

ANNEX D: Programme Outputs Register "Roles and Responsibilities" - 30 August 2019

Outputs Programme			UN-Habitat LAB (with support of other Units and Branches)		UN-Habitat LAB SEA HUB		UN-Habitat Local Strategic Advisor		UN-Habitat Country and Regional Offices		UK BEAG		UK FCO LOCAL POSTS*		UK FCO LONDON*		Additional Notes
OUTPUTS	KPI- Reference	Activities	Responsibility	Number of outputs	Responsibility	Number of outputs	Responsibility	Number of outputs	Responsibility	Number of outputs	Responsibility	Number of outputs	Responsibility	Number of outputs	Responsibility	Number of outputs	

EA1: Programme interventions in targeted cities are strengthened through strategic advice and technical recommendations for quality improvement

OUTPUT 1.1 30 Theories of Change (ToC) reviewed	KPI1.1.1	Provision of guidelines/ template to the Delivery Partners for the ToC development at the intervention level	X	1									Review & Validation	Review & Validation			
	KPI1.1.2	Review the ToC for each intervention	Guidance, Review & Validation				X	60	Provide Input				Review & Validation			The Delivery Partners are responsible for the ToC development	
		Review the set of indicators for each intervention if specifically requested (TBC)	Guidance, Review & Validation				X	30					Review & Validation				
		Review the ToC and logframe for each intervention, only if needed due to relevant changes during implementation	Guidance, Review & Validation				X	30	Provide Input				Review & Validation				
	KPI1.1.3	Review and update the Programme-level ToC	X	2					Provide Input	Provide Input					Review & Validation		
		Review MREL indicators at Programme-level if specifically requested (TBC)	X	1											Review & Validation		
KPI1.1.4	Identify potential barriers/enablers and risks/opportunities and draft recommendations for implementation of the ToRs.	X	1					Provide Input	Provide Input as necessary (SEA)	Provide Input							
OUTPUT 1.2 1 SDG Project Assessment Tool developed	KPI1.2.1	Develop SDGs Project Assessment Tool (framework)	X	1									Review	Review and approve			
	KPI1.2.2	Assess the logframe for each intervention to inform the SDG tailor-made sheets	X	30					Provide Input								
		Develop SDG Project Assessment Tools tailored to each intervention	Attend / Co-organize	17	Attend / Co-organize	13	Attend	Attend					Attend			As per stated in the operational model, the Delivery Partners will organize a workshop during inception phase. The Strategic Advisor will attend these meetings.	
OUTPUT 1.3 150 SDG Project Assessment Sessions completed	KPI1.3.1	Technical review of the ToR deliverables through the SDG Tool and provision of recommendations to support the delivery of the intervention in alignment to SDG and NUA	X	68	X	52	Provide Input	Provide Input									
		Hold consultations with the city authorities to evaluate the ToR deliverables through the SDG Project Assessment Tool	Provide Input / Attend As Necessary	34	Provide Input / Attend As Necessary	26	X	120								Part of mission SDG Project Assessment Session	
		Coordination the participants attendance					X	120	Provide Input				Support by inviting key participants				
		Arrangement and payment of venues, logistic or catering where necessary					X	120	Support as necessary								
		Host multistakeholder SDG Project Assessment Sessions in each city	Provide Input / Attend As Necessary	34	Provide Input / Attend As Necessary	26	X	120	Provide Input / Attend As Necessary	Provide Input / Attend As Necessary (at least 2 times per city)			Provide Input / Attend			Part of mission SDG Project Assessment consultations. Aim to coincide with Capacity Building events.	
		Report of the main conclusions of the SDG Project Assessment Sessions					X	120	Provide Input								

	KPI1.3.2	Draft of interim SDG Project Assessment Reports (per city)	X	51	X	39	Provide Input / Validate	Provide Input / Validate				
	KPI1.3.2	Draft of SDG Project Assessment Reports, eventually adapted into roadmaps/ strategies to sustain the interventions beyond the programme period (considering financial strategies, legal frameworks, local capacity, governance)	X	17	X	13	Provide Input / Validate	Provide Input / Validate	Provide Input / Validate			
	KPI1.3.3	Carry out surveys for city authorities	Provide input & Guidance		Provide input & Guidance		X	120	Provide Guidance			

EA2: Strengthened capacity of targeted city authorities to plan and manage the implementation and sustainability of interventions in the areas of urban planning, transport and resilience

OUTPUT 2.1 Capacity building of targeted city authorities completed	KPI2.1.1	Identify main thematic areas (tentatively 6) for the city-to-city knowledge exchange as a result of the city-level ToC review	Provide Input, Review, & Validate	Provide Input & Review	Provide Input	Provide Input	X	1			
		Consolidate background material and input for the learning and knowledge exchange					X	1			
		Define the specific timeframe and methodology for the city-to-city knowledge exchange			Provide Input & Review	Provide Input & Review	X	1	Provide input / Review		
		Development of methodology and content of the thematic learning events			Provide Input & Review	Provide Input & Review	X	10			
		Development of methodology and content of the thematic learning webinars			Provide Input & Review	Provide Input & Review	X	12			
	KPI2.1.2	Hosting of tailor-made thematic learning events	Attend	Attend	Attend	Attend As Necessary	X	10	Attend as necessary		The timeframe of these events should be aligned with the SDG Project Assessment Sessions.
		Organization, Administration, travel arrangements and coordination for the experts					X	10			
		Organization, Administration, travel arrangements and coordination for the participants	Provide Input on selection of participants	Provide Input on selection of participants	Provide Input on selection of participants	Provide Input on selection of participants	Support Organization, Administration, and coordination of participants	Provide Input on selection of participants	X	TBC	
	KPI2.1.2	Arrangement and payment of venues, logistic, catering, translation and necessary equipment					X	10			
		KPI2.1.3	Hosting of thematic learning webinars, supported by a professional trainer and language translators	Attend	Attend	Attend	Attend As Necessary	X	12	Attend as necessary	Online attendance
	KPI2.1.4	Hosting of thematic Training and Dialogue event at the Programme-level	Provide Input / Attend	Provide Input / Attend	Provide Input / Attend As Necessary	Provide Input / Attend As Necessary	X	1	Attend	Attend	
		Organization and travel arrangements for experts					X	1			
	KPI2.1.4	Organization and travel arrangements for participants							X	TBC	
		KPI2.1.5	Monitoring of attendance of participants to the events	Validation	Validation	Review		X	23		
	KPI2.1.6	Draft reports on the main findings and conclusions of the thematic training events			Review / Validation	Review / Validation	X	24			Including Final report
Translate the thematic learning reports to the different languages of the GFCP countries						X	24				

EA3: Increased local and global knowledge about inclusive and sustainable urbanization

	Number of meetings/ sessions of Advisory Group held	Establish an Advisory Group whose objective is to advise on strategic issues and normative outputs	X	1	Provide Input / Attend As Necessary		Provide Input / Attend As Necessary		Provide input / Attend as preferable	
		Provide advice on scope and content of the normative publications	X	6	Provide Input		Provide Input		Provide Input	
		Organization, Administration, travel arrangements and coordination for expert	X	3						The meetings should be aligned with the workshops organized by UKBEAG for the development of contents for

OUTPUT 3.1 6 Normative Outputs completed	KPI3.1.2	Extract reflections and conclusions on the Programmes' relevance for local and global communities	X	5	Provide input			X	1			
		Develop and dissemination of normative outputs	X	5				X	1			Including printing costs for each responsible
		<i>Development of graphic layout of the Normative outputs</i>	X	6								
	KPI3.1.3	Hosting EGMs	X	3	Provide Input / Attend as Necessary	Provide Input / Attend as Necessary	Provide Input / Attend as Necessary	Provide Input / Attend as Necessary	Provide Input / Attend as Necessary	Provide Input / Attend as Necessary	Provide Input / Attend as preferable	
		Draft and disseminate main findings and conclusions of EGMs	X	3								
		<i>Organization, Administration, travel arrangements and coordination for expert</i>	X	3								
OUTPUT 3.2 1 Knowledge management platform established	KPI3.2.1	Set up of a knowledge management platform	X	1	Provide input		Provide input (alignment)			Provide Input / Review	Provide Input / Review	
		<i>Maintenance of the platform</i>	X	1								
	KPI3.2.2	<i>Curating the material shared in the platform</i>	X	1								
		Facilitate exchange and disseminate the thematic documentation among the cities	X	1		Provide input and support dissemination	Provide input and support dissemination	Provide input and support dissemination		Support to Disseminate	Support to Disseminate	
	KPI3.2.3	Website traffic data monitoring	X	4								
OUTPUT 3.2 1 Global visibility and communications strategy developed	KPI3.3.1	Establish effective communications and dissemination strategy for the Programme	X	1	Provide Input	Provide Input	Provide Input			Provide Input	Provide Input / Validate	
	KPI3.3.2	Document the programme and the implementation process	X	N/A	Provide Input	Provide Input	Provide Input	Provide Input	Provide Input	Provide Input	Provide Input	
	KPI3.3.3	Present and represent the programme at World Urban Forum	X	1	Provide Input / Attend As Necessary	Provide Input / Attend As Necessary	Provide Input / Attend As Necessary	Attend As Necessary	Provide Input / Attend As Necessary	Attend	Attend	
		Present and represent the programme at relevant regional forums and platforms	X	2	Provide Input / Attend As Necessary	Provide Input / Attend As Necessary	Provide Input / Attend As Necessary	Attend As Necessary	Provide Input / Attend As Necessary	Attend	Attend	
		<i>Organization, Administration, travel arrangements and coordination for the participants</i>	X									UN-Habitat will cover attendance of a selection of city authorities

Reporting and Evaluation												
Continuous feedback to the donor on implementation of interventions	/	Hold periodic follow-up meetings (calls) with the Donor to report on progress of the Programme implementation	X	128	Attend as necessary						Attend	
		Draft of quarterly narrative and financial reports on the Programme implementation	X	32	Provide input							
		<i>Participaton in 'Strategic Programme Board', 'Programme Management Committee' and other meetings on demand.</i>	X	46	Attend as necessary						Organize and Attend	
		<i>Biweekly follow-up meetings (calls) at country level</i>	X	256	X	384	Attend	Attend as necessary		Attend		
Implementation Phase evaluation	/	Evaluation of the programme implementation phase	X	1	Provide input							
		Draft key conclusions and prepare evaluation report	X	1	Provide input							