

PRACTICAL ‘STEP-BY-STEP GUIDE’ – OCHA ENGAGEMENT IN THE UN SUSTAINABLE DEVELOPMENT COOPERATION FRAMEWORK (UNSDCF) PROCESS

This document provides OCHA Country Offices with guidance on OCHA’s engagement and participation in the UNSDCF process. For OCHA, the purpose of engagement is to: (i) ensure complementarity with the Humanitarian Programme Cycle; (ii) advocate for affected people; and (iii) support development actors to address underlying drivers of humanitarian need. In contexts where OCHA does not have a dedicated country presence, including countries supported with Flash Appeals, Regional Offices and Humanitarian Advisory Teams can support the process as well.

The following steps outline critical milestones of the UNSDCF process, including links and information to further background material, and present how and where OCHA colleagues can engage.

STEP 1: PREPARE ENGAGEMENT

To meaningfully engage with the UNSDCF process, OCHA should coordinate a common position among humanitarians on how development programming could address the main underlying drivers of humanitarian need.

STEP 2: ENGAGE IN THE COMMON COUNTRY ANALYSIS – OPPORTUNITY FOR JOINT/JOINED-UP ANALYSIS

The Common Country Analysis (CCA) is the independent analysis of a country situation that informs the strategic prioritization of the UNSDCF. The CCA seeks to provide an overview of the country’s state of play with regards to the SDGs, including a multisector risk analysis. The CCA allows OCHA and humanitarian actors to share information, analysis and key messages on the main humanitarian needs, including on their root causes and drivers to advocate for further development action.

- When the UNCT develops the roadmap/calendar for the UNSDCF development, define **key messages to guide engagement in the UNSDCF** as OCHA and/or HCT (i.e. What do we development actors to know? What do we want them to do?)
- Identify and **share information on humanitarian needs**, including protection concerns or needs, highlighting population groups, geographic and

thematic areas requiring development and peacebuilding investments e.g. regularization of social services for IDPs etc.);

- Where relevant, highlight information on geographic and thematic areas and/or population groups that are **exposed to risk and vulnerability that may trigger humanitarian need** (e.g. through INFORM, socio-economic vulnerability mapping, etc.).

STEP 3: ENGAGE IN THE PLANNING AND DESIGN OF THE COOPERATION FRAMEWORK

The CF is the “most important instrument for the planning and implementation of United Nations development activities” in support of the 2030 Agenda and in agreement with national Governments. As such, it is a complementary planning tool to Humanitarian Response Plans but does not include humanitarian activities. The CF focuses on three to five strategic priorities, based on the CCA that will support the achievement of the SDGs, based on a Theory of Change. The Strategic Outcomes will be implemented based on a Results Framework and ‘Joint Workplans’ (JWPs).

- Engage in the development of the **Theory of Change** and **Results Framework**, to influence **the strategic content of the CF**

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- Highlight where **development programmes are falling short, requiring humanitarian assistance to complement**
- Highlight **successful collaboration between humanitarian and development programming**
- Identify gaps and thematic priority areas across humanitarian and development communities that warrant complementary programming
- Leverage the UNSDCF process to **ensure that development actors include areas and affected population groups facing humanitarian needs in their programmes**
- Support the **development of strategic outcomes** that address the drivers of humanitarian needs (e.g. durable solutions for displaced populations etc.) by
 - 1) **mainstreaming humanitarian needs and protection issues** across several outcomes and outputs; or
 - 2) advocating for **an outcome or output specific to underlying drivers of needs.**

UNSDCF SIGNATURE

Note that OCHA generally **does not sign UNSCDFs**, as it does not carry out operational

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activities for development and is not a UNDS entity.¹ In this regard, OCHA country offices² and regional offices³ that actively participate in the UNSDCF process can seek the inclusion of a footnote in the Cooperation Framework.

STEP 4: IMPLEMENT - THE JOINT WORKPLAN

The implementation and results of the CF are managed through **Joint Workplans (JWPs)** that contain detailed plans of activities and budgets by agency. UN results groups lead the implementation of strategic outcomes.

- Encourage results groups to liaise with humanitarian cluster leads to ensure complementarity with humanitarian action where possible
- Given that **OCHA does not contribute programmatically to the UNSCDF, it does not participate directly in JWPs or UN results groups.**

ADDITIONAL RESOURCES

- **OCHA on Message on UNSDCF**
- [UNSDCF companion for HDP contexts](#)

¹ OCHA is a humanitarian entity that derives its mandate from GA Resolution 46/182. It does not carry out operational activities for development and generally does not sign UNSCDFs, but supports the process and ensures complementarity with humanitarian frameworks.

² “OCHA’s engagement in and contribution to the UNSDCF seeks to reduce humanitarian risk, vulnerability and need, without prejudice to General Assembly resolution 46/182

and other relevant resolutions. Based on its humanitarian coordination mandate, OCHA does not undertake operational activities for development and is not a UNDS member.”

³ In case of emergencies, OCHA represented by the Regional Office for XXX will support emergency response and response readiness activities as appropriate

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OVERVIEW OF MILESTONES IN THE UNSDCF PROCESS AND OCHA ENGAGEMENT

Milestones CCA/CF process	Ways for OCHA to engage (What to do and when to do it?)
<p>Development of UNSDCF roadmap (1 month): The UNCT/Programme Management Team (PMT) will develop a roadmap outlining the steps of the process and estimated timelines. The process to develop a UNSDCF takes roughly one year.</p>	<p>OCHA does not need to engage in all steps of the process but should be aware when they are taking place.</p> <p>Engagement in ‘strategic’ moments across the process is useful in advocating with development partners for key needs/required investments (potentially with HCT).</p> <ol style="list-style-type: none"> 1. Prepare a set of key messages regarding drivers of recurring or increasing needs to guide engagement in UNSDCF 2. Identify geographic/thematic areas requiring development investments 3. Identify population groups that require development support (e.g. that are ‘in need’ but not captured in HRP, such as severity ‘2’ etc.)
<p>Common Country Analysis (2-3 months): Generally undertaken by the UNCT/PMT jointly with a consultant. The CCA consists of a literature review of existing data and analysis, complemented by key informant interviews.</p>	<p>Share existing analysis (HNO, protection and, gender analyses, etc.) and key messages (see point above)</p> <p>Be a key informant</p>
<p>Cooperation Framework design (2-3 months)</p> <ol style="list-style-type: none"> 1. Development of Strategic Priorities based on CCA (and government priorities) 2. Development of ‘Theory of Change’ 3. Development of Strategic Objectives and related results framework 4. UNCT configuration based on the UNSDCF strategic priorities (1 month). 	<p>Engage with humanitarian partners, key UN humanitarian agencies to identify key advocacy message towards development actors. These can entail strategic priorities/objectives of the UNSDCF to feature either drivers of need, population groups (IDPs, marginalized etc.), thematic areas that have the potential to address need (that contribute to collective outcome).</p> <p>OCHA does not contribute to the results frameworks and as such does not partake in the UNCT configuration exercise.</p>
<p>Cooperation Framework Implementation (5 years): The Strategic Outcomes/objectives are implemented through Joint Workplans (JWPs), which similarly to 4Ws list activities and budgets of individual agency and collective/joint contributions to UNSDCF outcomes. UN Strategic Results Groups steer and coordinate the implementation of strategic objectives.</p>	<p>OCHA does not contribute to the implementation of the CF and as such does not report on activities against the CF.</p> <p>Humanitarian sector/cluster leads are encouraged to collaborate with Strategic Results Groups to ensure complementarity of programmatic activities (towards collective outcomes, where relevant).</p>
<p>Results Reporting: The UNCT conducts annual performance reviews and writes UNCT results reports that are submitted to the government and UNDCO through UNINFO. In addition, there is usually a mid-term review of the UNSDCF to allow for re-adjustments in case needed.</p>	<p>OCHA does not contribute programmatically to the CF and thus does not report on results.</p>
<p>Cooperation Framework Evaluation (penultimate year)</p>	<p>The evaluation allows for OCHA to highlight to evaluators if/how effectively the CF has addressed drivers of need.</p>