

**United Nations Development Programme  
Multi-Donor Trust Fund Office, Partnerships Bureau**

**Interoffice Memorandum**



To: Mr. Jens Toyberg-Frandzen  
UN Resident Coordinator  
Occupied Palestinian Territories

Date: 3 April 2008

From: *for* [Redacted]  
Bisrat Aklilu, Executive Coordinator  
Multi-Donor Trust Fund Office

Subject: MDGF-1702: "Gender Equality and Women's  
Empowerment in the Occupied Palestinian  
Territory"

File: MDGF 1702

On behalf of the Multi-Donor Trust Fund Office (MDTF), I would like to extend my congratulations on the approval by the MDG-F Steering Committee of the Joint Programme "Gender Equality and Women's Empowerment in the Occupied Palestinian Territory."

Following Mr. Bruce Jenks' memo of 3 April 2008, please find below some issues that should be addressed and suggested items for inclusion in the Joint Programme Document prior to its finalization and signature. Please send the MDTF Office the signed project document. We will quickly review the document and based on satisfactory acceptance, will request the MDGF-Secretariat to release the three year allocation to the MDTF-Office.

I. Results framework and Annual workplan

No comments.

II. Management and Coordination Arrangements

The functions of the National Steering Committee and Programme Management Committee should conform to those listed in the MDG-F Operational Guidance Note. Please be sure to include the tasks listed in the joint programme document. We note that it is expected that the Programme Secretariat will facilitate the PMC meetings, but it is important that the PMC be accountable for the functions listed (even if it requests the Programme Secretariat to carry out the activities).

The role of the Resident Coordinator should be made explicit in the document. The following text should be included:

The Fund will rely on UN Resident Coordinators (RC) to facilitate collaboration between Participating UN Organizations to ensure that the programme is on track and that promised results are being delivered.

### Fund Management Arrangements

Under Fund Management Arrangements, the following should be added. Please note the change in the updated version of the Operational Guidance note which refers to 70% **commitments**. The previous reference reference was to 70% of **expenditures**.

Each Participating UN Organization (PO) assumes complete programmatic and financial responsibility for the funds disbursed to it by the Administrative Agent (AA) and can decide on the execution process with its partners and counterparts following the organization's own applicable regulations.

Each PO establishes a separate ledger account for the receipt and administration of the funds disbursed to it by the AA. POs are requested to provide certified financial reporting according to the budget template provided in the MDG-F Operational Guidance Note issued by the MDTF Office and are entitled to deduct their indirect costs on contributions received not exceeding 7 per cent of the Joint Programme budget in accordance with the provisions of the MDG-F MOU signed between the AA and the POs.

Subsequent installments will be released in accordance with Annual Work Plans approved by the NSC. The release of funds is subject to meeting a **minimum commitment threshold** (legally binding contracts signed, including multi-year commitments which may be disbursed in future years)<sup>1</sup> of 70% of the previous fund release to the POs combined. If the 70% threshold is not met for the programme as a whole, funds cannot not be released to any organization, regardless of the individual organization's performance.

On the other hand, the following year's advance can be requested at any point after the combined commitment against the current advance has exceeded 70% and the work plan requirements have been met. If the overall commitment of the programme reaches 70% before the end of the twelve-month period, the POs may after endorsement by the NSC request the MDTF Office, through the RC to release the next installment ahead of schedule.

### III. Accountability, Monitoring, Evaluation and Reporting

The following should be added:

The MDTF Office is responsible for the annual Consolidated Joint Programme Progress Report, which will consist of three parts:

*AA Management Brief.* The Management brief consists of analysis of the certified financial report and the narrative report. The management brief will identify key management and administrative issues, if any, to be considered by the NSC.

*Narrative Joint Programme Progress Report.* This report is produced through an integrated Joint Programme reporting arrangement. The report should be reviewed and endorsed by the PMC before it is submitted to the MDTF Office on 28 February of each year.

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<sup>1</sup> Please note that in an earlier version of the MDG-F Operational Guidance Note issued by the MDTF Office reference was made to expenditure. For administrative purposes this was changed to a minimum **commitment threshold**.

*Financial Progress Report.* Each Participating UN organization will submit to the MDTF Office a financial report stating expenditures incurred by each programme during the reporting period. The dead-line for this report is 31 March.

In addition, the Joint Programme Document should note that the quarterly updates will be made available to the donor and that the Joint Programme will have a mid-term review and a final evaluation. The mid term review will be organized by the MDG-F Secretariat.

After incorporating the above, we would be grateful to receive the signed joint programme document. Upon receipt and satisfactory acceptance, we will request the MDG-F Secretariat to release funds to the MDTF Office. The Annual Workplan will be the basis of the fund transfer to the Participating UN Organizations and can be received at the same time as the joint programme document. The joint programme team may wish to conduct additional consultations further detail the Annual Workplan. On receipt of the Annual Work Plan and your request for fund transfer, the MDTF Office will expeditiously effect payment of the first year budget to each of the Participating UN Organizations. A Fund Transfer Request Form for use is attached (also available at [www.undp.org/mdtf/mdgf](http://www.undp.org/mdtf/mdgf)).

The MDTF Office looks forward to supporting you and the Participating UN Organizations in the implementation of this important Joint Programme. Please note that Ms. Mari Matsumoto is the key focal point for the Occupied Palestinian Territories. As we will be in frequent contact during the implementation of this Joint Programme, I would be grateful if you would designate a working level focal point.

CC:

Mr. Bruce Jenks, Assistant Administrator and Director, Partnerships Bureau, UNDP  
Ms. Sophie De Caen, Director, MDG-F Secretariat  
Mr. Mari Matsumoto, Senior Portfolio Manager, MDTF Office