, local communities, migrant led organizations and civil society, on which this this Guidance Note is focusing. Civil society is a broad category which encompasses a wide variety of organizations with diverse missions and ideas, that could be defined as private, voluntary associations that are distinct from the public and for-profit sector, and designed to advance common interests and ideas[[31]](#footnote-31). The focus of this Guidance Note is civil society which includes, but is not limited to: local, national, regional and international non-governmental organization (NGOs) and networks; community-based and faith-based organisations; and migrant led and diaspora associations.

The Whole-of-society approach is closely related to other GCM Guiding Principles. This guidance note should be read and implemented in conjunction with existing Migration MPTF marker guidance notes on rights-based, gender responsive and child sensitive programming.

The Fund recognizes the unique and important contributions of civil society in terms of specialized expertise, operational capacity, geographical access and presence, high level of trust with migrants and communities on the ground, cost effectiveness, agency and leadership as well as technical knowledge. It also acknowledges the capacity of civil society in programme design and implementation at local, national, regional, and global levels.

***Support to civil society***

Financial transfers made to Implementing Partners are critical and actively encouraged. Likewise, it is crucial to provide them with capacity building and meaningfully involve civil society, migrants and communities in management structure, processes and implementation of the Joint Programmes.

The Fund acknowledges that civil society is often effective but could be underfunded. It is important to recognize and compensate their time and participation in the Joint Programmes.

The Migration MPTF also encourages PUNOs to play an active role in the promotion of civic space, through inclusive, safe and meaningful civil society participation in decision-making and open civic space at the country level, including legal and policy frameworks that facilitate debate online and offline and allow civil society to organize freely.

(See: United Nations Guidance Note on Protection and Promotion of Civic Space,  
<https://www.ohchr.org/sites/default/files/Documents/Issues/CivicSpace/UN_Guidance_Note.pdf>)

The Migration MPTF actively encourages all its Joint Programmes to meaningfully engage with civil society, migrants, and communities, and to ensure they have a voice and can exercise their agency and leadership, in order to strengthen implementation and sustainability, while enabling advocacy on specific issues. Engagement with civil society and migrant communities should be based on the four UN Network stakeholder engagement principles of: 1) Transparency, 2) Inclusivity, 3) Diversity and 4) Meaningful Participation[[32]](#footnote-32). Alignment with this Guidance Note will be part of the criteria used for evaluating the Joint Programmes applications.

Joint programmes funded by the Migration MPTF must involve and meaningfully engage with a broad range of stakeholders including civil society, migrants and communities (including migrant led organisations):

* Across all steps of the programme cycle i.e. conceptualization, development, implementation, monitoring, reporting and evaluation; and
* In its management structures and processes i.e. coordination/reference, management and decision-making mechanisms.

1. **Objectives**

This Guidance Note serves as reference for the UN system to (i) strengthen and support civil society engagement in all stages of GCM implementation, in accordance with a Whole-of-society approach and (ii) to ensure relevance, effectiveness, sustainability, ownership and accountability in the Joint Programmes supported by the Fund. It is intended to provide guidance for all Participating UN Organisations (PUNOs) and other stakeholders developing or implementing Migration MPTF Joint Programmes.

Civil society in all its dimensions plays multiple key roles in the implementation of the GCM[[33]](#footnote-33): it is a crucial source of expertise, information, data collection, access, service provision and advocacy, partnering with migrants, host communities, government and other stakeholders. The Fund believes migrant communities and civil society need to have a seat at the table in order to be effective, for instance by engaging governments in policy dialogue, initiating awareness campaigns on GCM related topics, implementing programmes as well providing services, while maintaining their key role as advocates for migrant’s rights.

Partnerships are also critical to deliver results and ensure:

* **Relevance**: Civil society often has strong ties to the communities, allowing them to have grassroots information and deep understanding of the local context and the interests, needs and challenges of migrants. Civil society often encompass migrant led organisations and migrants themselves and are the closest actors to the ground. By engaging with civil society, the Joint Programmes will be able to benefit from their unique expertise and perspective, enabling them to develop innovative, grounded, localised and relevant solutions.
* **Effectiveness**: Civil society has strong technical knowledge and expertise on a wide range of issues. They may also have access to hard-to-reach locations and people, and benefit from strong relationships with migrant communities. Thus, they may provide up-to-date, evidence-based input and suggest concrete areas where progress is needed and where it is likely to have an impact, in specific locations and/or with communities. Partnerships with civil society will extend the reach effectiveness and impact of Joint Programmes, across sectors and geographic areas.
* **Sustainability**: Meaningful collaboration with migrant communities and civil society will strengthen capacities of local actors and communities. By working together, PUNOs, governments and civil society can jointly help to ensure the long-term sustainability and the actual impact on the ground of the Joint Programme interventions within countries and communities.
* **Ownership**: The Fund believes ownership is necessary to guarantee quality and sustainability of the Joint Programmes. Consultation, active participation and close engagement - starting at the design stage - with civil society, migrants and communities, is an effective way of ensuring interventions are community-driven and strengthen ownership. Involving migrant communities in all aspects of decision-making, promoting their agency and communicating and meaningfully engaging with them is an investment in the long-term success of the Joint Programmes and ultimately in its impact in the lives of migrants.
* **Accountability:** Civil society can hold governments and PUNOs accountable to their commitments and ensure the effective implementation of the Joint Programmes. By engaging with civil society, the Joint Programmes will strengthen their accountability mechanisms.

1. **The Programming Cycle**

The Fund specifically seeks Joint Programmes which ensure that (i) civil society, migrants and communities are meaningfully included in all phases of the programme cycle - from design to implementation and evaluation; and (ii) their needs, agency and concerns are explicitly reflected throughout.

**Design**

The Joint Programmes shall incorporate a multi-stakeholder partnerships approach throughout the design of the intervention, taking into consideration the transfer of funds to civil society and other stakeholders.

At the conceptualization stage, while developing the concept note, it is required that civil society, migrants and communities are consulted so that their needs and concerns are reflected, and encouraged to -design Joint Programmes.

At the development stage, while establishing the Joint Programme document, all relevant stakeholders, including migrants and communities, need to be taken into consideration in the stakeholder mapping and analysis.

**Joint Programme in the Gambia** | **Addressing the drivers and causes of migration-related vulnerabilities among border communities along the Trans-Gambia transport corridor** | ITC, IOM, UNDP, UNICEF.

Launched in December 2021, the intervention aims to increasing safety and prosperity among women and youth in districts along the Trans-Gambia transport corridor.

This Joint Programme was developed via **broad consultations**, including with those directly affected by the Trans-Gambia bridge and transport corridor, such as communities and community leaders, youth- and women-focused civil society organizations, migrants and regular users of the borders, and victims of trafficking. Joint stakeholder consultation, site visits, and a rapid assessment through focus group discussions with youth and women in the two target regions, and 457 face-to-face interviews with small-scale cross-border traders were conducted.

These consultations allowed the Joint Programme to reflect the needs of migrants and migrant communities. Furthermore, the close engagement of community members will ensure interventions are community-driven, which will facilitate ownership and contribute to the initiative’s sustainability.

This exercise will be an opportunity to detail relevant expertise and engagement in the area addressed by the Joint Programme. It will also allow elaboration of how civil society and migrant communities can strategically contribute to the intervention, while exploring ways in which migrants and communities will be meaningfully involved with implementation efforts.

The stakeholder analysis will help the Joint Programmes to:

* understand the interests, problems, expectations, and capacities of those that are affected by the project and those who are important to the project’s success and its ultimate impact;
* identify potential risks, conflicts, and constraints that could affect the Joint Programme or activities being planned;
* explore and develop opportunities for meaningful partnerships;
* identify and involve groups in vulnerable, disadvantaged, or marginalized situations in order to ensure their participation and mitigate or avoid negative impacts[[34]](#footnote-34).

Once the stakeholders are identified, it is important to assess the likely level of their involvement in the Joint Programmes, which could be categorized as in the following diagram:

The Fund expects all Joint Programmes to involve the stakeholders at the collaboration level. They should carefully justify if they only engage at the consultation level. Consultation should also be the minimum level of participation for migrants and communities, otherwise the Joint Programmes may not be responsive to their needs and will not be in line with a Whole-of-society approach.

Additionally, PUNOs should not mention civil society organisations as implementing partners in Joint Programme applications unless they are aware of the programme and have explicitly agreed to be part of the submission.

**Implementation**

**Selection of Implementing Partners**

The Fund expects the PUNOs to undertake adequate and robust due diligence processes, according to their own internal procedures, and to conduct the process of selection of Implementing Partners in an objective and transparent manner.

The due diligence exercise will provide the PUNOs with a better understanding of the risks and opportunities of engaging with a potential partner.

Furthermore, PUNOs will use their own relevant rules and regulations related to entering into agreements with Implementing Partners (with or without financial transfers), which would guide, among others, the type of agreements, responsibilities of each parties, monitoring and reporting.

During the implementation phase, the Joint Programmes will establish formal agreements with non-governmental stakeholder, which may or may not entail financial transfers. If co-implementation of components/activities with implementing partners are envisaged, it will be necessary to adequately reflect this in the budget allocation under the UNDG category “6. Transfers and Grants to Counterparts” whenever applicable. Although this is not the only way to meaningfully engage civil society, the Migration MPTF strongly encourages such transfers whenever possible.

The Migration MPTF tracks the nature and extent of Joint Programme partnerships with non-governmental stakeholders, including civil society. All Joint Programmes are required to report on implementation agreements (financial or other) entered into with non-governmental stakeholders; then this information is consolidated into the overall results framework of the Fund, and included in the Fund annual reports.

Implementing a Joint Programme with civil society, will allow to have a community-based intervention and to benefit from the privileged access and trust that some local organisations have. This approach will ensure effectiveness of the action.

Joint Programmes must also pay particular attention to building capacity of stakeholders, which is key for guaranteeing the sustainability and long-term impact of the Joint Programmes. Civil society can benefit from PUNOs’ technical expertise and knowledge and vice versa, allowing partners for instance to have a better understanding of specific issues and how to identify and respond to the needs of migrants. Furthermore, capacity-building on financial and administrative related issues could allow implementing partners to strengthen their organizational and management systems. Providing civil society partners with access to new technologies is also an excellent way for PUNOS to amplify the impact of the work of CSOs and communities.

**Joint Programme in Trinidad and Tobago | Access, Support, Cooperation (ASC) Programme: A Collaborative Approach to Support Survivors of Human Trafficking |** IOM, UNICEF, UNFPA:

This Joint Programme aims at enhancing the wellbeing, resilience and protection of migrants, including those who are vulnerable to violence, exploitation and abuse (particularly women, children and victims of trafficking), through strengthened, modernized and integrated national and community-based systems.

The intervention includes **capacity building** among non-government and government stakeholders who are active in the fields of Trafficking in Persons, protection and empowerment, as well as health promotion and education. These stakeholders, along with the feedback of a training needs assessment, will support the development of tools and the organization of trainings for CSOs and local government stakeholders as well as frontline workers to adequately treat victims of trafficking and unaccompanied or separated children.

By strengthening the capacity of local NGOs, the Joint Programme enhances the impact of their action and ensures sustainability.

**Monitoring and Reporting**

It is essential to include civil society, migrants and communities in the design and implementation of monitoring activities. They should for instance be involved, in the data collection but also in the design, of the baseline and endline studies, assessments, key informant interviews, focus group discussions, lessons-learned meetings, etc. that would be conducted in the Joint Programmes. This inclusive approach will allow for better tracking of achieved results and ensure that the defined goals and targets are realistic and are met.

Regular monitoring should include the collection of feedback from project partners, civil society, migrants and communities including migrant led grassroot organisations, to be able to identify and adequately manage challenges, while ensuring smooth and proper activity implementation. Their views will be crucial when monitoring risks and contexts and adapt the interventions accordingly.

In order to ensure that activities are reaching the target population and beneficiaries, the definition and update of the workplan and M&E plan should be done in a participatory and inclusive manner. The Migration MPTF also stresses the importance of collecting inputs of partners, civil society, migrants and communities at the reporting stage, to collectively identify lessons learned, changes needed and best practices.

**Joint Programme in Guinea-Liberia-Sierra Leone** | Strengthening border management, social cohesion, and cross-border security in the Parrot's Beak area | IOM, UNDP, WHO, ITC:

The Joint Programme aims to strengthen integrated border management, social cohesion, and border security in the Parrot's Beak Region, and is implemented in three countries: Guinea, Liberia and Sierra Leone.

Several stakeholders including Mano River Women’s Peace Network (MARWOPNET) and border communities are **contributing to identification of targets, objectives, strategies, and actions, and engage for implementation as well as monitoring and evaluation**.

A baseline study was conducted to establish data and indicators, in line with the monitoring and evaluation plan so that the activities can be efficiently monitored and evaluated. Stakeholders were invited to provide input into the design of the baseline study. Furthermore, the annual joint work plan, M&E plan, and budget are commonly established, through a participatory process.

Involving stakeholders, including civil society, migrants and communities, can ensure ownership and thus the quality and sustainability of the Joint Programme.

Regular consultations with civil society, migrants and communities – including through Complaints and feedback mechanism (CFM) - will help ensure collective accountability of the Joint Programmes to communities impacted by migration.

All Joint Programmes are expected to provide information on key partnerships established. The Joint Programmes must report on strategic contributions from civil society and the ways in which migrants and communities were involved, including methods for participatory dialogue, co-design and co-delivery. They are also required to give details about the implementation agreements (financial or other) established with non-governmental stakeholders, keeping in mind that agreements are interpreted broadly to include collaboration partnerships.

**Evaluation**

In order to ensure the relevance, impartiality, credibility and transparency of the evaluation, the Joint Programmes must ensure that civil society, migrants and communities are part of the management and included in the process.

A multi-stakeholders Evaluation Reference Group can be established with the objective to oversee and assist the process. Receiving feedback from stakeholders (on inception and final reports for instance) is key for making sure the evaluation is of adequate quality and addresses the right issues.

Furthermore, it is essential that the evaluation assesses the extent to which the whole-of-society and people-centered guiding principles were effectively integrated and civil society, migrants and communities meaningfully engaged throughout the Joint Programmes.

1. **Joint Programme Management Mechanisms**

It is critical to ensure that civil society, migrants and communities are included in coordination/reference, management and decision-making mechanisms (e.g. Management Team; Steering Committee; Technical Working Groups and other governance and management structures of the Joint Programmes.) of the Joint Programmes.

The Migration MPTF fully adheres to the Global Compact’s key principle of national sovereignty and requires that all country-based Joint Programme get formal endorsement of the national government. By doing so, the Fund intends to ensure national ownership. However, the latter would be incomplete without ownership of civil society. In other words, Joint Programmes should not only be managed by PUNOs and Governments, but should open up to a broader range of stakeholders and partners.

**Governance and structure of the Fund**

The governance and structure of the Migration MPTF is a good example of an inclusive management mechanism. This can be reflected in the composition of the Steering Committee with various constituency representatives, and the commitment to an annual Consultative Forum.

To ensure that the Steering Committee is truly representative of the stakeholders identified by the Global Compact, it consists of three members each from the following constituents: UN Network on Migration; donors; countries of origin, transit and destination; and stakeholders. Moreover, in order to ensure wide representation, membership is rotational on a staggered basis (half the members rotate every year). The identification of stakeholders for the seats is key and aims at covering across all sectors cited in GCM.

**Joint Programme in Tajikistan | Empowerment of ‘Families left behind’ for improved Migration Outcomes in Khatlon, Tajikistan** | FAO, IOM, UNICEF, UN Women

This Joint Programme, launched in October 2020, aims at reducing the vulnerability of families adversely affected by migration. It focuses on protecting human rights, safety and wellbeing of migrants, including through addressing drivers and mitigating situations of vulnerability in migration, with specific focus on support to families left behind.

Engagement with national and local Civil Society representatives has been prioritized during the design of the joint programme.

In addition, the Joint Programme has set up a **Civil Society Reference Group (CSRG)** with representatives of leading national NGOs working in relevant project areas, to provide advice on beneficiary perspectives and field implementation via regular meetings. The objective of this group is to:

* Act as an institutional mechanism to promote civil society participation and expertise during project design;
* Play an advisory role to the project team during the project implementation.

Including civil society in such a way, strengthens relevance, ownership and effectiveness of the Joint Programme, and allows the creation of an interactive and open space for dialogue/learning with Civil Society and project beneficiaries.

1. **Conclusion**

Civil society and migrant communities are vital to not only the effectiveness of joint programs, but to achieving a whole-of-society sense of ownership and support for the GCM and to holding the PUNOs and programmes accountable to their ambitions. Civil society actors are essential to achieving the Sustainable Development Goals (SDGs). They form an indispensable part of the landscape of collective action.

The Fund stresses the importance of strengthening and supporting civil society in GCM implementation. The engagement with civil society, migrants and communities in the Joint Programmes, at all stages of the programming cycle as well as in the management, coordination and decision-making mechanisms, is critical to ensure relevance, effectiveness, sustainability, ownership and accountability of the Joint Programmes supported by the Migration MPTF.

## D5. Visibility Requirements

October 2020

**Objectives**

Joint programmes funded by the Migration MPTF should be visible for transparency, accountability, and resource mobilization purposes.

To support Participating UN Organisations (PUNOs) with communications and visibility, the Fund has developed these brief guidelines to be used throughout the implementation of the joint programmes.

However, in consultation and agreement with the Fund Management Unit, exceptions can be made if, in a specific context, it is preferable to limit communications and visibility activities.

**Communication and Visibility Plan**

Communication occurs throughout the project cycle, and communication and visibility activities should be implemented throughout the project duration to achieve maximum impact.

For all joint programmes funded by the Migration MPTF, a brief Communication and Visibility Plan (two-pager) should be prepared and shared with the Fund Management Unit. The Plan is a document that describes the specific objectives, the audience, the tools, the timetable (how and when to reach set goals) and how the results of the visibility activities will be monitored.

**Identifying the source of funds**

The Fund’s logo must be used on all communications and visibility products funded by or related to the Fund. Should the joint programme as a whole or a specific activity be co-funded, it is possible to associate the Fund’s logo with other donors’ logos.

Where appropriate, the Fund’s financial contribution must be acknowledged.

* The words “Funded (or co-funded) by” or “Provided with the financial support of” can appear above the Fund’s logo.
* In press notes or during media interviews, the Fund’s financial contribution must be mentioned.
* PUNOs should include information about the financing of the joint programme they are implementing on their home websites or newsletters, featuring the Fund’s logo prominently.
* On social media, the Fund’s financial contribution must be acknowledged with the hashtag #MigrationFund.

**Disclaimers**

Joint programmes funded by the Migration MPTF should be visible for transparency, accountability, and resource The Fund is not responsible for the contents of communication materials prepared by PUNOs and implementing partners, all of which must include a standard disclaimer, translated into local language where appropriate.

*For publication in print or electronic format:*

“This publication was produced with the financial support of the Migration Multi-Partner Trust Fund. Its contents are the sole responsibility of [name of the author/partner] and do not necessarily reflect the views of the Fund.”

*For websites and social media accounts:*

“This [website/account] was created and maintained with the financial support of the Migration Multi-Partner Trust Fund. Its contents are the sole responsibility of [name of the author/partner] and do not necessarily reflect the views of the Fund.”

**Communications activities**

Communications activities can be organized at any stage of the project implementation to highlight the project’s objectives, beneficiaries, and to stress the importance of collective action on migration-related issues. Below are some suggestions for each stage of the joint programme.

***At the onset:***

* + A launch event gathering UN agencies, national partners (both government and civil society) and media can be organized. If not possible or deemed inappropriate, a press release or a public statement should be issued.
  + Material such as brochures should be produced at an early stage of implementation.

***Throughout implementation (in particular, when major milestones are reached)***

* + Public events (such as conferences, workshops, seminars, debates, etc.) can be organized to inform the UN system, partners and the general public on the project, and its main objectives and achievements.
  + Stories of impact and photos should be collected (compliance with the PUNO’s data protection guidance must be ensured)

***Upon completion:***

* + A press release or a more in-depth article should be issued to publicize the projects’ outcomes.

**For all communication activities, please make sure that the donors to the Fund (up to date list always available at:** [**https://mptf.undp.org/factsheet/fund/MIG00**](https://mptf.undp.org/factsheet/fund/MIG00) **) are invited to participate or receive the communication material.**

**Reporting**

Fund visibility activities (press releases, ceremonies, social media publications, and the use of other visibility material) should feature in the annual report submitted to the Fund.

The reporting template includes an annex which invites PUNOs to include stories from the field, testimonials and highlights of communication activities and provides some guidance on how to present each. The Fund Management Unit strongly encourages PUNOS to make extensive use of this annex.

**Communications activities**

Communications activities can be organized at any stage of the project implementation to highlight the project’s objectives. The communications and visibility plan should be shared with the Fund Management Unit at an early stage of implementation and communication products should be sent to the FMU on a regular basis.

It is recommended that a communications focal point is appointed for each joint programme to:

1. coordinate with the PUNOs to ensure that the communication and visibility plan is implemented and monitored; and
2. liaise with the Strategic Communication Coordinator of the UN Migration Network secretariat.

**For more information or guidance on communications, please contact Florence Kim, Strategic Communications Coordinator at the UN Network on Migration: fkim@iom.int.**

1. Please refer to the Migration MPTF Guidance Note on Engagement with Civil Society, Migrants and Communities available in separate PDF document Annex D4. For a full list of stakeholders, please refer to paras 15j and 44 of the GCM. [↑](#footnote-ref-1)
2. Please refer to the Migration MPTF Guidance Notes on the Human Rights Marker, Gender Marker, and Child Sensitivity Marker, available in Annex D. [↑](#footnote-ref-2)
3. Not applicable for regional projects or global projects. [↑](#footnote-ref-3)
4. Please refer to Annex D5: List of Global Compact Objectives per Thematic area and Key SDG Targets. [↑](#footnote-ref-4)
5. Please note the % is a rough estimate of the extent the Joint Programme contribute towards the identified SDGs. There is no need to submit a detailed budget breakdown. [↑](#footnote-ref-5)
6. Note: actual commencement date will be the date of first funds transfer. [↑](#footnote-ref-6)
7. Please refer to the Migration MPTF Guidance Notes on the Human Rights Marker, Gender Marker, and Child Sensitivity Marker, available in Annex D. [↑](#footnote-ref-7)
8. Not applicable for regional or global initiatives. [↑](#footnote-ref-8)
9. Not applicable for regional or global initiatives. For regional initiatives, please provide signature from the relevant regional entity partner (e.g. Regional Economic Commission) [↑](#footnote-ref-9)
10. Please reference the Guiding Principles of the GCM. [↑](#footnote-ref-10)
11. Reference: UN Evaluation Group, ‘Norms and Standards for Evaluation’ 2017.

    See <http://www.uneval.org/document/detail/1914> [↑](#footnote-ref-11)
12. See: <https://undg.org/wp-content/uploads/2016/10/UNDG-RBM-Handbook-2012.pdf> [↑](#footnote-ref-12)
13. Please note that the MDGs should be replaced with the Sustainable Development Goals (SDGs). [↑](#footnote-ref-13)
14. Please refer to the Guidance Note on Engagement with Civil Society, Migrants and Communities in Annex D4 (separate PDF document). [↑](#footnote-ref-14)
15. UN Network on Migration, [Terms of Reference](https://migrationnetwork.un.org/sites/default/files/docs/UN_Network_on_Migration_TOR.PDF). [↑](#footnote-ref-15)
16. To determine which human rights treaties a country has ratified, see <https://indicators.ohchr.org/>. [↑](#footnote-ref-16)
17. Staff here is understood to mean those who are involved in the Joint Programme at the development and at the implementation phase. [↑](#footnote-ref-17)
18. See: [https://www.un.org/en/development/desa/population/migration/generalassembly/docs/globalcompact/  
    A\_RES\_73\_195.pdf](https://www.un.org/en/development/desa/population/migration/generalassembly/docs/globalcompact/A_RES_73_195.pdf) [↑](#footnote-ref-18)
19. Please note that for the purpose of this note, women’s empowerment will include both women and girls. [↑](#footnote-ref-19)
20. Reference: United Nations Development Group: “Gender Equality Marker Guidance Note September 2013”

    https://undg.org/wp-content/uploads/2017/03/UNDG-Gender-Equality-Marker-Guidance-Note-Final-Sep-2013.pdf [↑](#footnote-ref-20)
21. See: [https://www.un.org/en/development/desa/population/migration/generalassembly/docs/globalcompact/  
    A\_RES\_73\_195.pdf](https://www.un.org/en/development/desa/population/migration/generalassembly/docs/globalcompact/A_RES_73_195.pdf) [↑](#footnote-ref-21)
22. <https://www.ohchr.org/en/instruments-mechanisms/instruments/convention-rights-child> [↑](#footnote-ref-22)
23. Please note that staffing costs can be included in the child-sensitive budgeting allocation. The ToR of the staff member can be used to guide financial allocation of staffing costs to advancing children’s rights and meeting children’s needs. [↑](#footnote-ref-23)
24. Consultations with children can be conducted through civil society organisations, youth-led organisations or other institutions that are specifically trained in this area. [↑](#footnote-ref-24)
25. Separate Notes have been developed on the gender marker, the human rights marker as well as the child sensitivity marker. [↑](#footnote-ref-25)
26. Name of CSOs, SC members as of DATE [↑](#footnote-ref-26)
27. A/RES/73/195: Global Compact for Safe, Orderly and Regular Migration / Resolution adopted by the General Assembly on 19 December 2018 [↑](#footnote-ref-27)
28. (a) People-centred; (b) International cooperation; (c) National sovereignty; (d) Rule of law and due process; (e) Sustainable development / 2030 Agenda; (f) Human rights; (g) Gender-responsive; (h) Child-sensitive; (i) Whole-of-government approach; and (j) Whole-of-society approach. [↑](#footnote-ref-28)
29. Paragraph 15 of the GCM [↑](#footnote-ref-29)
30. Paragraph 15 of the GCM [↑](#footnote-ref-30)
31. <https://www.icvanetwork.org/uploads/2021/12/Guidance-for-Civil-Society-Organizations-on-Partnership-with-UNICEF.pdf> [↑](#footnote-ref-31)
32. <https://migrationnetwork.un.org/sites/g/files/tmzbdl416/files/docs/note_for_stakeholder_engagement_in_regional_reviews_23.07.20.pdf> [↑](#footnote-ref-32)
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