**REQUEST FOR TARGETED SUPPORT**

*Background note to Voluntary Form for requesting targeted support*

The voluntary form can be used for submitting targeted support requests to the UN-REDD Programme Secretariat. It aims to ensure that the information needed for a rapid assessment and decision on the approval of the request is provided. In the event of a country preferring to use its own document, this form provides an outline of the content that is needed.

Complementing the [UN-REDD Programme procedures for assessing targeted support](file://C:\Users\eriksson\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\I2RFH17G\ocedures%20for%20Accessing%20UN-REDD%20Programme%20Targeted%20Support), the document provides guidance to countries on the formulation and submission of requests.

It is important to highlight that, following a decision taken by the Policy Board at its thirteenth meeting (session III, decision 4), countries are encouraged to include relevant civil society and/or indigenous peoples organization(s) in the development of targeted support proposals when appropriate and in a voluntary manner, especially on issues of primary interest, e.g. on issues where participation and or consultation with civil society and /or indigenous peoples is of interest. The Secretariat will report on the number of approved targeted Support proposals with inclusion of relevant civil society and/or indigenous peoples’ organizations on its Annual Report.

**REQUEST FOR TARGETED SUPPORT[[1]](#footnote-1)**

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| **I. SUMMARY OF REQUEST (complete cells in white)** |
| Main objective | … *(Please expand space as needed, about 100 words)* |
| Main results expected | … *(Please expand space as needed, about 200 words)* |
| Total amount requested (US$)  | … |
| Related Work Area/s[[2]](#footnote-2) as defined in the [**UN-REDD Programme Strategy**](http://www.unredd.net/index.php?option=com_docman&task=doc_download&gid=4598&Itemid=53) **2011-2015**  | … |
| Planned period of implementation[[3]](#footnote-3)  | … |
| Please select below type of funding as appropriate |
| ❑ Request for funding for REDD + activities implemented in support of existing UN-REDD National Programmes. ❑ Request for funding for REDD+ activities complementary to other nationally-defined REDD+ activities (national strategies, RPP and/or bilaterally funded REDD+ activities) or for initiation of REDD+ activities. (The country has no UN-REDD National Programme). |

*(“Title of request, including the name of the country and main objective of the support”)*

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| **II. BACKGROUND[[4]](#footnote-4)** Please describe the background to the request. Examples of relevant content:* Brief description of status of REDD+ readiness in the country and the national REDD+ efforts.
* Rationale for the support needed (it should represent additional and specific contribution to national REDD+ efforts with a view to fill gaps or to leverage other activities).
* Clearly provide linkages to National REDD+ strategies and/or Action Plans.
* Describe the plan of sequencing support, such as National Programme and targeted support or that from other initiates. For example:
* If the country has a UN-REDD National Programme, a National Programme is in the pipeline for the country or the country has a National Programme that is about to end or has ended, review how the needed support fits into the National Programme/R-PP.
* - If targeted support has previously been approved for the country, provide linkages to the results already achieved.
* If the request is addressing results of a country or regional needs assessment, please contextualize within overall results of the needs assessment.
* If the proposal /request has been developed with relevant civil society and/or indigenous peoples organization(s), describe how the proposal was developed and the role and responsibilities in regards to the planned activities[[5]](#footnote-5).
 |
| … *(Please expand space as needed, max 600 words. Add any additional information in an Annex)* |

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| **III. SPECIFIC OBJECTIVES**Please describe the main objectives, expected results and activities of the request. * Provide details on type of support requested and include any needs for in-kind support such as knowledge, capacity building or technical information.
* If the country has a UN-REDD National Programme, describe how the requested support will fill gaps / be complementary to the funding for the National Programme already received.
 |
| … *(Please expand space as needed, max 400 words. Add any additional information in an Annex)* |

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| **IV. IMPLEMENTATION**Please describe the implementing arrangements for the activities planned.* Include the main implementing institutions and partner institutions.
* Explain what measures were taken to engage indigenous peoples and civil society as applicable and their role in the implementation
* Provide information on how planned activities will incorporate a gender perspective in implementation and any explicit efforts to be taken to engage women, youth, disabled, etc as applicable.
 |
| … *(Please expand space as needed, max 600 words. Add any additional information in an Annex)* |

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| **V. FUNDING SOURCE** Please indicate any co-funding for the planned activities. |
| … *(Please expand space as needed, about 100 words)* |

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| **VI. SUMMARIZED WORKPLAN WITH BUDGET AND TIMELINE** *(Please expand space as needed. Alternatively, add Annex with work plan, budget and timeline)* |
| Description of planned outputs and activities (link to objectives and expected results in Section III) | Amount (US$) | Implementation period *(from month /year to month/year)* |
| … | … | … |
|  |  |  |
|  |  |  |
|  |  |  |
| *(Please add rows as needed)* |  |  |
| **Total amount requested (US$)** |  |

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| **VII. MONITORING OF PROGRESS AND REPORTING[[6]](#footnote-6)** Please describe how the progress of planned activities and outputs will be monitored and reported over time. (When monitoring and reporting activities, involve the collection of data in terms of involvements of stakeholders (number of persons etc) and please disaggregate data by sex. Consider also creating gender-sensitive indicators to measure activities). |
| … *(Please expand space as needed, about 300 words)* |

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| **VIII. UN-REDD COUNTRY FOCAL POINT (name and title) [[7]](#footnote-7)** | … |

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**(Signature)**

|  |  |
| --- | --- |
| **Name and title** | … |
| **Institution and address** | **…** |
| **Phone number** | **…** |
| **E-mail** | **…** |
| **IX. NAME OF CIVIL SOCIETY AND/OR INDIGENOUS PEOPLES ORGANIZATIONS IINVOLVED IN PREPARATION OF PROPOSAL/REQUEST** |  |

**Involvement of civil society and/or indigenous peoples’ organization, if any, in formularisation of proposal**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Signature of civil society and/or indigenous peoples’ organization(s))

|  |  |
| --- | --- |
| **Name and title** | … |
| **Address** | **…** |
| **Phone number** | **…** |
| **E-mail** | **…** |

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| **NAME OF CIVIL SOCIETY AND/OR INDIGENOUS PEOPLES ORGANIZATIONS INVOLVED IN PREPARATION OF PROPOSAL/REQUEST**  | … |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Signature of civil society and/or indigenous peoples’ organization(s))

|  |  |
| --- | --- |
| **Name and title** | … |
| **Address** | **…** |
| **Phone number** | **…** |
| **E-mail** | **…** |

(Add additional signatures lines as appropriate)

1. * Use of this form in the application process for UN-REDD Programme targeted support is on a voluntary basis. If the country prefers using its own document, this form can be used as guidance on the content that is needed. See also guidance in the [Procedures for Accessing UN-REDD Programme Targeted Support](http://www.un-redd.org/PolicyBoard/8thPolicyBoard/tabid/78556/Default.aspx).
	* Requests for targeted support should be presented in coordination with the teams of the participating UN organizations (FAO, UNDP and UNEP) and the Resident Coordinator.
	* It is recommended that the UN-REDD Country Focal Point submits the request. The request should be sent to the UN-REDD Programme Secretariat (E-mail: un-redd@un-redd.org), with the Resident Coordinator in copy.
	* If the proposal or request has been developed with relevant civil society and/or indigenous peoples’ organization(s), the proposal/request should be signed by the civil society and/or indigenous peoples’ organization(s) in question. See Section V, page 4. [↑](#footnote-ref-1)
2. The work areas are: Monitoring Reporting Verification (MRV), Governance, Stakeholder Engagement, Safeguards and Multiple Benefits, Transparency & Accountability, Green Economy and Private Sector. [↑](#footnote-ref-2)
3. Period: from month/year to month/year. [↑](#footnote-ref-3)
4. Depending on the phase of the country in its REDD+ efforts, some of these details are relevant. Others may be too detailed and can be further elaborated if the request is approved. [↑](#footnote-ref-4)
5. See page 5 for signature by civil society and/or indigenous peoples organization(s) if these have been involved in the development of the proposal. [↑](#footnote-ref-5)
6. Overall. targeted support is reported on according to the semi annual and annual reporting cycle of the UN-REDD Programme. [↑](#footnote-ref-6)
7. It is recommended that the UN-REDD Country Focal Point submits the request. See also footnotes on page 1. [↑](#footnote-ref-7)