

## GUIDANCE NOTE

### The Accelerator Labs as a Multi-Country Project Portfolio – Set up of Country Engagement Facilities

#### Background

The Accelerator Labs Network will be set up as a collection of engagement facilities that will be linked together to a coordinating “mother” global project (set up as a development project) as a multi-country project portfolio. The global project will be identified as the coordinating office responsible for overarching reporting and communication of results, oversight, governance, q monitoring and evaluation, quality assurance, strategic risk management and portfolio fund management, while each country office is fully accountable for the resources and results in their own engagement facility.

Following this set up, each Country Accelerator Lab will need to establish its own engagement facility to manage results and resources linked to the Accelerator Labs initiative.

#### Benefits of Using the Engagement Facility for Country Accelerator Labs

The engagement facility will provide Accelerator Labs a rapid and flexible response mechanism to deliver activities quickly to support upstream policy results, test innovations or respond to crises.

The engagement facility allows the following:

- Test innovations/experiment with very light requirements
- Enables rapid delivery
- Allows linkage directly to the CO’s CPD, enabling full recognition of results and resource delivery at the country level
- GMS collected will be counted towards the CO’s total GMS collection
- Local resource mobilization can be easily applied to the CO’s Accelerator Lab Engagement Facility
- Recognizes accountability at country level

**Note:** Since the Accelerator Lab Prodoc is at a strategic level, required higher risk activities (infrastructure, cash transfers to RPs, low value grants) can be articulated in a spin-off Prodoc and consulted widely with partners with appropriate due diligence first, as these activities cannot be done under the Engagement Facility. This will not slow down other activities that can be done quickly through the Lab’s Facility.

[The Engagement Facility policy can be accessed in the following link.](#)

List of activities/expenses that the Engagement Facility may and may not fund<sup>1</sup>.

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<sup>1</sup> In case a country office needs another modality, this can be discussed with the Global Project Manager of the Accelerator Lab Network.

Can Fund	Cannot Fund
Consultants, UNVs—local, regional or international	Low-value or micro-capital grants
UNDP staff directly supporting related activities	Activities not consistent with other relevant UNDP policies, including the SES
Publications	Infrastructure
Workshops, conferences, learning events	Cash transfers to responsible parties
South-South and/or triangular cooperation	
Policy, academic or research ties between institutions	
Impact evaluations after project closure	

### Setting up an Engagement Facility for the Country Accelerator Labs

Here are the steps and information to be considered when setting up an engagement facility in your country office:

#	Steps	Responsible Party	Explanatory Notes for Country Accelerator Labs
1	Designate a Programme Officer to manage the engagement facility.	Programme Manager/Resident Representative	
2	Establish a project ID in Atlas, and select Engagement Facility as the project type.	Programme Officer	<p><b>Project/Output Title should be standard as follows:</b> Accelerator Lab – Country i.e. Accelerator Lab – Ethiopia</p> <p><b>Output Activities should be standard and created as follows:</b></p> <p>ACTIVITY1 – Communications &amp; Local Engagement ACTIVITY2 – Experiments &amp; Solutions Mapping ACTIVITY3 – Country Accelerator Lab Team</p> <p><b>GMS Rate:</b> standard GMS rate of 8% will apply unless notified otherwise</p> <p><b>Gender Marker:</b> GEN1</p>

3	Prepare a multi-year workplan, identify financial resources for activities and update the workplan as new activities are foreseen.	Programme Officer	<a href="#">Multi-year workplan template</a>
4	Approve the multi-year workplan, committing resources.	Team Leader Accelerator Labs /Programme Manager/Resident Representative	<p><b>Note:</b> Country Accelerator Labs will need to submit their respective workplans to the Global Support Hub for approval. Once the Country Accelerator Lab workplan is approved, the country office will proceed to create their budget.</p> <p>The funding to be provided to Country Accelerator Labs will be a combination of core and non-core resources.</p> <p>In some cases, <b>core funds</b> will be provided by UNDP Regional Bureaus. The fund code and the donor code for core resources allocations from regional windows will be provided by the issuing office to each Country Accelerator Lab.</p> <p><b>Non-core resource contributions</b> mobilized globally will be transferred to the Country Accelerator Labs through their engagement facilities using a general ledger journal entry (GLJE)..</p> <p>Non-core resource contributions mobilized by the CO can be directly applied to the Engagement Facility.</p> <p>Countries will have to set up their budgets using the following information:</p> <p>Year: Current Year Fund: 30000 OP Unit: CO code Dept ID: CO code Impl. Agent: 001981 (UNDP) Donor: 12298 (Qatar) or as notified</p>
5	Link engagement facility to multi-country portfolio	Programme Manager/Resident Representative/Global Support Hub	Inform Ana Dakovic of the Project ID so she can link the Engagement Facility to the multi-country accelerator lab portfolio.

**Delegation of Authority to Country Accelerator Labs**

TBD

**For more information, please refer to:**

- [Accelerator Labs Multi-Country Project Document](#)
- [Power point presentation on setting up an Engagement Facility](#)