

Welcome

Welcome to this survey on progress in implementing UN General Assembly resolution 67/226 and 71/243 on the Quadrennial Comprehensive Policy Review (QCPR) of operational activities for development of the United Nations system.

This is the fourth survey since 2013 and it is designed for Operations Management Teams (OMTs) to monitor and report on the implementation of the 2012 and 2016 QCPR resolutions. The survey collects standardized information about the status and progress made in the simplification and harmonization of business practices. The results of this survey will be reported to the General Assembly and ECOSOC through the 2018 Secretary-General's Report on implementation of the QCPR, providing evidence from the country level on the progress made in the area of business operations.

The survey respondents are the OMTs in all UN programme countries. The survey should be answered in consultation with all members of the OMT. Only one survey response can be accepted per OMT and country/location.

The questions are designed to enable all OMTs to complete the survey without collecting detailed information from individual entities. To best capture the relevant areas for this assessment, the survey for OMTs is set out in four broad substantive categories: Consolidation of Support Services; Common Services, Procurement Cooperation; and, Common Premises. Please note that in this questionnaire the term 'UN entities' is used as shorthand for UN Specialized Agencies, UN Funds and Programmes, and Departments of the UN Secretariat.

All responses and comments will be treated in strict confidence. The reporting will not contain any data or statement from which a reader can identify the source of any answer or comment.

Please complete the questionnaire within four weeks of notification, and click "Done" at the end of the survey when you have finished it to submit the response. Clarifications and questions can be addressed to Rebekah Chew at chewr@un.org with copy to the QCPR team at qcpr@un.org.

This survey takes approximately 30-60 minutes to complete. Your cooperation with this important exercise is highly appreciated!



Consolidation of Support Services

 What 	at is th	ne locat	ion of v	our UN	VCT?
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Please select from the following list.

		\$	
C	ther (please specify):		

I. Consolidation of Support Services

2. The Business Operations Strategy is a voluntary framework focusing on Joint Business Operations allowing UN country teams to take a strategic, results oriented approach to planning, management and implementation of Harmonized Business Operations at the country level.

Has the UNCT decided to develop and establish a UN Business Operations Strategy (BOS)?

\bigcirc	Yes, we have a fully implemented BOS (monitored and cost savings reported on)
\bigcirc	Yes, we have developed a BOS, but BOS not signed by the participating UNCT Members (or is not being implemented/monitored
	No, we have not developed a BOS



Consolidation of Support Services

3. Which UN entities are participating in the fully implemented BOS?
Please select the box below for each entity that is participating in the BOS.
ECA ECE
ECLAC ESCAP
ESCWA
FAO IAEA
☐ ICAO ☐ IFAD
□ ILO □ IOM
IMF ITU
OCHA OHCHR
UNCDF UNCDF
LINCTAD (including ITC)

UNDESA
UNDP
UNESCO
UNEP
UNFPA
UNHCR
UN-HABITAT
UNICEF
UNIDO
UNISDR
UNODC
UNOPS
UNRWA
UNV
UN-WOMEN
UNWTO (tourism)
WFP
WHO / PAHO
WIPO
World Bank
Other (please specify):

4. What were the main challenges when developing and establishing a **UN Business Operations Strategy?** Please select all that apply. Lack of agency commitment Lack of UNCT support and guidance Lack of RC support and guidance Lack of support and guidance from agency headquarters Lack of support and guidance from DOCO Lack of financial resources Lack of OMT capacity Lack of OMT member commitment Lack of delegated authority to OMT members Conducting baseline and needs analyses Conducting cost benefit analyses Developing a results framework Developing a monitoring and evaluation framework Developing OMT work plans Other (please specify in the comment box below)

5. What are the projected annual savings under your UN	Business
Operations Strategy in US dollars?	
0 to \$50,000	
\$51,000 to \$100,000	
\$101,000 to \$500,000	
\$501,000 to \$1,000,000	
over \$1,000,000	
Optional comments:	
	iot :
6. What are the three main non-monetary benefits the UN	ICT perceives
to be realized by the UN Business Operations Strategy?	
Please select up to 3 benefits that apply.	
Enhanced strategic planning	
Better prioritization of human and financial resource expenditures for common operations	
Enhanced management control of common operations	
Enhanced ability to monitor and track impact of common operations	
More consistent approach to common operations	
Better linkages between programme and operations	
Higher quality services	
Other (please specify in the comment box below)	



Consolidation of Support Services

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' Please eyn	lain why the E	RAS is not v	et fully impler	mented:
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Consolidation of Support Services

3. Please e develop a U	•		lished or	decided



Consolidation of Support Services

9. Overall, how satisfied is the OMT with the support received from headquarters of UN agencies and from UN DOCO with regard to business operations and the BOS?

	Very satisfied	Satisfied	Dissatisfied	Very Dissatisfied	Don't know
UN-DOCO					
UN Agency Headquarters					
Optional comments:					

10. How does t	the UNCT manage	the following function	nal areas of
business opera	utions?		
Please select a	all that apply.		
(Please note th	at checking multip	le boxes in each row	is possible for
cases where th	e UNCT uses mor	e than one manager	nent option per
functional area	.)		
	Management through separate agency-owned departments	Management through a lead agency on behalf of the UNCT	Management through a common UN service unit
Finance			
Human Resources			
Procurement			
ICT			
Logistics			
Administrative Services			
11. Please indi A Head of Agency	cate who currently	chairs the OMT:	
The Resident Coordinate	or		
Other (please specify in	the comment box below)		
12. Please sele	ect the agency that	currently chairs the	OMT:
Optional comments:			1

		uggestior	ns that wo	uld further imp	rove
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Common services

II. Common Services

According to a UNDG definition, 'common services' is a generic term to describe the implementation of common administrative functions among entities of the United Nations system. Common shared services are typically established in the following functional areas: procurement, finance, ICT, logistics, human resources, and common facility services, including common premises.

Please note that the term common services also includes outsourcing of administrative functions, such as guard services, travel agency services, cleaning services or other functions which are delivered through external service providers on the basis of common agreements between UN entities. Services offered by UNDP on the basis of full cost recovery as per the Universal Price List (UPL) are considered an individual service provision at cost. They are not considered common services.

15. Please check the steps that have been taken to establish the following support services as common services.

Please provide a response for each row.

	Local MoU	Inter-agency agreement in place	Common long-term agreement in place	Cost-benefit analysis conducted	None of those steps
PROCUREMENT - Freight forwarding					
PROCUREMENT - Custom clearance					
PROCUREMENT - LTAs					
PROCUREMENT - Bidding process					
PROCUREMENT - Market research / vendor pre-screening					

	Local MoU	Inter-agency agreement in place	Common long-term agreement in place	Cost-benefit analysis conducted	None of those steps	
PROCUREMENT - Vendor databases						
PROCUREMENT - Consultancies (sourcing of)						
PROCUREMENT - Other procurement (specify in comment box below)						
FACILITY SERVICES - Security						
FACILITY SERVICES - Cleaning						
FACILITY SERVICES - Help Desk / Service Desk						
FACILITY SERVICES - Insurance						
FACILITY SERVICES - Reception						
FACILITY SERVICES - Compound/building maintenance						
FACILITY SERVICES - Colocation						
FACILITY SERVICES - Other facility services (specify in comment box below)						
LOGISTICS / ADMIN - Travel						
LOGISTICS / ADMIN - Medical						
LOGISTICS / ADMIN - Fuel						
LOGISTICS / ADMIN - Conferences						
LOGISTICS / ADMIN - Stationary						
LOGISTICS / ADMIN - Courier						
LOGISTICS / ADMIN - Help Desk/ Service Desk						
LOGISTICS / ADMIN - Catering						
LOGISTICS / ADMIN - Printing						

		agreement in place	conducted	None of those steps
LOGISTICS / ADMIN - Protocol				
LOGISTICS / ADMIN - Fleet management				
LOGISTICS / ADMIN - Vehicle maintenance				
LOGISTICS / ADMIN - Rental cars				
LOGISTICS / ADMIN - Interpretation				
LOGISTICS / ADMIN - Translation				
LOGISTICS / ADMIN - Insurance				
LOGISTICS / ADMIN - Event management				
LOGISTICS / ADMIN - Legal services				
LOGISTICS / ADMIN - Other logistics/admin services (specify in comment box below)				
HR - Recruitment process				
HR - Rosters				
HR - Training				
HR - Consultancies (Sourcing of)				
HR - Other HR related services (specify in comment box below)				
FINANCE - VAT				
FINANCE - Banking				
FINANCE - Payments				
FINANCE - Currency exchange				
FINANCE - DSA, Incentives and Fees				
FINANCE - HACT				
FINANCE - Other finance related services (specify in comment box below)				

	Local MoU	Inter-agency agreement in place	Common long-term agreement in place	Cost-benefit analysis conducted	None of those steps
IT - ISP (internet)					
IT - Telecommunication					
IT - Help desk/Service desk					
IT - IT infrastructure					
IT - IT maintenance					
IT - Standardization of IT hardware					
IT - Standardization of IT software					
IT - Other IT related services (specify in comment box below)					
Please specify if you selected 'c	other' for any of the s	services above:			

16. What has been preventing the UNCT in your country from further harmonizing business practices in the different areas of business operations? Please select all that apply. Different regulations and rules Different policies and procedures Lack of agency commitment Lack of UNCT support and guidance Lack of RC support and guidance Lack of support and guidance from agency headquarters Lack of support and guidance from DOCO Lack of support and guidance from the UNDG regional team Lack of financial resources Lack of OMT capacity Lack of OMT member commitment Lack of delegated authority to OMT members The UNCT did not see that benefits would outweigh costs by sharing business operations functions Other (please specify in the comment box below) Optional comments:



Common services

17. Please specify which rules and regulations and/or procedures have prevented the UNCT in your country harmonizing business practices in the different areas operations. Provide one or more examples of how the a barrier to the harmonization of business practices.	from further of business



Procurement cooperation

III. Procurement Cooperation

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ional comments:			

19. To what extent does the level of delegated authority enjoyed by					
agency heads vary from one agency to another?					
To a great extent					
To a moderate extent					
To a small extent					
There is no observable variation					
Don't know					
Optional comments:					



Procurement cooperation

20. To what extent has this been a constraint on the efficient implementation of joint activities on business operations?
No constraint
Minor constraint
Moderate constraint
Serious constraint
Optional comments:



Procurement cooperation

21. Are UNCT Heads of Agency (HoAs) authorized to enter into long-
term agreements without further approval requirements through their
regional bureaus or headquarters?
All UNCT HoAs are authorized regardless of the contract amount and contents
UNCT HoAs have different levels of authorization depending on the contract amount
UNCT HoAs have different levels of authorization depending on the contents of the contract
All UNCT HoAs have to submit long-term agreements for review and approval
Don't know
Optional comments:
22. In your country, what proportion of UN entities utilize existing
(agency-owned or common) long-term agreements with external service
providers?
All entities
Almost all entities
Some Entities
None
Optional comments:



Procurement cooperation

23. What factors prevent UN entities from utilizing existing long-term agreements with external service providers?

Please select all that apply.

UN entities continue to establish agency-specific long-term agreements
UN entities do not permit other entities to utilize their long-term agreements
Long-term agreements are not in line with the policies or procedures of all agencies
UN entities do not agree to the service provisions in existing long-term agreements
External service providers refuse to include other entities into an existing long-term agreeme
Other (please specify in the comment box below)



Procurement cooperation

24. In your country, approximately what percentage of the UN financed procurement volume is done by the government?

(Please note that the percentage amount relates to the monetary volume, not the number of transactions.)

\bigcirc	All procurement is carried out by the UN						
	< 10%						
	10-25%						
	26-50%						
\bigcirc	51-75%						
\bigcirc	76-99%						
	All procurement is carried out by the government						
Optional comments:							

25. With regards to procurement the	hat is carried out by UN entities,
approximately what percentage is	done collaboratively through long-
term agreements and other mecha	anisms?
(Please note that the percentage a	amount relates to the monetary
volume, not the number of transac	tions.)
All procurement is carried out by the UN	
< 10%	
10-25%	
26-50%	
51-75%	
76-99%	
All procurement is carried out by the government	
Optional comments:	
OC To subset outset do a de COMT	
26. To what extent does the OMT	
Government has the capacity to as	
procurement in UN-funded prograi	mmes and projects?
Strongly agree Agree Disagree Strongly disagree	Don't know
Optional comments:	

27. Has the UNCT established a strategy to strengthen Government	
procurement capacities?	
Yes	
○ No	
Optional comments:	



Common Premises

IV. Common Premises

A common premise entails the co-location of two or more resident United Nations entities present in a country. A Common Premises can be established at national and sub-national level, as per the UNDG business operations working group for Common Premises definition, adopted February 2017

A UN House entails the co-location of two or more resident United Nations entities present in a country as well as the office of the Resident Coordinator. The United Nations House is not necessarily a standalone building, and it may have satellite premises and may be referred to as United Nations House Annex. There will only be one United Nations House in any given country. The name UN House is conferred upon recommendation of the UNDG.

Some entities outpost technical advisers and/or project staff to Ministries or other governmental institutions as part of capacity development. While these are good practices, please note they are not considered as part of common premises.

You may wish to consult the local Department of Safety and Security official to verify your data in the following questions.

28. Are there any common premises in your of	country?
Yes	
○ No	
Optional comments:	Ī
	I



Common Premises

29. Please indicate below how many common premises exist in your country by completing the table below.

Please use one row per common premise, and for each common premise (row) please list the entities in the common premise.

1	
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Common Premises

30.	What	prevents	the esta	blishment	of com	mon pre	emises in	your
COL	intry?							

Please provide your answer in the comment box.



Common Premises		
31. How many single-entity office premise exist in your country?		
•		
Optional comments:		
32. Which entities use single-entity office premises?		
Please select below all that apply.		
ECA ECA		
ECE		
ECLAC		
ESCAP		
ESCWA		
FAO		
IAEA		
ICAO		
☐ IFAD		
ILO ILO		
IOM		
IMO		
☐ IMF		
□ ITU		
OCHA		

OHCHR	
UNAIDS	
UNCDF	
UNCTAD (including ITC)	
UNDESA	
UNDP	
UNESCO	
UNEP	
UNFPA	
UNHCR	
UN-HABITAT	
UNICEF	
UNIDO	
UNISDR	
UNODC	
UNOPS	
UNRWA	
UNV	
UN-WOMEN	
UNWTO (tourism)	
WFP	
WHO / PAHO	
WIPO	
World Bank	
Optional comments:	



Common Premises

33. Which entities have technical advisors or project staff outposted/located within Government Ministries or other Government institutions?

Please select below all that apply.
ECA ECA
ECE ECE
ECLAC ECLAC
ESCAP
ESCWA
FAO
IAEA
ICAO
IFAD
ILO ILO
IOM
IMO
ITU
OCHA
OHCHR
UNAIDS
UNCDF

	UNCTAD (including ITC)
	UNDESA
	UNDP
	UNESCO
	UNEP
	UNFPA
	UNHCR
	UN-HABITAT
	UNICEF
	UNIDO
	UNISDR
	UNODC
	UNOPS
	UNRWA
	UNV
	UN-WOMEN
	UNWTO (tourism)
	WFP
	WHO / PAHO
	WIPO
	World Bank
Opti	onal comments:



Thank You	
34. Optional c	omments on any aspect of the survey:
	nt that clarification or additional information is required for vided in this survey, please provide contact details below focal point:
Name:	
Title:	
Department:	
Phone:	
Email:	

Please press "Done" to submit the survey.
Thank you for taking the time for this survey as part of monitoring the progress made on the 2016 Quadrennial Comprehensive Policy Review (QCPR) resolution.
(QCFR) resolution.