



One planet
handle with care



One Planet Multi-Partner Trust Fund For SDG 12 Terms of Reference 2018-2022

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Table of Contents

1.	Delivering on SDG 12.....	3
1.1	The One Planet network: an implementation mechanism for SDG 12.....	3
1.2	The One Planet Multi-Partner Trust Fund: catalyzing the implementation of SDG12.....	4
2.	Theory of Change: ‘One Plan for One Planet’ – implementing the shift to sustainable consumption and production.	5
3.	One Planet Strategic Objectives and SDG 12	8
4.	Implementation and Approval Process	9
4.1	Global Programming Cycle	10
4.2	National Programming Cycle.....	11
4.3	Approval Process.....	12
5.	One Planet MPTF Governance Structure.....	14
5.1.	One Planet global governance structure.....	16
5.2.	The Participating UN Organizations	18
5.3.	Administrative Agent.....	18
6.	Contributions to the Fund.....	19
7.	Reporting, Monitoring and Evaluation	19
7.1.	Narrative and financial reporting.....	19
7.2.	Monitoring and Evaluation.....	20
7.2.1	Global Level.....	20
7.2.2	National Level.....	21
8.	Accountability and transparency.....	21
	Annex 1: Details on four objectives	23
	Objective 1: Effective implementation mechanism of SDG 12	23
	Objective 2: Tools and solutions for the shift to sustainable consumption and production.....	24
	Objective 3: Lead a cohesive implementation of sustainable consumption and production.....	25
	Objective 4: Demonstrate the impacts of sustainable consumption and production.....	26

1. Delivering on SDG 12

A fundamental change is needed in the way we consume and produce to protect the planet and achieve SDG 12.

Sustainable consumption and production is one of the most cost-efficient and effective ways to achieve economic development, reduce impacts on the environment and advance human well-being. The objective of securing sustainable consumption and production patterns is also transversal in nature, in the context of both economic sectors and the Sustainable Development Goals. Goal 12 should be seen as an enabler for implementing a range of other goals and their targets.

The United Nations Secretary General has highlighted significant gaps regarding SDG 12 on “ensuring sustainable consumption and production patterns”, which is currently covered in a fragmented and piecemeal way.¹ The ambition and breadth of the Sustainable Development Goals (SDGs) make them simply unattainable without robust partnerships.² As such the scale and pace of concerted actions all actors of society – government, business, civil society etc. –needs to be embraced and dramatically stepped up in support of the 2030 Agenda.

1.1 The One Planet network: an implementation mechanism for SDG 12

Implementing Goal 12 and the shift to sustainable consumption and production requires a systemic approach, through multi-stakeholder partnerships and collaborations across levels of stakeholders and sectors of society – governments, local authorities, businesses, civil society, scientific organisations, international organisations. Target 12.1 of the SDGs calls for the implementation of the 10-Year Framework of Programmes on sustainable consumption and production patterns; it is the global commitment to accelerate the shift towards SCP in both developed and developing countries.

The 10-year Framework of Programmes on sustainable consumption and production is the commitment made in 2012 to accelerate the shift to SCP.

The One Planet network is the implementation mechanism: the multi-stakeholder network that formed to support the implementation of this commitment.

The One Planet network is a multi-stakeholder partnership for sustainable development and an implementation mechanism for SDG 12. It generates collective impact through its six programmes: Public Procurement, Buildings & Construction, Tourism, Food Systems, Consumer Information, and Lifestyles & Education. The One Planet network offers concrete solutions and tools to governments, organisations and other stakeholders in the implementation of SDG 12 as illustrated in the progress reports submitted to the United Nations Economic and Social Council.

The five-year Strategy 2018-2022 ‘One Plan for One Planet’ provides a clear way forward to implement the shift to sustainable consumption and production and SDG12, enabling strategic use of the diverse strengths of the network.

¹ UNSG, 2017. [Repositioning the UN development system to deliver on the 2030 Agenda – Ensuring a Better Future for All](#)

² UNSG, 2017. [Repositioning the UN development system to deliver on the 2030 Agenda - our promise for dignity, prosperity and peace on a healthy planet](#)

Who we are:

- An implementation mechanism of Sustainable Development Goal 12
- The One Planet network, a multi-stakeholder partnership for Sustainable Development
- A network that leads the shift to sustainable consumption and production, providing unified direction, tools and solutions



1.2 The One Planet Multi-Partner Trust Fund: catalyzing the implementation of SDG12

As a key recommendation to deliver the 2030 Agenda the UN Secretary General has highlighted the need to financially incentivize collective support needs. The report recommends the strategic use of multi-partner trust funds to help generate support to the “new” SDGs that are especially transversal in nature, including SDG 12, as a way to streamline implementation of the SDGs and decrease the resource gap. “Well-designed and professionally managed pooled funds are more effective and transparent and complement agency-specific funds. Pooled funding mechanisms have a strong track record in strengthening coherence and coordination, broadening the contributor base, improving risk management and leverage, and providing better incentives for collaboration within the United Nations development system or across pillars in relevant contexts.”³

The One Planet Multi-Partner Trust Fund (One Planet MPTF) on SDG 12 is a collaboration between UNEP, FAO, UNWTO, UN-Habitat and UNOPS, supported by the UN Multi-Partner Trust Fund Office (MPTF Office). Complex challenges, as those presented by SDG 12, demand the combined expertise and resources of multiple UN entities. The MPTF Office assists the UN system and national governments in establishing and administering pooled financing mechanisms—multi-donor trust funds and joint programmes—to collect and allocate funding from a diversity of financial contributors to a wide range of implementing entities in a coordinated manner. These funding mechanisms build on the principles of the aid effectiveness agenda, which calls for country-driven, coherent, timely, flexible and result-oriented assistance.

A Multi-Partner Trust Fund (MPTF) for SDG 12 is key to catalyze the implementation of Goal 12, to address the significant gaps identified and overcome the current fragmented approach. Supporting Goal 12 will also simultaneously contribute significantly to the achievement of almost all of the SDGs, directly or indirectly⁴. Availability of, and access to, financial resources to support actions that are transformational and at scale is a key factor in successful implementation. The private sector, public sector, and financial institutions are encouraged to support implementation of SDG 12 through the replenishment of the MPTF.

The One Planet MPTF builds on the experiences and lessons learnt of the 10YFP Trust Fund (2012-2017) through which 37 projects were selected for implementation under the 6 programme areas.

³ UNSG, 2017. [Repositioning the UN development system to deliver on the 2030 Agenda - our promise for dignity, prosperity and peace on a healthy planet](#)

⁴ International Resource Panel, 2017: [Assessing Global Resource Use](#)

The effectiveness of 10YFP Trust Fund process was evaluated internally and externally at the 10YFP mid-term. This led to the recommendation for a complete review of the 10YFP Trust Fund. The 10YFP Strategy Task Force therefore made the following recommendations to: i) Recognize that the 10YFP Trust Fund is an essential means of implementation of the 10YFP and thereby a means to support implementation of SDG 12; ii) To align 10YFP the Trust Fund with the new strategy of the 10YFP, that would provide the opportunity to focus resource mobilisation efforts across the network; iii) To explore the partnership with UN MPTF Office

Establishment of the One Planet MPTF on SDG 12 responds to the recommendations of the mid-term review and is a way forward in implementing the “One Plan for One Planet” strategy.

The ‘One Plan for One Planet’ strategy 2018-2022 specifically refers to strengthening the existing Trust Fund as a means to implement SDG 12. This includes supporting considerations on: the strategic allocation of financial resources, the delivery mechanism in countries, the UN coordination, the efficiency of fund administration, and the visibility for resource mobilisation. The UN entities that are currently engaged in the implementation of the One Planet network have identified moving to a multi-agency fund as a key means to respond to the One Planet strategy and the call of the UN Secretary General.

2. Theory of Change: ‘One Plan for One Planet’ – implementing the shift to sustainable consumption and production.

The aim of One Planet network is to lead transformative change towards sustainable consumption and production and support its implementation. The overarching goal of this initiative is to give a substantial contribution to the 2030 Agenda through the support for the achievement of SDG 12, which in its first target calls for the implementation on the 10-Year Framework of Programmes on Sustainable Consumption and Production Pattern, all countries taking action, with developed countries taking the lead, taking into account the development and capabilities of developing countries.

In the reporting across the One Planet network, according to the *‘Indicators of Success: Demonstrating the shift to SCP’* evident progress was identified in the development of policies, knowledge resources and technical tools. However, the application and implementation of these to foster concrete and tangible changes in practices and impacts remains limited, hence creating an implementation gap. Prioritising support to policy implementation and scaling up new or

BENEFITS OF USING MULTI-PARTNER TRUST FUND

- **Strategic choice** about where funds should most effectively be allocated, which in turn ensures a more effective **prioritisation of activities**, based on a robust needs analysis;
- **Rapid resource allocation** by Steering Committee;
- **Minimal transaction costs** for donors (one contribution agreement, one consolidated reporting), for Government (one entry point for coordination with the UN) and for the UN (strategic oversight of the entire operation);
- **Greater visibility** for donors;
- Full transparency, using a **public on-line platform, Gateway** (see <http://mptf.undp.org/>) containing real-time financial information, and results-based reporting;
- **Lean overhead cost** of the Trustee (1%)
- **Consolidated reporting** of the entire Fund’s operation;
- **Lower political and fiduciary risks** to all stakeholders due to a transparent and accountable pooling of resources and risks sharing.

improved practices with net positive impact is necessary to effectively achieve the shift to sustainable consumption and production and SDG 12.

The structure of the One Planet MPTF and its theory of change is based on the recently developed 5-year strategy of the One Planet network. The fund will consist of two main components: Global and National each with defined outcomes and programme cycles.

As illustrated in Figure 1 on the next page, the **four key components of the One Planet MPTF** (SDG12, tools and solution, systemic and cohesive implementation and overall benefits of SCP) will support the transformative change to sustainable consumption and production.

One Planet MPTF: Means to achieving SDG 12

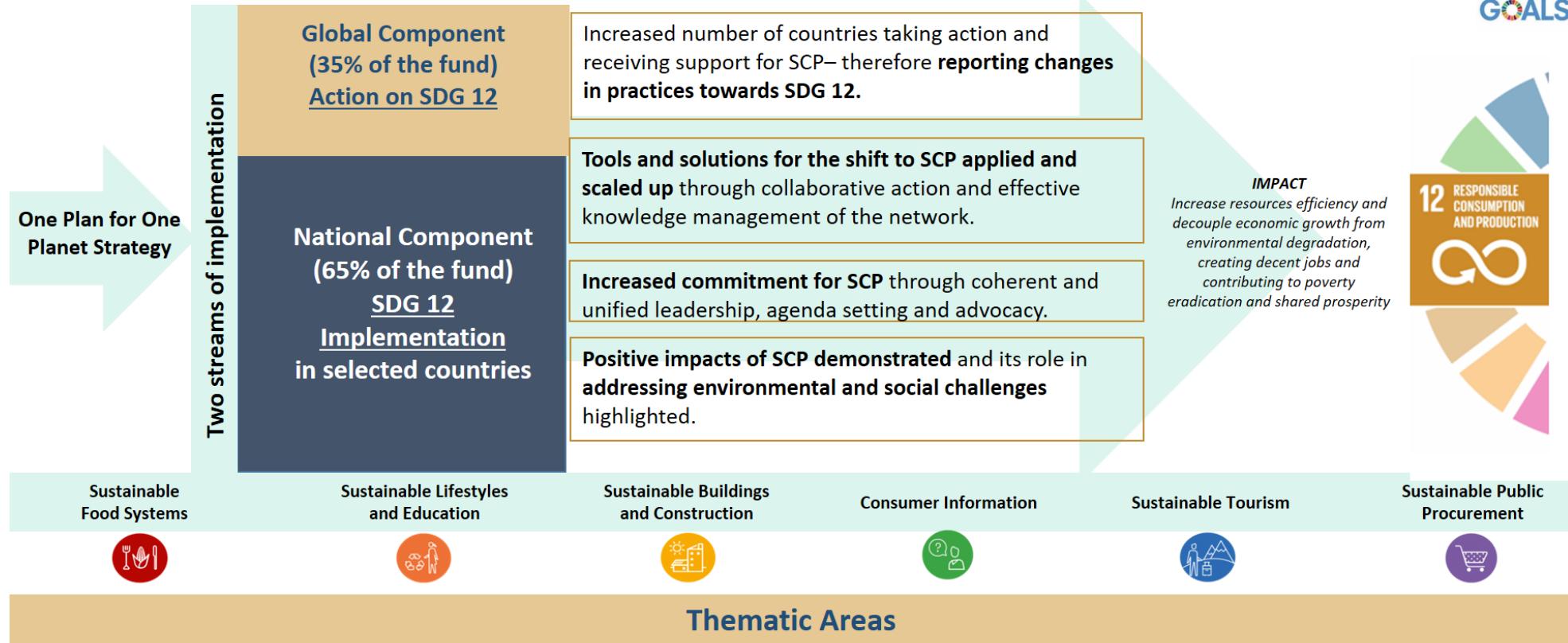


Figure 1: One Planet Theory of Change

3. One Planet Strategic Objectives and SDG 12

The five-year [Strategy 2018-2022 ‘One Plan for One Planet’](#) defines a common vision and outlines common objectives, strategic principles and approaches across the One Planet network. It is the One Planet network’s strategy to support the shift to sustainable consumption and production in response to the commitment made in 2012 (the 10YFP) and 2015 (SDG 12). The strategy aims for the One Planet network to be recognised and perform as the lead mechanism to support and implement the shift to SCP. This entails the following strategic objectives:

1. Be an **effective implementation mechanism of SDG 12** of the 2030 Agenda for Sustainable Development as affirmed by target 12.1;
2. Catalyse ambitious action by **providing tools and solutions** that support the shift to SCP;
3. Lead the **cohesive implementation** of SCP;
4. **Demonstrate the impacts** of SCP and its role in addressing key environmental and social challenges.



Figure 2: Leading the shift to sustainable consumption and production – objectives of the strategy 2018-2022

The tangible changes that the network aspires to catalyse and enable at country level are essential to the successful implementation of the strategy and require the provision of the necessary financial resources and the shared responsibility of national authorities and programme partners. Preliminary indications of the change the network aspires to catalyse are:

Global:

- Increase in number of countries reporting on SDG 12
- Increase in number of countries reporting on SDG 12 that declare they receive support from the One Planet network

- Increase in the use of tools for SCP produced by the One Planet network
- Increase in changes in practice with high sustainability impact
- Increased number of high level commitments on SDG 12
- Increase in number of policies, laws and financial instruments influenced by the One Planet network (global, regional, and national)
- Potential impacts of SCP quantified (actual or estimated)
- SCP demonstrated as a systemic approach to address key environmental and social challenges

National:

- 30% of companies adopt sustainable practices and integrate sustainability information into their reporting cycle (12.6)
- 20% reduction in waste generation through prevention, reduction, recycling and reuse (12.5)
- 20% of public procurement is sustainable (12.7)
- 30% of the share of products in biggest retailers in the country are sustainable
- 25% reduction in food waste and loss (12.3)
- 20% reduction in water use, in material use growth rate and waste in Buildings.
- Increase in number policies, laws and financial instruments influenced by the One Planet network (within the country – e.g. specific sector, organisation, destination, etc) (12.1, 12.7, 12.B)
- Amount of public and private financial resources supporting the shift to SCP mobilized, unlocked or saved through actions supported by the One Planet Network (5 USD mobilized or unlocked for every USD invested)

For further details, please see Annex 1

4. Implementation and Approval Process

To ensure its effective and coordinated implementation, each region and group of actors will develop its action plan according to the One Planet strategy. The specific objectives, strategic principles and framework for action are designed to enable the One Planet network to meet its five-year overall objective, building on the 10YFP progress during the quinquennial period 2012-2017, and helping to deliver its longer-term vision and achievements on the 2030 Agenda.

The One Planet network will take tangible and substantial action on SCP enabling others to act upon by capitalizing on the various resources from the different members of the partnership, which includes government, civil society, businesses, scientific institutions and international organisations.

Access to financial resources is key to ensure a successful implementation of transformational activities. The One Planet network will work with several contributors from the public and private

sector, as well as other financial institutions in order to support the initiative through the implementation of the 2018-2022 One Planet strategy.

Given the multi-stakeholder nature of the initiative, the One Planet network is proposing to utilize the MPTF Office for administering the One Planet MPTF. This new arrangement will simplify the downstream processes from receiving of contributions to their disbursement to the partner agencies for a timely and efficient delivery of services to countries, while also meeting expectations of the stakeholders on effective coordination, reporting and transparency.

The implementation of the One Planet MPTF will be activated through the Global and National streams with two distinct programming cycles. The Global stream will focus on the implementation of the ‘One Plan for One Planet’ under each thematic programme as well as with respect to the overarching sustainable consumption and production. While the National stream will concentrate on the implementation of SDG 12 at country level using the expertise available within the thematic programmes and responding to the needs of the countries.

4.1 Global Programming Cycle

A multi-year Global Programme is developed by the Participating UN Organization (PUNO) with responsibility assigned to each PUNOs to develop an annual work-plan to support the achievement of the Global Programme.

Activities under the global programming cycle include:

- Monitoring trends, strengthening knowledge management and communications & advocacy.
- Developing collaborative initiatives through the six thematic areas represented by the six programmes in the One Planet network
- Seed funding for the national programming cycle

The Global Programme will receive a maximum of 35% of the overall Fund’s allocations. The funding from the Global component, below initial threshold (5,000,000USD), can be used as seed funding for strategic initiatives.

A global programming document will be developed under the coordination of the Fund Secretariat on the basis of the ‘One Plan for One Planet’ strategy and will be approved by the first Steering Committee. Annual workplans will be developed for each thematic area:

- Public procurement
- Buildings and construction
- Consumer Information
- Lifestyles and Education
- Tourism
- Food systems
- overarching sustainable consumption and production

The workplans are developed by the UN Agencies in the leadership or advisory committee of each programme in collaboration with all programme leads, and by the Secretariat for the overarching thematic area. The workplans are submitted to the Steering Committee for approval on annual

basis (e.g. during the Executive Meeting). The Global Programme will follow the UNDG template and guidance for Joint Programming.

As illustrated in Figure 3 below, the Global Programming cycle has a six weeks duration.

4.2 National Programming Cycle

The National Programme stream will not be activated until the capitalization of the Fund goes beyond the minimum threshold of 5 million US\$. In the event that funds are made available in the national programme stream, but the minimum threshold is not met within 12 months, the Steering Committee will agree on the implementation approach. The main focus is the implementation of SDG12 at the national level. The National Programme will receive a minimum of 65% of the overall Fund's allocations.

The national programme's support to specific countries will be based on their readiness to implement SCP, as per the set of criteria indicated in the One Planet Strategy: a) existing national SCP-relevant policies, including SCP National Action Plans, and b) key priorities and sectors identified in such policies, considering also existing inter-ministerial or multi-stakeholder coordination mechanism, c) One Planet members located in the country, and the operational presence of UN agencies in the country. Additional criteria can be added upon decision of the Steering Committee.

For each selected country, the PUNOs with operational presence at country level will be invited to coordinate the development and the submission of project proposals based on country priorities, the United Nations Sustainable Development Cooperation Framework (UNSDCF) where applicable, and actions identified in their policies, in collaboration with the national focal points and partners of the relevant thematic programme/s.

The country-level proposals will in principle be designed as joint programmes between several of the PUNOs, whenever appropriate. For these joint programmes, one of the PUNOs with operational presence will take on the role of the Convening Agent and will coordinate the joint programme design and consolidate the country-level narrative reporting, prepared in accordance with the reporting procedures applicable to the PUNOs. The Convening Agent will submit a consolidated annual report to the Secretariat, ensuring the country's Resident Coordinator is duly informed. The Resident Coordinator may use this to report to the Secretary-General and to the host Government on the implementation of the UNSDCF, including the results received through the Joint Programmes funded by this Fund.

An estimated amount of US\$ 5million is the minimum funding per country. As illustrated in the Figure 3 below, the different approval phases of the National Programming have a twelve weeks duration.

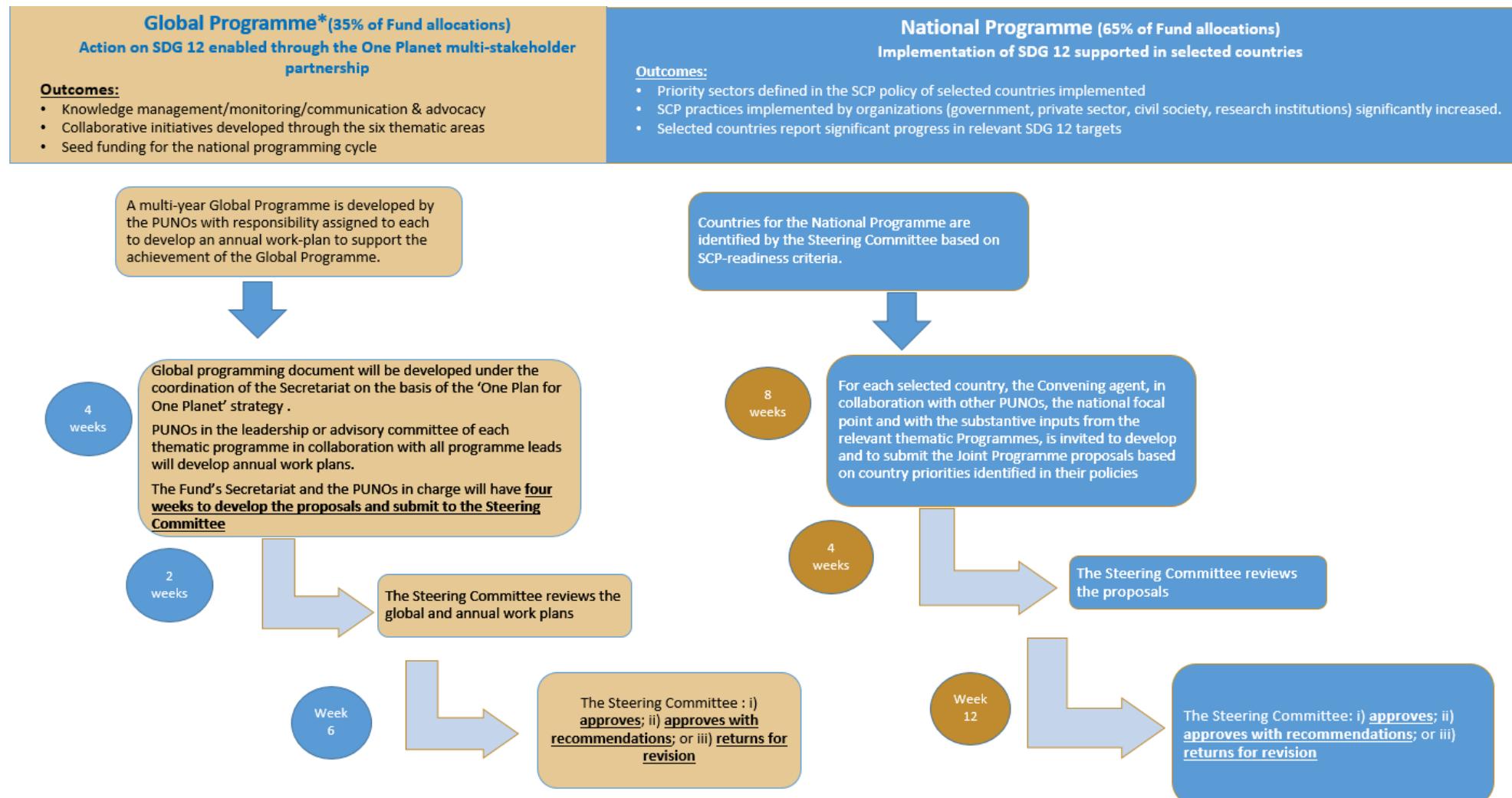
Table 1 here below illustrates the number of countries eligible depending on the level of resources mobilized.

Level of Resources available	Number Countries eligible	National Programme Funding 65% (assuming minimum US\$5M per country)	Global Programme Funding 35%
\$ 230,000,000	30	\$ 150,000,000	\$ 80,000,000
\$ 115,000,000	15	\$ 75,000,000	\$ 40,000,000
\$ 60,000,000	8	\$ 40,000,000	\$ 20,000,000

Table 1 One Planet National Programme threshold

4.3 Approval Process

The One Planet MPTF will allocated funds to PUNOs based on the proposals submitted. The PUNOs, in consultation with the Fund's Secretariat for the Global Window, will be invited to develop the proposals. The Fund Secretariat will review the proposals submitted by the PUNOs to ensure that all the required information is included in the standard proposal before submission to the Steering Committee for review and vetting. The Steering Committee will then review the vetted proposals and either approve it, request further review or reject it, as further described in the Fund Operational Manual.



*Global Programme will include the support to the Funds' Secretariat

Figure 3 One Planet MPTF Project Approval Process and Timeline

5. One Planet MPTF Governance Structure

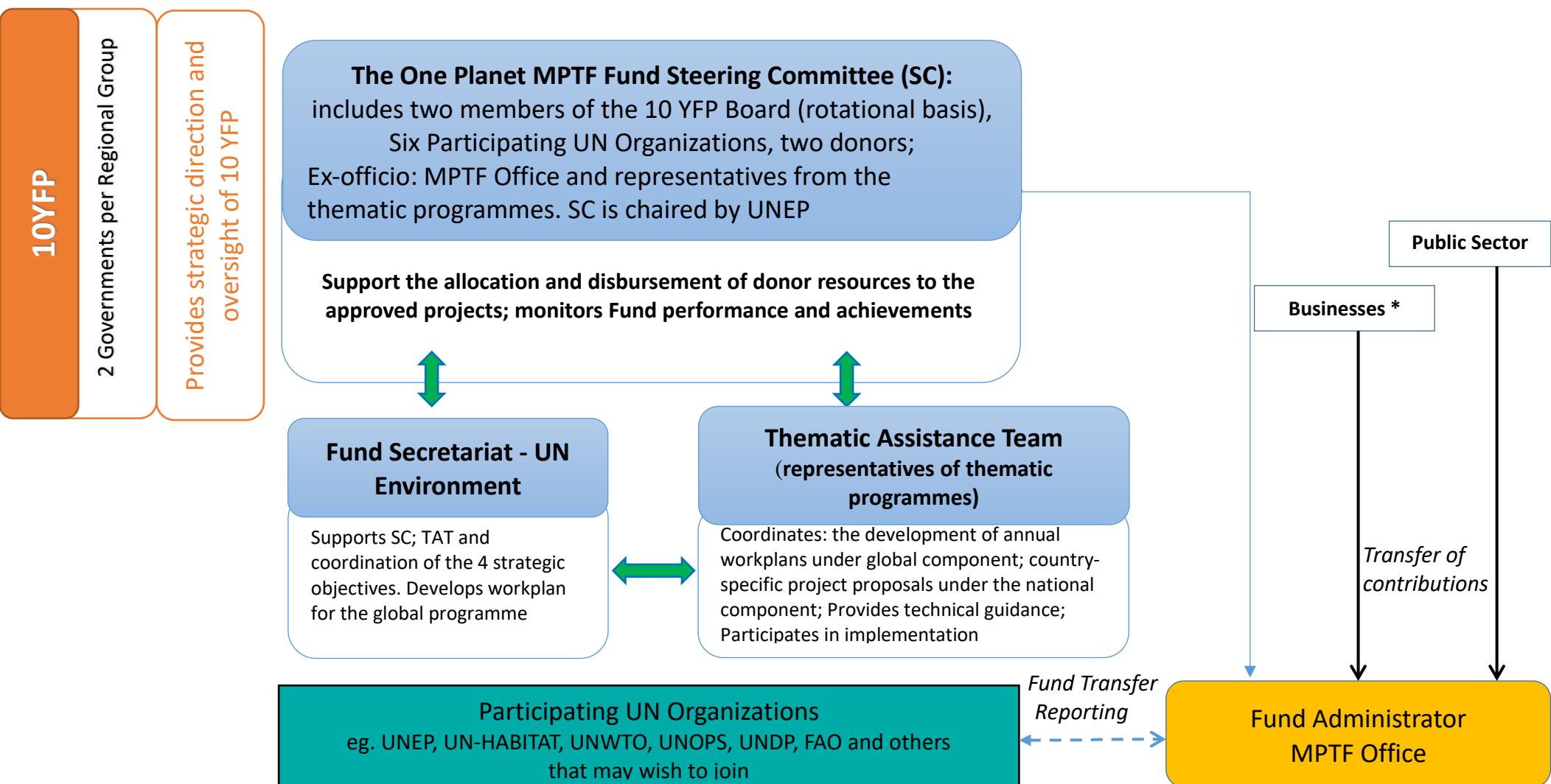
The 10-year Framework of Programmes on sustainable consumption and production (10YFP) is the commitment made at the World Summit on Sustainable Development (Rio+20) in 2012 to accelerate the shift to SCP. One Planet network is the implementation mechanism: the multi-stakeholder network that has formed to support the implementation of this commitment.

The 10YFP governance structure includes the 10YFP Board; the Secretariat hosted by UN Environment; leadership of the six thematic programmes; National Focal Points and an Inter-Agency Coordination group.

The governance of the One Planet Trust Fund will involve representatives of the above-mentioned parties and build upon their expertise for a coherent implementation of SDG 12.

The 10YFP Board will continue in its current role and will provide strategic direction, guidance and oversight of the 10YFP on SCP. Representatives of the Board will participate in the One Planet MPTF Steering Committee on rotational basis to assure the alignment of the activities of the Fund with those of the 10YFP. Full Board can be consulted on an ad hoc basis for any inquiries thought necessary by the Steering Committee.

To ensure an efficient management of the MPTF, the Fund Governance will be represented by the three areas of competency: Coordination and Functioning (Steering Committee, Thematic Assistance Team and Secretariat of the Fund, hosted by UN Environment), Fund Administration (MPTF Office) and Implementation (implementing entities).



*Fund Mobilization Strategy for Businesses will be developed

5.1. One Planet global governance structure

The One Planet MPTF Steering Committee

The Steering Committee is in charge of the overall strategic guidance on the MPTF. It takes allocation decisions by consensus and meets in principle quarterly (modality of the meetings is to be decided by the Committee) to review the portfolio, makes allocation decisions and receives updates on the implementation of One Planet.

The Steering Committee includes 6 participating UN Organizations, two members of the 10YFP Board elected on biennial rotational basis, two Donors on biennial rotational basis and represented by the top contributors, up to two Resource Person(s) from the thematic programmes (ex-officio based on the thematic need) and the MPTF Office (ex-officio). The Steering Committee will be chaired by UNEP. The Chair, in consultation with the Members of the Steering Committee, may invite other participants to the meetings.

Conflict of interest: for the selection of countries eligible and prioritized for the national programming, if the prioritized list includes the country of a Board member that is on the Steering Committee, the latter recuses him/herself from the selection process and allocation of funds.

The founding UN agencies are the only permanent members of the Steering Committee.

The Steering Committee is responsible for the following tasks:

- Oversee the implementation of the MPTF review overall performance and approve any revision of the portfolio, as required.
- Review the Fund policies and the Fund Operational Manual that complement the ToR. The Operational Manual may be amended as needed.
- Select new One Planet/SDG12 countries based on agreed criteria.
- Approve the budget allocation between the Global and National Programmes
- Approve each National Programme and the annual workplan for the Global Programme.
- Agree upon direct costs budgets, specifically those related to the Secretariat and any support operations, evaluations and audits.
- Regularly review the risk-monitoring matrix.
- Review annual and final consolidated narratives and financial reports submitted by the Secretariat.
- Commission, through the Secretariat, evaluations/lessons learned exercises (final) by an independent evaluator on the overall performance of the Fund.
- Recommend revisions to the ToR; and refer revisions to the 10YFP Board.
- Be jointly responsible for resource mobilization and outreach for the fund.

The Fund Secretariat

The Fund Secretariat assures proper coordination and functioning of the One Planet MPTF for SDG 12. The One Planet (10YFP) Secretariat – is a part of the One Planet network that is responsible for the overarching sustainable consumption and production under the Global Component and can access funds upon approval of its annual plan by the Steering Committee.

The Fund Secretariat is hosted by UNEP. It provides services to the Steering Committee and the Thematic Assistance Team. It serves as the central point connecting the One Planet partners. It assists and helps with the coordination of the four strategic objectives, in close collaboration with all stakeholders involved. 3% of the Fund will be allocated to support the Fund Secretariat.

More specifically, in the context of this multi-agency fund the Secretariat provides the following services:

- Coordinate of Steering Committee Meetings and development of related documents.
- Coordinate of the Thematic Assistance Team.
- Develop of communication tools.
- Coordinate Fund's work plan including the preparation of the coordination of country selection process.
- Facilitate the development of National programmes and coordinate the elaboration of the annual workplan for the global programme.
- Monitor of overall programme implementation and coordination of programme reviews/evaluations.
- Coordinate of the consolidated annual progress report.
- Liaise with donors and mobilise resources
- Manage internal processes, tools and procedures to ensure the operationalization of the Fund (development of Operational Manual, internal project documents and related revisions).

One Planet MPTF Thematic Assistance Team

The role of TAT is to coordinate the development of annual work-plans under global component; country-specific project proposals under the national component; provide technical guidance and participate in implementation. More specifically:

- Representatives of each thematic programme will lead the development of the annual plan of the respective programme in line with the 'One Plan for One Planet strategy' under the global component in close collaboration with PUNO/s involved in their respective programme
- Assure inter-programme collaboration on cross-cutting topics
- Provide technical input to the development of country-specific project proposals and their implementation based on relevant country priority sectors
- Assure information flow within the network of respective programme on the activities of the fund and the need for expertise in both global and national component
- Provide any other thematic inputs as required by the Steering Committee

The Fund's Secretariat will invite the leadership of thematic programmes to nominate their representative (1 per programme) to be a member of the Thematic Assistance Team (TAT). Engaged MAC members can also be nominated as representatives.

5.2. The Participating UN Organizations

The One Planet MPTF is designed to support and allocate resources to PUNOs in undertaking specific activities and functions, the four One Planet strategic objectives defined in the One Planet strategy. Eligibility of a PUNO to execute a project will be also assessed based on the operational capacity of the organization to implement at country level.

Only PUNOs with presence in countries can be coordinating agencies for any given project under the National Component. PUNOs without such presence can still participate in any project; contribute their expertise and access the funds by being an implementing partner in that project.

Each PUNO shall assume full programmatic and financial accountability for the funds disbursed to it by the Fund Administrator. Each PUNO is to establish a separate ledger account under its financial regulations and rules for the receipt and administration of the funds disbursed to it by the Fund Administrator. This separate ledger account is to be administered by each PUNO in accordance with its own regulations, rules, directives and procedures.

Each PUNO is to carry out its activities described in the approved proposal in accordance with the regulations, rules, directives and procedures applicable to it, using its standard implementation modalities.⁵

Indirect costs of the PUNOs recovered through programme support costs will be 7 percent.

5.3. Administrative Agent

The Fund is administered by the MPTFO under the pass-through management modality. The Fund's administration services, whose costs are 1% of received contributions¹, include:

- (i) The Fund's setting up: support to the Fund's design (Terms of Reference and Operation Manual), and development of legal instruments; and
- (ii) The Fund's administration: receipt, administration and release of funds to implementing entities in accordance with decisions from the Steering Committee, and financial report consolidation.

The MPTFO is responsible for the following functions:

- Provide support to the design of the Fund;
- Sign a Memorandum of Understanding (MOU) with UNS implementing entities;
- Sign Standard Administrative Agreements with donors that wish to contribute financially to the Fund;
- Receive and manage funds included those of the Fund's closure;

⁵ Described in section III and VI of the PUNO Memorandum of Understanding.

- Invest and reinvest Fund's resources according to investment policies, practices and procedures. Any profits will be added to the Fund's resources and will not be credited to the contributions of a particular donor.
- Provide updated information to the Steering Committee regarding the regular resource availability;
- Subject to the availability of resources, transfer funds to implementing entities in accordance with the Steering Committee decisions;
- Consolidate the financial annual and final reports submitted by implementing entities and present the consolidated report to the Steering Committee and to each of the Fund's contributors;
- Provide a Fund's final financial report which included a notice of the Fund's closure;
- Release funds as direct costs, including for the running of the Fund Management Unit, based on the Steering Committee decisions. The Administrative Agent will annually notify the Steering Committee about the amounts used to that end.
- Release funds for additional expenses that the Steering Committee decide to allocate;
- Provide tools for fund management to ensure transparency and accountability.

In addition, the MPTFO through its online portal, GATEWAY (<http://mptf.undp.org>), provides real-time financial data generated directly from its accounting system, giving partners and the general public the ability to track contributions, transfers, and expenditures.

The MPTFO charges a cost for performing the Fund Administrator functions in line with UNDG policies and contribution agreements. This is a direct, identifiable, and actually incurred cost not exceeding one percent of the overall fund capitalization. Costs incurred by the Fund Administrator in the design and set-up of the One Planet MPTF are charged retroactively as per legal agreements.

6. Contributions to the Fund

Contributions to the MPTF are received as un-earmarked contributions. Any earmarking will be referred for the approval of the Steering Committee and Administrative Agent.

To contribute to the One Planet MPTF, donors need to sign a Standard Administrative Arrangement (SAA). Contributions to the One Planet MPTF may be accepted in fully convertible currency or in any other currency that can be readily utilized. Such contributions will be deposited into the bank account designated by MPTF Office, as stated in the SAA. The value of a contribution payment, if made in other than US dollars, will be determined by applying the United Nations operational rate of exchange in effect on the date of payment.

7. Reporting, Monitoring and Evaluation

7.1. Narrative and financial reporting

The responsibilities related to reporting are gathered and detailed in the Memorandum of Understanding (section IV) and Standard Administrative Agreements (SAA) (section V).

All the implementing entities will carry out annual and final reports on activities and expenditures according to a common format designed for the Fund.

Narrative report

The implementing entities will present the following reports to the Fund Management Unit for consolidation and further transmission to the Steering Committee:

- (a) Annual narrative reports to be provided no more than three months (March 31st) after the end of the calendar year;
- (b) Final narrative reports after the end of activities contained in the program-related approved document, including the final year of such activities, to be submitted no more than four months (April 30th) in the following year after the financial closure of the Fund.

Annual and final reports will exhibit results based on evidence. Annual and final narrative reports will compare actual results against estimated results in terms of outputs and outcomes and they will explain the reasons of higher or lower performance. The final narrative report will also include the analysis of how the outputs and outcomes have contributed to the Fund's global impact.

Financial Report

The UN Agencies will present the following financial statements and reports to the Administrative Agent:

- (a) Annual financial statements and reports to December 31st, regarding released resources by the Fund to them; these shall be provided no more than four months (April 30th) after the ending of the calendar year;
- (b) Final certified financial statements and financial reports after the completion of activities contained in the program-related approved document, including the final year of such activities, to be submitted no more than six months (June 30th) in the following year after the financial closure of the Fund.

Based on these reports, the Administrative Agent will prepare consolidated narrative and financial reports which will submit to each of the Fund's Contributors and to the Steering Committee as per the schedule established in the Standard Administrative Agreement.

[**7.2. Monitoring and Evaluation**](#)

[**7.2.1 Global Level**](#)

Monitoring and Evaluation activities funded under the One Planet MPTF shall be undertaken in accordance with the approved annual plans under the Global component of the MPTF and be aligned with the provisions contained in the 5-year strategy of the One Planet network. M&E activities will be undertaken in accordance with the 'Indicators of Success: demonstrating the shift to SCP' and all associated processes of the One Planet network.

In addition, the One Planet Steering Committee may commission periodic independent lessons-learned for programmatic aspects and in accordance with agreed evaluation guidelines. Periodic evaluations of One Planet, such as mid-term and final reviews, will be carried out independently.

The terms of reference of the evaluations, including the selection of the independent evaluation team, will be developed by the Steering Committee.

7.2.2 National Level

National activities are monitored against the respective country project work plans and the respective results-based frameworks developed within the plan. The progress is assessed against outcomes and outputs, and planned milestones, deliverables and associated performance indicators aligned with the '*Indicators of Success: demonstrating the shift to SCP*' and developed in the country work plans prior to the start of implementation. The progress of national level activities and achievement of outcomes and outputs are periodically updated and are reported yearly as part of the Annual Progress Report shared with donors and the Resident Coordinator.

8. Accountability and transparency

Accountability

For each project or program approved for funding, each implementing entity will provide the Secretariat and the MPTFO annual and final reports and financial statements prepared in accordance with their accounting system and reporting procedures, as stated in the legal agreements signed with the Administrative Agent.

Financial audit: the Administrative Agent and the UN implementing bodies will be audited according to their own financial rules and regulations, in line with the audit framework for multi-donor funds, as agreed by the audit internal services of the UN implementing bodies and endorsed by UNDG in September 2007.

Transparency

The MPTFO website, Gateway (<http://mptf.undp.org>), is a web-based service portal that provides real-time financial data issued directly from the UNDP accounting system. Once established, the Fund will have a separate page in the Gateway portal which will allow partners and the public at large to follow-up the Fund's contributions, transfers and expenses, and access important documents and reports.

One Planet network, the Secretariat and the MPTFO will ensure that the Fund's operations are posted on the Gateway portal and on the One Planet network web-page (<http://www.oneplanetnetwork.org>). From its side, each implementing entity will take appropriate measures to promote the Fund. Information shared with the media regarding beneficiaries of funding, official press releases, reports and publications will acknowledge the role of the Fund. The details regarding the amendments, duration and termination if the Fund are detailed in the Memorandum of Understanding and Standard Administrative Agreements.

The Steering Committee will be able to modify any of the provisions of these terms of reference, including the Fund's duration.

The Fund will have an initial duration of five years. Should the fund not be capitalised within the first two years, the Administrative Agent, after consultation with the Steering Committee, reserves the right to close the fund.

Any remaining balance in the Fund's account and separate account of implementing entities after the closure of the Fund will be used for a purpose established by the Steering Committee and the Donors, or it will be reimbursed to the Donor(s) in proportion to their contribution to the Fund, as decided by the Contributor and the Steering Committee.

Annex 1: Details on four objectives

Objective 1: Effective implementation mechanism of SDG 12

The effectiveness of the One Planet network will be measured by the number of countries taking action and receiving support on SCP using tools and resources developed by the One Planet network, and by developing synergies and economies of scale among all stakeholders. Key activities include:

- Monitoring progress on the **shift to SCP** identifying emerging trends, key challenges and gaps
- Supporting the implementation of **national SCP-relevant policies**, by providing advice and solutions according to existing resources in programme portfolios⁶ and by sharing the expertise of the programme network.
- **Ensuring coordination** at country-level on the implementation of SCP efforts, in particular by strengthening communication and engagement of National Focal Points with the support of UN Agencies and UN country teams.
- Streamlining the **approach aiming to achieve the SDG12**.
- Leveraging the High Level Political Forum on Sustainable Development (HLPF) to **disseminate key messages** on sustainable consumption and production and on SDG 12 as enabler of the 2030 Agenda in order to build adequate political support.

<i>Key Performance Indicators</i> <i>(disaggregated targets of the Indicators of Success)</i>	<i>Target</i>
<i>Policies: number of countries reporting on SDG 12.1 that declare they have received support from the One Planet network</i>	<i>30</i>
<i>Increase in number of countries reporting on SDG 12</i>	<i>tbc</i>
<i>Outreach: number of interventions and official documents referencing the 10YFP or the One Planet network at HLPF</i>	<i>110</i>

⁶ The network in action: key principles and approaches of Programme portfolios – available [here](#)

Objective 2: Tools and solutions for the shift to sustainable consumption and production

Over the next five years, the One Planet network will work to promote a transformational change to SCP at large scale, which requires knowledge sharing, technical and institutional capacity and resources by:

- **Strengthening the ‘six thematic areas’ portfolios⁷** to support the countries and organizations’ shift to more sustainable patterns of consumption and production.
- Facilitating access to **knowledge and fostering the application of tools** supporting the shift to SCP.
- **Supporting strong partnership** for technical assistance, training and capacity development for effective prioritisation and action.
- Identifying and promoting successful practices that support SCP and accelerate their replication and scaling-up.
- Strengthening **partnership with private sector**, for innovative and effective solutions that addressing both environmental and social aspects.
- Co-create strategic products and solutions that deliver change, such as standards, criteria, guidelines and methodologies, environmentally sound technologies..

<i>Key Performance indicators</i> <i>(disaggregated targets of the Indicators of Success)</i>	<i>Target</i>
<i>Number of tools and resources made available through the One Planet Website</i>	<i>tbc</i>
<i>Evidence on the use of available tools and resource according to the number of download per year</i>	<i>tbc</i>
<i>Changes in practice: number of high impact practices promoted for replication</i>	<i>90</i>
<i>Financing the shift: Funding mobilized/leveraged through the One Planet network strategy.</i>	<i>5 USD every 1 USD invested</i>

⁷ The network in action: key principles and approaches of Programme portfolios – available [here](#)

Objective 3: Lead a cohesive implementation of sustainable consumption and production

An engaged One Planet partner:

- Provides a clear, unique, quality benefit to the Programme;
- Translates commitment into measurable, tangible actions;
- Has a sense of ownership, pride and belonging to One Planet;
- Contributes through a specific initiative, project or activity;
- Reports annually on its organisation's contribution to SCP
- Participates in joint initiatives of the Programme network;
- Builds on the expertise of the Programme network;
- Engages new partners in the programme;
- Acts as multiplier in its own organisation;
- Actively mobilises resources;
- Promotes change, results, and impact towards SCP.

Shifting to sustainable consumption and production requires a systemic approach, with the participation of all sectors of society – governments, local authorities, businesses, civil society, scientific organisations and citizens as indicated in SDG 17 on partnerships for a successful sustainable development agenda.

Over the next five years, the One Planet network will increase the effectiveness and impact of the multi-stakeholder partnership by:

- Being an authoritative voice on the current state of knowledge on SCP for a systemic approach, for scaling up action and to develop suitable strategies.
- Bringing together and **coordinate the One Planet network** across all sectors as engaged

group partners, strengthening commitments and tangible actions.

- **Setting the Agenda** within sectors and themes of the programmes, and on key cross-cutting topics.
- Creating and enhancing a **joint vision and key messages** for each programme area.
- Influencing **national and international engagement**, through joint outreach and advocacy efforts and by building strategic partnerships within each programme, in particular with national and local governments, businesses and financial institutions.
- Actively participating in key fora and engaging directly with high-level decision-makers and policy-makers to **increase political support to sustainable consumption and production**.
- Strengthening relationship with financial institutions, development banks and development agencies to mainstream sustainable consumption and production into their financing and lending programmes.
- Increasing awareness on SCP by developing and showcasing success stories

Key Performance Indicators <i>(disaggregated targets of the Indicators of Success)</i>	Target
<i>Network: number of engaged partners (reporting annually)</i>	75%
<i>Commitments: increase in number of high level commitments to the programme's key messages or agenda</i>	tbc

Objective 4: Demonstrate the impacts of sustainable consumption and production

Achieving sustainable consumption and production aims to reach SDG 12, while contributing significantly, directly or indirectly⁸, to the other goals of the 2030 Agenda for sustainable development. Yet, many gaps need to be filled, and decision-makers demand for more data and information to have a comprehensive picture of the multiple benefits of SCP for development in order to scale up and take adequate actions.

The One Planet network will demonstrate the impact of SCP and its role in addressing key environmental and social challenges effectively, by:

- Contributing to improve knowledge and understanding around the **benefits and impacts of SCP**, in particular key areas of resource efficiency, environmental impact – greenhouse gas emissions reduction, pollution reduction and biodiversity – and human well-being⁹ (Figure 3).
- **Promoting the long-term benefits and impacts of SCP actions and practices**, by collecting available data or assessments as new baseline for further applications and scale-up.
- **Promoting the systemic approach for SCP** as key to address environmental and social challenges, such as poverty alleviation, pollution, climate change, health and biodiversity.
- Jointly address, across programme, strategic cross-cutting topics or themes¹⁰ - which include small and medium enterprises, waste, plastics, circular economy, behavioural insights and lifestyles, and innovation - to enable a strategic channelling of efforts and provide a unified vision.
- Demonstrating SCP as an **integrated approach and enabler** of the implementation of a wider range of other SDGs and their targets.
- Building on science-based evidence to **strengthen key messages** and leverage links to high level fora such as the Agenda 2030 on sustainable development, the Climate Change Agenda and the New Urban Agenda, including with the support of the International Resource Panel.

<i>Key Performance indicators</i> <i>(disaggregated targets of the Indicators of Success)</i>	<i>Target</i>
<i>Knowledge Management and tools: number of strategic briefs providing a cohesive vision on addressing key environmental and social challenges.</i>	15
<i>Number of SCP impact areas quantified (actual or projected), including impact on policies and practices.</i>	21

⁸ International Resource Panel, 2017. Assessing global resource use: A systems approach to resource efficiency and pollution reduction (full report [here](#))

⁹ Indicators of Success: Demonstrating the shift to sustainable consumption and production (figure 2). Available [here](#)

¹⁰ Mapping of programmes

