



Migration Multi-Partner Trust Fund (Migration MPTF): Frequently Asked Questions on Submission of Concept Notes

September 2022

Below are detailed answers to our most frequently asked questions. Please scroll down to reach your desired subject. All necessary information, including concept note and joint programme templates and marker guidance notes are contained in our Operations Manual (available [here](#)). If you need further information or clarification that cannot be found here or in the Operations Manual, please do not hesitate to reach the Migration MPTF Fund Management Unit via email (migrationmptf@iom.int).

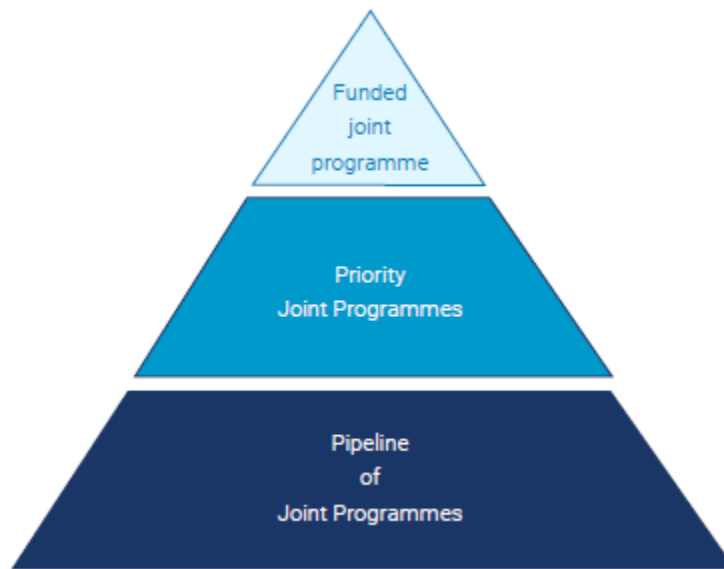
What is the Migration MPTF?

Managing international migration in the interests of all requires cooperation at all levels by all actors. Recognising this reality, the Member States of the United Nations called for the creation of a fund to support efforts to implement the Global Compact for Safe, Orderly and Regular Migration (GCM, or the Global Compact). Following this call, the United Nations system established the **Migration Multi-Partner Trust Fund** (Migration MPTF or the Fund), the only pooled funding instrument in the field of migration. Launched in July 2019, the Fund is currently fully operational. Open to all states, the Fund is built on the foundations of the Global Compact's guiding principles, its 360-degree -vision, the need for collective and national ownership, and UN system coherence. All Member States, who are committed to implementing the GCM objectives, are eligible to apply for Migration MPTF.

What is the programming cycle? What is the pipeline of joint programmes?

As a process for review and ultimate selection of joint programmes, the Fund employs a three-step prioritization process:

1. From the overall concept notes received, the Steering Committee identifies high-quality, relevant and eligible ones to be included in the **Pipeline of Joint Programmes**. The pipeline is constantly updated with the possibility to include new concept notes or withdraw some at each Steering Committee meeting.
2. Then, the Steering Committee will prioritize concept notes (evenly distributed among the 5 thematic areas, in line with the GCM's 360-degree approach) and invite them to develop full joint programme documents, in order to maintain a pool of **ten Priority Joint Programmes**.
3. When resources become available, the Steering Committee will select **Joint Programmes to be funded** from the above pool of priority joint programmes. In this manner, the Fund can efficiently allocate resources to joint programmes, without having to wait for concept notes to develop full proposals.



How often are CNs reviewed? What is the deadline for submission?

Concept notes can be submitted at any point of time and will be considered on a rolling basis.

Steering Committee meetings are held twice a year (June and Dec). As such, for concept notes to be considered at a specific meeting, they must be submitted at least 6 weeks before the meeting. If the concept note does not meet this deadline, it will be considered at the subsequent meeting. All official communication on the status of the CN will be sent after a meeting.

What are the selection criteria? What is the timeline?

The key selection criteria are twofold:

QUALITY: At the concept note stage, the quality of the submission will be the key criteria. This includes adherence to fundamental project cycle management (PCM) and results-based management (RBM) principles; and alignment to the GCM guiding principles. Of note, adherence to whole-of-government, whole-of-society, as well as people-centred principles will be closely reviewed. The Fund also requests submissions to self-assess based on three markers, human rights, gender responsiveness and child sensitivity.

BALANCE AND DIVERSITY: At the joint programme stage, in addition to the above, the Fund endeavours to align with the GCM 360-degree approach by considering balance and diversity in its selection. Following on thematic balance (see details below), the Fund seeks to achieve geographic balance and diversity of partnerships and interventions among its joint programme portfolios.

The timeline of selection to funding is not uniform. Once a proposal is in the pipeline, the submitting team can be asked to submit the full joint programme document at any point in time. Then once the joint programme document is submitted and approved, again it can be funded at any point in time, dependent on resource availability and strategic considerations by the Steering Committee. To ensure the continued relevance of our pipeline, we regularly check with the submitters.

What is the 360-degree approach? What are Thematic Areas?

To ensure a comprehensive approach in line with the GCM 360-degree vision, the Fund’s programmatic framework clusters the GCM’s 23 objectives under 5 thematic areas. This allows the Fund to ensure balanced support and provides an umbrella of broad operational areas towards which donors can earmark their funding, if necessary. This clustering also helps to effectively monitor and report on the Fund’s impact.

Migration MPTF Thematic Areas



What is the role of stakeholder(s)? What level/type of participation is expected in both the design and implementation phase?

People-centred, whole-of-government and whole-of-society approaches are guiding principles of the GCM and, as such, are key principles for the Fund. This means that, when designing and implementing the joint programmes, the Participating UN Organizations (PUNOs) should engage and partner with other stakeholders.

In the design phase, this may entail, inter alia, consultations with migrants and/or migration affected communities as well as with civil society organizations and national/local government, thorough review of existing programmes implemented by other stakeholders in order to avoid duplication and build synergies, and so on.

At the implementation phase, to the extent possible, programmes should be implemented with and through partners (line ministries, local authorities, and NGOs). While only PUNOs can be direct recipient of funding from the Migration MPTF, the PUNOs can (and are strongly encouraged to) transfer funds to implementing partners in line with their own financial regulations and rules.

Are multi-country proposals accepted? Can the Migration MPTF support programmes with Regional Economic Commissions?

Yes and yes.

The Migration MPTF espouses international cooperation on migration governance, particularly south-south cooperation, as stated in GCM objective 23. As such multi-country and/or regional programmes responding to regional and cross-border challenges are important features of the Fund.

For multi-country proposals (cross-border programmes involving a small number of countries, 2 or 3), please ensure to have Resident Coordinator (RC) and PUNO signatures from each country at the concept note stage. At a later stage (joint programme development stage), national authority signatures from each country would be required.

For larger regional projects (for example, through a regional or sub-regional group such as the African Union or Southern African Development Community), the above requirement to have every RC and PUNO signature will be waived, in place of signatures from relevant PUNO regional representatives. Such concept notes will be assessed on a case by case basis and will need to include a strong justification for the framework and how it remains the expression of a national priority by the various states of the region/sub-region.

The budget threshold will remain the same for multi-country and regional proposals as for single country proposals, no matter if one or more PUNOs are expected to implement activities in multiple countries.

Can proposed joint programmes contribute to multiple thematic areas?

For tracking the use of resources and earmarking purposes, all joint programmes shall primarily relate to only one of the five Migration MPTF thematic areas. This “primary thematic area” must be clearly identified on the cover page of the concept note (as required by the concept note template itself).

However, any joint programme can contribute to some GCM objectives outside the primary area and therefore have a positive “secondary” impact on other thematic areas as well. These positive effects shall be spelled out in the narrative part of the concept note (in particular under sections 2 and 3 on expected results and theory of change).

What is required to confirm government support at the concept note submission stage? Proposal submission stage?

At the concept note submission stage, you do not need to submit a government support letter nor signature. There just needs to be a confirmation that the proposal has the support from and ownership of the national government (via answering Yes/No on the concept note signature page).

If and when the Migration MPTF Steering Committee decides to prioritize the proposal, the country will be asked to turn the concept note into a full joint programme document within 3 months. At that point the signature from a high-level representative of the national government will be required on the proposal signature page. Please note that the Steering Committee will only consider Joint Programme documents that have been fully signed.

What is the minimum and maximum budget?

The minimum total budget of any joint programme to be funded must be at least USD 500,000 times the number of PUNOs, with each PUNO expected to receive at least USD 100,000. For instance, if three organizations participate, the budget of the joint programme needs to be at least USD 1.5 million, while one organization can receive as little as USD 100,000, if the other two receive a combined total of at least USD 1.4 million. Please refer to section 3.3 of the Operations Manual.

There is no maximum budget.

How many UN Organizations can participate in a joint programme? Is there a minimum and maximum number?

The minimum is two (2). While there is no maximum, in line with UNDG guidance on joint programmes, we would recommend for each joint programme to include two to four (4) Participating UN Organizations. Participation of

a greater number of organizations very often results in serious coordination problems and reduced effectiveness/efficiency.

What is the minimum and maximum duration?

The maximum duration is 3 years. There is no minimum duration.

What is the difference between a Convening UN Organization and a Participating UN Organization (PUNO)?

For each joint programme funded by the Migration MPTF, the PUNOs will have identified amongst themselves a “Convening UN Organization”. This organization will have the additional responsibility to ensure the overall coordination of the joint programme and prepare the consolidated narrative report on the programme (consolidation of the financial report will be done by the Administrative Agent). Additional costs related to performing the Convening UN Organization functions can be included in the joint programme budget.

Please see below for definitions of PUNOs and CA. Other definitions for various roles per the UNDG Guidance can be found in *section 3.2 of the UNDG Guidance Note on Joint Programmes*.

Participating UN Organizations (PUNOs)

- UN organizations that participate in the Joint Programme, which may include UN funds, programmes, specialized agencies, including non-resident agencies, at national, regional or global level
- Operate in accordance with their own regulations, rules, directives and procedures
- Assume full programmatic and financial accountability for funds disbursed by the Administrative Agent.

Convening Agency (CA)

- Accountable for coordination of programmatic activities and narrative reporting
- Selected jointly based on merit in a comparative review by all participating UN organizations
- Needs to be a Participating UN Organization with in-country presence
- Responsible for operational and programmatic coordination: Coordinates all the Joint Programme partners, coordinates and compiles annual work plans and narrative reports, coordinates monitoring of annual targets, calls and reports on Steering Committee meetings, facilitates audits and evaluation, and reports back to the Steering Committee; may be involved in resource mobilization.
- Involved in day-to-day coordination, but does not hold any financial or programmatic accountability.

Implementing Partners

- National, regional or international governmental or non-governmental organizations, civil society organizations and/or private sector partners (as permitted by the rules and regulations of PUNOs) that may be working with PUNOs and/or (Sub-)National governmental Partners to implement the Joint Programme.

Is it possible for the PUNO to implement some of its activities through other UN Agencies (not another PUNO) by entering into a UN to UN agreement with transfer of funds?

- YES for very small amounts (e.g. USD 5,000 for services such as conferencing), using the UN-to-UN transfer agreement
- NO for any significant amount.

The “UNDG Guidance on Establishing, Managing and Closing Multi-Donor Trust Funds” (see: <https://unsdg.un.org/resources/undg-guidance-establishing-managing-and-closing-multi-donor-trust-funds>), states:

Whenever a MDTF has been established, transfers of resources between Participating UN Organizations (PUNOs) should only occur between the AA and the PUNOs to avoid multiple cost recovery charges by PUNOs. Therefore, all UN organizations that expect to receive funding from a MDTF should become PUNOs by signing the MOU and funds should flow directly from the AA to each PUNO. If a PUNO received funds and it is later decided that another PUNO should implement part of the programme, funds should ideally be returned to the AA for redistribution as approved by the Steering Committee, unless the amount is not material. – page 16

This rule was adopted to avoid the cascading of transaction costs, which is **a serious concern for donors**. Under the pass-through modality, the indirect costs charged by the UN are capped at 8% (1% AA fee + harmonized 7% indirect costs for all PUNOs). What happens when a PUNO then enters into a UN-to-UN transfer agreement with another agency is that this UN agency charges its own standard cost recovery rate on the funds received on top of the already charged 8%.

For small amounts, the increase in transaction costs is almost immaterial and is not a real concern so it is acceptable. For larger amounts, the above concern applies. Such an arrangement would also beg the question, if a UN agency is implementing a component of the programme which requires a large amount of the fund, then why should it not be considered as a PUNO?

References:

The Migration MPTF Operations Manual (includes concept note template in Annex C); Migration MPTF Templates and Guidance Notes (word version): <https://mptf.undp.org/fund/miq00> or <https://migrationnetwork.un.org/mptf>

UNDG Guidance Note on Joint Programmes: <https://unsdg.un.org/resources/undg-guidance-note-joint-programmes>

Contact Us: For enquiries and all submissions, please contact the Migration MPTF Fund Management Unit: migrationmptf@iom.int