

UNDP Sierra Leone

Concept Note

Partnership, Resource Mobilization and Communications Support Mission 19th to 21st June 2019

1. Rationale

Changing donor preferences, dwindling donor funding & competition for scarce resources, require organizations to be more innovative, dynamic & relevant; it is so easy to be left out. Concrete strategies need to be developed, to address the resource constraints of the CO and its over-reliance on core resources, through better partnership building and smart positioning of the UNDP Sierra Leone Country Office (SLCO).

Over the years, UNDP SLCO has had several multi-year projects and on a larger part, has relied on a few donors; making it difficult to design and expand project activities and to improve the quality of programming. The funding landscape has been changing as donor priorities and interest change, resulting in dwindling donor resource envelopes; threatening the life-span or expansion of some existing projects. It is important to explore additional resource streams and more long-term funding to boost financial stability without sacrificing the organization's mandate. Diverse sources and types of resources will decrease the financial risk and boost extra-budgetary support.

UNDP's track record and unparalleled support to the Government of Sierra Leone (GOSL) in crucial national reforms, institution-building and development planning have resulted in an accumulated capital of trust that should be leveraged to further expand its donor base, increase government cost-sharing and deepen partnerships with non-traditional donors both in-country and out-country (international finance institutions, private sector, foundations, faith-based organizations and emerging donor countries).

In order to improve its funding base, the SLCO developed a Partnerships and Resource Mobilization Strategy (PRMS) that covers the CPD period (2015 to 2019) as well as a Partnerships and Communication Action Plan (PCAP) for the new CPD cycle (2020 – 2023). The PRMS should be updated to address the remaining resource requirements for the CPD period while the PCAP needs to be thoroughly understood in terms of how it can be effectively utilized to expand the UNDP SLCO non-core funding base and communications requirements. However, there are some setbacks within the CO that impede effective resource mobilization. Programme teams and supporting units do not fully comprehend that resource mobilization is an integral part of programming and view it solely as a function of Senior Management or a task specifically for a Resource Mobilization Expert.

Additionally, continuous untimely, substandard and incoherent reporting coupled with inadequate communication of development results to the host government, development partners and other stakeholder tend to impact timely, high-quality delivery and compromise the visibility of the organization.

It is on that premise, that the SLCO seeks for technical support from the Regional Service Centre (RSC) Africa to improve on its partnerships, Resource Mobilization and Communications mechanisms.

2. Mission Objectives and Learning Outcomes

- Raise awareness of the importance of RM, Partnerships Building and Communications
- Increase knowledge of P/RM and Comms procedures and tools specifically on how resources can be better mobilized
- Support the Sierra Leone CO in revising the PCAP, identifying priority opportunities and engagements leading to expanded non-core resource base
- Share best practices and lessons learned to improve current and future P/RM management
- Impact Reporting and how to effectively communicate results to the host government, development partners and other stakeholders

3. Target Participants

- Workshop participants should include resource mobilization leadership teams and all organizational staff involved in resource mobilization, including select Operations staff (SAU – 2, IGSE – 9, Gov – 8, PMSU – 5, RR – 2, DCD(O) - 3)

4. Facilitators

- **Anne Hoelscher**, Programme Analyst, Communications, Partnerships & Resource Mobilization, Regional Service Centre for Africa, UNDP, Addis-Ababa, Ethiopia
- **Rosemary Musumba**, Communications Advisor – Regional, Regional Service Centre for Africa, UNDP, Addis-Ababa, Ethiopia
- **Milton Korseh-Hindowa**, National Economist, SAU, UNDP Sierra Leone
- **Irene Ntanda**, Planning & Coordination Specialist, PSU, UNDP, Sierra Leone
- **David Jarrett**, Procurement Associate, Procurement Unit, UNDP, Sierra Leone

5. Venue and Duration

The training will take place at the UNDP Office, 4th Floor Conference Room, Fourah Bay close, Off Main Motor road, Wilberforce, Freetown, Sierra Leone. The training will take place from the 19th to the 21st June, 2019.

6. Logistics

UNDP SLCO will cater for the full costs of the training, including lunch and tea breaks for all the participants, return air tickets, landing visa and DSA for the facilitators from the RSCA (Addis-Ababa, Ethiopia). The training materials will include flip charts, markers, notebooks, sticky notes and pens as well as printed materials, templates and power point slides.

7. Training Programme

Wednesday, 19 June 2019

Time	Activity	Facilitators	Attendees
9.00 – 9.15	<ul style="list-style-type: none"> - Moderator (Day 1) - Registration - Welcome & Introductions - Remarks from the RR/DCDO 	David Jarrett PSU Daisy Foday RR	All Staff
9.15 – 9.30	<ul style="list-style-type: none"> - Overview of the training - Pre-Training Assessment 	Anne Hoelscher PSU	All staff
9.30 – 10.30	<p>Partnerships and Resource Mobilization – What is it and why is it important?</p> <ul style="list-style-type: none"> – Global Financing developments and trends – Financing trends for Sierra Leone – Introduction to Partnerships and RM – Best practices 	Anne Hoelscher, Irene Ntanda	All staff
10.30 – 10.50	Coffee Break		
10.50 – 12.00	<p>Communications – What is it and why is it important?</p> <ul style="list-style-type: none"> - 	Rosemary Musumba	All staff
12.00 – 12.30	<p>Resource Mobilization</p> <ul style="list-style-type: none"> - The Big Five - Tools 	Anne Hoelscher	All staff
12.30 – 13.30	Lunch Break		
13.30 – 14.15	<p>Resource Mobilization (cont.)</p> <ul style="list-style-type: none"> - The Big Five - Tools - Overview of DFA & Recommendations 	Anne Hoelscher, Milton Korseh- Hindowa	All staff
14.15 – 15.00	Comms and Impact Reporting	Rosemary Musumba	All staff
15.00 – 15.20	Coffee Break		
15.20 – 16.00	Comms and Impact Reporting (cont.)	Rosemary Musumba	All staff
16.00 – 16.45	<p>Pitching to donors</p> <ul style="list-style-type: none"> - Elevator pitch - Public speaking 	Anne Hoelscher, Rosemary Musumba	All staff
16.45 – 17.00	Summary of Day I	Rapporteur	All staff

Thursday, 20 June 2019

Time	Activity	Facilitators	Attendees
9.00 – 9.15	<ul style="list-style-type: none"> - Moderator (Day 2) - Recap of Day I 	David Jarrett Sierra Leone CO	All staff
9.15 – 10.15	Fact Sheets and Comms Material	Rosemary Musumba	All staff
10.15 – 10.35	Coffee Break		

10.35 – 11.15	UNDP Sierra Leone's Comparative Advantage	Anne Hoelscher	All staff
11.15 – 12.15	Mapping and Donor Engagement - Identification of RM trends - Stocktaking of donor intelligence in Sierra Leone CO	Anne Hoelscher	All staff
12.15 – 13.30	Lunch Break		
13.30 – 15.00	PCAP - Review of Part I Outlook	Rosemary Musumba	All staff
15.00 – 15.15	Coffee Break		
15.15 – 16.45	PCAP - Review of Part II Strategic Objectives	Anne Hoelscher	All staff
16.45 – 17.00	Summary of Day II	Rapporteur	All staff

Friday, 21 June 2019

Time	Activity	Facilitators	Attendees
9.00 – 9.15	- Moderator (Day 3) - Recap of Day II	David Jarrett Rapporteur	All staff
9.15 – 11.00 (working coffee break)	PCAP - Review of Part III Actions	Anne Hoelscher	All staff
11.00 – 11.30	PCAP - Review of Part IV Risks and Evaluating Success	Rosemary Musumba	All staff
11.30 – 11.45	Post-Training Assessment	PSU	All staff
11.45 – 12.00	- Wrap-up/Vote of thanks - Closing Remarks	PSU RR/DCDO	All staff
12.00 – 13.00	Lunch Break		