**UN-REDD/EB2/4**

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| **Allocation of direct cost for**  **Secretariat services 2019** |
| UN-REDD PROGRAMME SECOND EXECUTIVE BOARD MEETING |
| 18-19 October 2018  Rome, Italy |

In accordance with the decision of the previous Policy Board, hard copies of this document will not be printed so as to minimize the environmental impact of the UN-REDD Programme processes and contribute to climate neutrality. The UN-REDD Programme’s meeting documents are available on the internet at: [www.unredd.net](http://www.unredd.net/documents/executive-board/1st-executive-board-meeting-rome-15-16-june-2017.html).

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| **UN-REDD Programme Fund: $1,195,302 (Budget for 2019)**  **Other source:**  **Allocation to date:**  **Additional Allocation:**  **Total Direct Cost 2018:** **$1,195,302** |  |
| **Duration:** January – December 2019  **Total duration (in months):** 12 months |  |

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| **UN organizations** |  |
| *Name of Representative* **:** Eva Muller  Director, Forest Assessment, Management and Conservation Division, Forestry Department  *Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *Name of Organization:* **Food and Agriculture Organization of the United Nations**  *Date & Seal* |  |
| *Name of Representative:* Adriana Dinu  *Title:* Director, Sustainable Development (Environment) a.i  Executive Coordinator, Global Environmental Finance  Bureau for Policy and Programme Support    *Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *Name of Organization:* **United Nations Development Programme**  *Date & Seal* |  |
| *Name of Representative:* Monika Macdevette  Title: Deputy Director and OIC, Ecosystems Division  *Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *Name of Organization:* **United Nations Environment Programme**  *Date& Seal* |  |

UN-REDD Programme Secretariat

In 2019, the Secretariat will perform its functions as described in its terms of reference. Overall, the Secretariat supports the UN-REDD governing bodies and the overall operations, strategic priorities, leads on resource mobilization; and organizes the programming and appraisal processes. The Secretariat acts as the central point of contact for UN-REDD and liaises with other REDD+ relevant initiatives and partnerships. The following are the five main functions to be performed in 2019, as in the TOR:

1. Support the UN-REDD governing bodies
2. Manage external relations
3. Carry out resource mobilisation for the corpus of the UN-REDD Programme
4. Manage monitoring, reporting and evaluation
5. Coordinate programming

The 2019 Budget

The budget for 2019 covers the period January – December 2019, the budget is comprised of cost for three and a half staff positions, minimal consultancy, travel, hosting of Executive Board meetings and general operational cost. The under listed are the proposed personnel that will work in the Secretariat in 2019:

1. Head of Secretariat – Overall coordination/oversight
2. Programme Officer – Programme Support
3. Finance Officer – Finance & Operational Support
4. Programme Associate (50%)– Programme & Events
5. Consultancy support

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| Table 1 – Budget in USD |

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| --- | --- | --- | --- | --- |
| **Budget Description** | **FAO** | **UNDP** | **UNEP** | **Total** |
| Personnel & Staff cost |  | 283,792 | 666,491 | 950,283 |
| Executive Board costs (costs for two meeting and related constituencies consultations) | 116,822 |  | - | 116,822 |
| Travel |  | - | 15,000 | 15,000 |
| Contractual services (ICT maintenance) |  | 15,000 |  | 15,000 |
| General operating & other direct costs (Rent & utilities) |  |  | 20,000 | 20,000 |
| **Total Secretariat services** | **116,822** | **298,792** | **701,491** | **1,117,105** |
| Indirect support costs 7% | 8,178 | 20'915 | 49'104 | 78,197 |
| **Grand total** | **125,000** | **319'707** | **750'595** | **1,195,302\*** |
| * Approximately 4.9% of 2018 estimated capitalization (see table 2) | |  |  |  |

**Table 2 - Estimation of 2019 capitalization (in USD)**

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| --- | --- |
| **2018 estimated capitalization** | **Amount** |
| National Programmes potential disbursement | 6,423,974 |
| Technical Assistance for REDD+ implementation | 9,323,509 |
| TA for ongoing commitments | 2,211,646 |
| **Total** | **17,979,288** |

Table 3 - 2019 Work plan in USD

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Deliverable** | **Indicative Activities** | **Q1** | **Q2** | **Q3** | **Q4** | **UNDG Budget Categories** | **Resource Allocation in USD** | | | |
|  |  |  |  | **FAO** | **UNDP** | **UNEP** | **Total** |
| **Secretariat Services to the UN-REDD Programme** | 1.1 Support to governing bodies and overall operations of the Fund |  |  |  |  | Staff and other personnel costs | 21,215 | 283,792 | 666,491 | 971,498 |
| 1.2 Manage and coordinate external and partnerships |  |  |  |  | Travel (including EB) | 89,532 |  | 15,000 | 104,532 |
| 1.3 Carry out resource mobilization for the corpus of the Programme |  |  |  |  | Contractual services | 4,206 | 15,000 |  | 19'206 |
| 1.4 Manage monitoring, reporting and evaluation |  |  |  |  | General Operating and other Direct Costs | 1,869 |  | 20,000 | 21,869 |
| 1.5 Coordinate the programming activities |  |  |  |  | Total cost | 116,822 | 298,792 | 701,491 | 1,117,105 |
|  |  |  |  |  | indirect support costs (7%) | 8,178 | 20,915 | 49,104 | 78,197 |
|  |  |  |  |  |  | **Grand total** | **125,000** | **319,707** | **750,595** | **1,195,302** |
|  | | | | | | |  |  |  |  |

Figure 1 – Annual Secretariat cost to annual Programme cost, 2009 – 2019 (USD)

Note: *2018 – 2019 costs are estimates*

**Figure 2 – Average Secretariat cost 2009 – 2020 (USD)**

Note: *2018 – 2020 figures are based on estimates*