

**Consolidated Annual Financial
Report of the Administrative Agent
of
the Malawi One UN Fund**

for the period 1 January to 31 December 2013

Multi-Partner Trust Fund Office
Bureau of Management
United Nations Development Programme
GATEWAY: <http://mptf.undp.org>

PARTICIPATING ORGANIZATIONS



Food and Agriculture
Organization (FAO)



International Labour
Organisation (ILO)



Joint United Nations
Programme on HIV/AIDS
(UNAIDS)



United Nations Capital
Development Fund (UNCDF)



Empowered lives.
Resilient nations.

United Nations Development
Programme (UNDP)



United Nations Educational,
Scientific, and Cultural
Organization (UNESCO)



United Nations Population
Fund (UNFPA)



UN Centre for Human
Settlement (UN Habitat)



UN High Commissioner for
Refugees (UNHCR)



United Nations Children's Fund
(UNICEF)



UN Industrial Development
Organization (UNIDO)

CONTRIBUTORS



DEPARTMENT FOR INT'L DEVELOPMENT
(DFID)



Expanded DaO Funding Window



FLEMISH GOVERNMENT



NORWAY



UN Office for Drug and Crime
(UNODC)



World Food Programme (WFP)



World Health Organization
(WHO)

DEFINITIONS

Allocation

Amount approved by the Steering Committee for a project/programme.

Approved Project/Programme

A project/programme including budget, etc., that is approved by the Steering Committee for fund allocation purposes.

Contributor Commitment

Amount(s) committed by a donor to a Fund in a signed Standard Administrative Arrangement with the UNDP Multi-Partner Trust Fund Office (MPTF Office), in its capacity as the Administrative Agent. A commitment may be paid or pending payment.

Contributor Deposit

Cash deposit received by the MPTF Office for the Fund from a contributor in accordance with a signed Standard Administrative Arrangement.

Delivery Rate

The percentage of funds that have been utilized, calculated by comparing expenditures reported by a Participating Organization against the 'net funded amount'.

Indirect Support Costs

A general cost that cannot be directly related to any particular programme or activity of the Participating Organizations. UNDG policy establishes a fixed indirect cost rate of 7% of programmable costs.

Net Funded Amount

Amount transferred to a Participating Organization less any refunds transferred back to the MPTF Office by a Participating Organization.

Participating Organization

A UN Organization or other inter-governmental Organization that is an implementing partner in a Fund, as represented by signing a Memorandum of Understanding (MOU) with the MPTF Office for a particular Fund.

Project Expenditure

The sum of expenses and/or expenditure reported by all Participating Organizations for a Fund irrespective of which basis of accounting each Participating Organization follows for donor reporting.

Project Financial Closure

A project or programme is considered financially closed when all financial obligations of an operationally completed project or programme have been settled, and no further financial charges may be incurred.

Project Operational Closure

A project or programme is considered operationally closed when all programmatic activities for which Participating Organization(s) received funding have been completed.

Project Start Date

Date of transfer of first instalment from the MPTF Office to the Participating Organization.

Total Approved Budget

This represents the cumulative amount of allocations approved by the Steering Committee.

2013 FINANCIAL PERFORMANCE

This chapter presents financial data and analysis of the Malawi One UN Fund using the pass-through funding modality as of 31 December 2013. Financial information for this Fund is also available on the MPTF Office GATEWAY, at the following address: <http://mptf.undp.org/factsheet/fund/MW100>.

1. SOURCES AND USES OF FUNDS

As of 31 December 2013, 4 contributors have deposited US\$ 52,058,618 in contributions and US\$ 248,868 has been earned in interest,

bringing the cumulative source of funds to US\$ 52,307,486.

Of this amount, US\$ 50,238,653 has been transferred to 14 Participating Organizations, of which US\$ 47,987,304 has been reported as expenditure. The Administrative Agent fee has been charged at the approved rate of 1% on deposits and amounts to US\$ 520,586. Table 1 provides an overview of the overall sources, uses, and balance of the Malawi One UN Fund as of 31 December 2013.

Table 1. Financial Overview, as of 31 December 2013 (in US Dollars)*

| | Annual 2012 | Annual 2013 | Cumulative |
|--|--------------------|------------------|-------------------|
| Sources of Funds | | | |
| Gross Contributions | 8,060,803 | 1,119,059 | 52,058,618 |
| Fund Earned Interest and Investment Income | 15,067 | 2,205 | 174,391 |
| Interest Income received from Participating Organizations | 16,297 | 406 | 74,477 |
| Refunds by Administrative Agent to Contributors | - | - | - |
| Fund balance transferred to another MDTF | - | - | - |
| Other Revenues | - | - | - |
| Total: Sources of Funds | 8,092,167 | 1,121,669 | 52,307,486 |
| Use of Funds | | | |
| Transfers to Participating Organizations | 8,803,418 | 1,475,924 | 50,238,653 |
| Refunds received from Participating Organizations | (64,733) | (5,031) | (969,763) |
| Net Funded Amount to Participating Organizations | 8,738,685 | 1,470,893 | 49,268,890 |
| Administrative Agent Fees | 80,608 | 11,191 | 520,586 |
| Direct Costs: (Steering Committee, Secretariat...etc.) | 641,122 | 98,543 | 1,672,957 |
| Bank Charges | 138 | 44 | 304 |
| Other Expenditures | - | - | - |
| Total: Uses of Funds | 9,460,553 | 1,580,671 | 51,462,737 |
| Change in Fund cash balance with Administrative Agent | (1,368,386) | (459,002) | 844,749 |
| Opening Fund balance (1 January) | 2,672,137 | 1,303,751 | - |
| Closing Fund balance (31 December) | 1,303,751 | 844,749 | 844,749 |
| Net Funded Amount to Participating Organizations | 8,738,685 | 1,470,893 | 49,268,890 |
| Participating Organizations' Expenditure | 10,173,317 | 5,711,383 | 47,987,304 |
| Balance of Funds with Participating Organizations | | | 1,281,586 |

* Due to rounding of numbers, totals may not add up. This applies to all numbers in this report.

2. PARTNER CONTRIBUTIONS

Table 2 provides information on cumulative contributions received from all contributors to this Fund as of 31 December 2013.

Table 2. Contributors' Deposits, as of 31 December 2013 (in US Dollars)*

| Contributors | Prior Years as of 31-Dec-2012 | Current Year Jan-Dec-2013 | Total |
|--|----------------------------------|------------------------------|-------------------|
| DEPARTMENT FOR INT'L DEVELOPMENT (DFID) | 388,445 | 789,609 | 1,178,053 |
| Expanded DaO Funding Window ¹ | 46,043,000 | - | 46,043,000 |
| FLEMISH GOVERNMENT | 614,803 | 329,450 | 944,253 |
| NORWAY | 3,893,311 | - | 3,893,311 |
| Grand Total | 50,939,559 | 1,119,059 | 52,058,618 |

¹ The Expanded Delivering as One Funding Window for Achievement of the Millennium Development Goals (EFW) was a global funding facility established to support Delivering as One countries. Donors to the EFW were the Netherlands, Norway, Spain and the United Kingdom.

3. INTEREST EARNED

Interest income is earned in two ways: 1) on the balance of funds held by the Administrative Agent ('Fund earned interest'), and 2) on the balance of funds held by the Participating Organizations ('Agency earned interest') where their Financial Regulations and Rules allow return of interest

to the AA. As of 31 December 2013, Fund earned interest amounts to US\$ 174,391 and interest received from Participating Organizations amounts to US\$ 74,477, bringing the cumulative interest received to US\$ 248,868. Details are provided in the table below.

Table 3. Sources of Interest and Investment Income, as of 31 December 2013 (in US Dollars)*

| Interest Earned | Prior Years as of 31-Dec-2012 | Current Year Jan-Dec-2013 | Total |
|--|----------------------------------|------------------------------|----------------|
| Administrative Agent | | | |
| Fund Earned Interest and Investment Income | 172,187 | 2,205 | 174,391 |
| Total: Fund Earned Interest | 172,187 | 2,205 | 174,391 |
| Participating Organization | | | |
| UNDP | 71,582 | | 71,582 |
| UNIDO | 2,142 | 406 | 2,548 |
| FAO | 51 | | 51 |
| UNFPA | 70 | | 70 |
| UNESCO | 226 | | 226 |
| Total: Agency earned interest | 74,071 | 406 | 74,477 |
| Grand Total | 246,258 | 2,611 | 248,868 |

4. TRANSFER OF FUNDS

Allocations to Participating Organizations are approved by the Steering Committee and disbursed by the Administrative Agent. As of 31 December 2013, the AA has transferred US\$ 50,238,653 to 14 Participating Organizations (see list below).

Table 4 provides additional information on the refunds received by the MPTF Office, and the net funded amount for each of the Participating Organizations.

Table 4. Transfer, Refund, and Net Funded Amount by Participating Organization, as of 31 December 2013 (in US Dollars)*

| Participating Organization | Prior Years as of 31-Dec-2012 | | | Current Year Jan-Dec-2013 | | | Total | | |
|----------------------------|-------------------------------|------------------|-------------------|---------------------------|----------------|------------------|-------------------|------------------|-------------------|
| | Transfers | Refunds | Net Funded | Transfers | Refunds | Net Funded | Transfers | Refunds | Net Funded |
| FAO | 6,875,905 | (533) | 6,875,372 | 241,900 | | 241,900 | 7,117,805 | (533) | 7,117,272 |
| ILO | 1,041,605 | | 1,041,605 | | | | 1,041,605 | | 1,041,605 |
| UNAIDS | 1,387,345 | | 1,387,345 | | | | 1,387,345 | | 1,387,345 |
| UNCDF | 162,309 | | 162,309 | 68,149 | | 68,149 | 230,458 | | 230,458 |
| UNDP | 11,293,389 | (964,200) | 10,329,189 | 835,377 | | 835,377 | 12,128,765 | (964,200) | 11,164,565 |
| UNESCO | 162,500 | | 162,500 | | (1,685) | (1,685) | 162,500 | (1,685) | 160,815 |
| UNFPA | 3,361,545 | | 3,361,545 | 60,000 | | 60,000 | 3,421,545 | | 3,421,545 |
| UNHABITAT | 452,592 | | 452,592 | | | | 452,592 | | 452,592 |
| UNHCR | 1,122 | | 1,122 | | | | 1,122 | | 1,122 |
| UNICEF | 13,441,457 | | 13,441,457 | 119,482 | (3,346) | 116,137 | 13,560,939 | (3,346) | 13,557,593 |
| UNIDO | 759,016 | | 759,016 | 63,959 | | 63,959 | 822,975 | | 822,975 |
| UNODC | 50,000 | | 50,000 | | | | 50,000 | | 50,000 |
| WFP | 6,873,953 | | 6,873,953 | 87,057 | | 87,057 | 6,961,009 | | 6,961,009 |
| WHO | 2,899,994 | | 2,899,994 | | | | 2,899,994 | | 2,899,994 |
| Grand Total | 48,762,729 | (964,733) | 47,797,996 | 1,475,924 | (5,031) | 1,470,893 | 50,238,653 | (969,763) | 49,268,890 |

5. EXPENDITURE AND FINANCIAL DELIVERY RATES

All final expenditures reported for the year 2013 were submitted by the Headquarters of the Participating Organizations. These were consolidated by the MPTF Office.

5.1 EXPENDITURE REPORTED BY PARTICIPATING ORGANIZATION

As shown in table below, the cumulative net funded amount is US\$ 49,268,890 and cumulative expenditures reported by the Participating Organizations amount to US\$ 47,987,304. This equates to an overall Fund expenditure delivery rate of 97 percent. The high delivery rate is consistent with the age of the fund. Almost all of the projects for the UNDAF cycle that ended in 2011 were closed in 2013, as some of the activities in the previous cycle extended into 2013 due to delays in funding.

Table 5. Net Funded Amount, Reported Expenditure, and Financial Delivery by Participating Organization, as of 31 December 2013 (in US Dollars)*

| Participating Organization | Approved Amount | Net Funded Amount | Expenditure | | | Delivery Rate % |
|----------------------------|-------------------|-------------------|-------------------------------|---------------------------|-------------------|-----------------|
| | | | Prior Years as of 31-Dec-2012 | Current Year Jan-Dec-2013 | Cumulative | |
| FAO | 7,302,585 | 7,117,272 | 5,665,864 | 1,144,624 | 6,810,489 | 95.69 |
| IAEA | 45,413 | | | | | 0 |
| ILO | 1,108,968 | 1,041,605 | 909,688 | 127,832 | 1,037,520 | 99.61 |
| UNAIDS | 1,387,345 | 1,387,345 | 1,140,536 | 192,140 | 1,332,676 | 96.06 |
| UNCDF | 280,992 | 230,458 | 16,558 | 125,878 | 142,436 | 61.81 |
| UNDP | 12,261,920 | 11,164,565 | 9,972,834 | 854,474 | 10,827,309 | 96.98 |
| UNEP | 40,818 | | | | | 0 |
| UNESCO | 162,501 | 160,815 | 120,815 | 34,610 | 155,425 | 96.65 |
| UNFPA | 3,421,545 | 3,421,545 | 2,705,928 | 621,411 | 3,327,339 | 97.25 |
| UNHABITAT | 452,592 | 452,592 | 365,778 | 43,792 | 409,570 | 90.49 |
| UNHCR | 14,622 | 1,122 | | | | 0 |
| UNICEF | 13,560,940 | 13,557,593 | 12,105,310 | 1,202,019 | 13,307,329 | 98.15 |
| UNIDO | 946,134 | 822,975 | 727,605 | 102,541 | 830,146 | 100.87 |
| UNODC | 50,000 | 50,000 | | 50,000 | 50,000 | 100.00 |
| WFP | 6,961,009 | 6,961,009 | 6,191,452 | 696,491 | 6,887,944 | 98.95 |
| WHO | 2,899,995 | 2,899,994 | 2,353,553 | 515,569 | 2,869,123 | 98.94 |
| Grand Total | 50,897,378 | 49,268,890 | 42,275,921 | 5,711,383 | 47,987,304 | 97.40 |

5.2 EXPENDITURE BY [UNDAF OUTCOME OR THEMATIC AREA]

Table 5 displays the net funded amounts, expenditures incurred and the financial delivery rates by UNDAF Theme. Thematic areas Good Governance, HIV and AIDS, Social Protection and Disaster Reduction, Social Development and Sustainable Economic Development correspond to the UNDAF that ended in 2011. All these thematic areas had expenditure rates exceeding 97%. The projects relating to the 2011 UNDAF were operationally closed in 2013.

Table 5. Expenditure by UNDAF Outcome, as of 31 December 2013 (in US Dollars)*

| Country/Sector | Prior Years as of 31-Dec-2012 | | Current Year Jan-Dec-2013 | | Total | | Delivery Rate % |
|---|----------------------------------|-------------------|------------------------------|------------------|-------------------------|-------------------|-----------------------|
| | Net Funded Amount | Expenditure | Net Funded Amount | Expenditure | Net Funded Amount | Expenditure | |
| Malawi | | | | | | | |
| 2012 Humanitarian Window | 95,696 | 89,821 | 508,439 | 381,182 | 604,135 | 471,002 | 77.96 |
| 2012 T1 Econ Growth & Food Security | 468,016 | 41,994 | 481,861 | 671,093 | 949,877 | 713,088 | 75.07 |
| 2012 T2 Social Protection Serv | 1,200,682 | 13,206 | | 1,028,223 | 1,200,682 | 1,041,430 | 86.74 |
| 2012 T3 Response to HIV/AIDS | 696,583 | | 34,286 | 678,263 | 730,869 | 678,263 | 92.80 |
| 2012 T4 Governance & Human Rights | 447,497 | 222,067 | 430,520 | 491,880 | 878,017 | 713,948 | 81.31 |
| Good Governance | 7,262,040 | 6,499,028 | | 568,257 | 7,262,040 | 7,067,285 | 97.32 |
| HIV and AIDS | 6,790,575 | 6,290,517 | (1,685) | 456,226 | 6,788,890 | 6,746,743 | 99.38 |
| Social Protection & Disaster Reduction | 5,483,421 | 5,343,324 | (3,346) | 93,127 | 5,480,075 | 5,436,451 | 99.20 |
| Social Development | 13,258,073 | 12,750,320 | | 411,161 | 13,258,073 | 13,161,481 | 99.27 |
| Sustainable Economic Development ² | 12,095,414 | 11,025,643 | 20,818 | 931,970 | 12,116,232 | 11,957,614 | 98.69 |
| Malawi Total: | 47,797,996 | 42,275,921 | 1,470,893 | 5,711,383 | 49,268,890 | 47,987,304 | 97.40 |
| Grand Total: | 47,797,996 | 42,275,921 | 1,470,893 | 5,711,383 | 49,268,890 | 47,987,304 | 97.40 |

² There is a variance between the amount that is recorded for UNDP on the Gateway and in UNDP's internal system. This will be reconciled and corrected in the next reporting period.

5.4 EXPENDITURE REPORTED BY CATEGORY

Project expenditures are incurred and monitored by each Participating Organization and are reported as per the agreed categories for inter-agency harmonized reporting. In 2006 the UN Development Group (UNDG) established six categories against which UN entities must report inter-agency project expenditures. Effective 1 January 2012, the UN Chief Executive Board (CEB) modified these categories as a result of IPSAS adoption to comprise eight categories. All expenditure incurred prior to 1 January 2012 have been reported in the old categories; post 1 January 2012 all expenditure are reported in the new eight categories. The old and new categories are noted to the right.

Table 6 reflects expenditure reported in the UNDG expense categories. Where the Fund has been operational pre and post 1 January 2012, the expenditures are reported using both categories. Where a Fund became operational post 1 January 2012, only the new categories are used.

Through 2013, the highest percentage of expenditure was 23% for Supplies and Commodities (combined 2006 and 2012 categories). The second highest expenditure was on Staff and Personnel (19% combining 2006 and 2012 categories), and the next highest expenditure was on contracts and transfers and grants, each at roughly 17%.

| 2012 CEB Expense Categories | 2006 UNDG Expense Categories |
|--|---|
| 1. Staff and personnel costs | 1. Supplies, commodities, equipment & transport |
| 2. Supplies, commodities and materials | 2. Personnel |
| 3. Equipment, vehicles, furniture and depreciation | 3. Training counterparts |
| 4. Contractual services | 4. Contracts |
| 5. Travel | 5. Other direct costs |
| 6. Transfers and grants | 6. Indirect costs |
| 7. General operating expenses | |
| 8. Indirect costs | |

Table 6. Expenditure by UNDG Budget Category, as of 31 December 2013 (in US Dollars)*

| Category | Expenditure | | | Percentage of Total Programme Cost |
|--|-------------------------------|---------------------------|-------------------|------------------------------------|
| | Prior Years as of 31-Dec-2012 | Current Year Jan-Dec-2013 | Total | |
| Supplies, Commodities, Equipment and Transport (Old) | 8,110,390 | - | 8,110,390 | 18.04 |
| Personnel (Old) | 7,404,816 | - | 7,404,816 | 16.47 |
| Training of Counterparts (Old) | 4,103,125 | - | 4,103,125 | 9.12 |
| Contracts (Old) | 8,746,349 | - | 8,746,349 | 19.45 |
| Other direct costs (Old) | 1,706,003 | - | 1,706,003 | 3.79 |
| Staff & Personnel Cost (New) | 1,024,462 | 192,174 | 1,216,636 | 2.71 |
| Supplies, Commodities, Materials (New) | 2,063,893 | 354,928 | 2,418,821 | 5.38 |
| Equipment, Vehicles, Furniture, Depreciation (New) | 103,375 | 197,004 | 300,379 | 0.67 |
| Contractual Services (New) | 962,262 | (1,981,570) | (1,019,308) | (2.27) |
| Travel (New) | 1,199,788 | 755,750 | 1,955,539 | 4.35 |
| Transfers and Grants (New) | 2,806,538 | 4,721,828 | 7,528,366 | 16.74 |
| General Operating (New) | 1,338,081 | 1,160,819 | 2,498,900 | 5.56 |
| Programme Costs Total | 39,569,081 | 5,400,934 | 44,970,015 | 100.00 |
| Indirect Support Costs Total | 2,706,840 | 310,449 | 3,017,289 | 6.71 |
| Total | 42,275,921 | 5,711,383 | 47,987,304 | |

6. COST RECOVERY

Cost recovery policies for the Fund are guided by the applicable provisions of the Terms of Reference, the MOU concluded between the Administrative Agent and Participating Organizations, and the SAAs concluded between the Administrative Agent and Contributors, based on rates approved by UNDG.

The policies in place, as of 31 December 2013, were as follows:

- **The Administrative Agent (AA) fee:** 1% is charged at the time of contributor deposit and covers services provided on that contribution for the entire duration of the Fund. In the reporting period US\$ 11,191 was deducted in AA-fees. Cumulatively, as of 31 December 2013, US\$ 520,586 has been charged in AA-fees.
- **Indirect Costs of Participating Organizations:** Participating Organizations may charge 7% indirect costs. In the current reporting period US\$ 310,449 was deducted in indirect costs by Participating Organizations. Cumulatively, indirect costs amount to US\$ 3,017,289 as of 31 December 2013.
- **Direct Costs:** The Fund governance mechanism may approve an allocation to a Participating Organization to cover costs associated with Secretariat services and overall coordination, as well as Fund level reviews and evaluations. These allocations are referred to as 'direct costs'. In 2013, direct costs amounting to US\$ 98,543. Cumulatively, direct costs amounted to 1,672,957 or 3% of deposits.

7. ACCOUNTABILITY AND TRANSPARENCY

In order to effectively provide fund administration services and facilitate monitoring and reporting to the UN system and its partners, the MPTF Office has developed a public website, the MPTF Office Gateway (<http://mptf.undp.org>). Refreshed in real time every two hours from an internal enterprise resource planning system, the MPTF Office Gateway has become a standard setter for providing transparent and accountable trust fund administration services.

The Gateway provides financial information including: contributor commitments and deposits, approved programme budgets, transfers to and expenditures reported by Participating Organizations, interest income and other expenses. In addition, the Gateway provides an overview of the MPTF Office portfolio and extensive information on individual Funds, including their purpose, governance structure and key documents. By providing easy access to the growing number of narrative and financial reports, as well as related project documents, the Gateway collects and preserves important institutional knowledge and facilitates knowledge sharing and management among UN Organizations and their development partners, thereby contributing to UN coherence and development effectiveness.