

**Consolidated Annual Financial  
Report of the Administrative Agent  
of  
the UN REDD Viet Nam Phase II MPTF**

**for the period 1 January to 31 December 2015**

Multi-Partner Trust Fund Office  
Bureau of Management  
United Nations Development Programme  
**[GATEWAY: http://mptf.undp.org](http://mptf.undp.org)**

## PARTICIPATING ORGANIZATIONS



Food and Agriculture Organization



United Nations Development  
Programme



United Nations Environment  
Programme

## CONTRIBUTORS



NORWAY, Government of

## 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.

### **US Dollar Amount**

The financial data in the report is recorded in US Dollars and due to rounding off of numbers, the totals may not add up.

## 2015 FINANCIAL PERFORMANCE

This chapter presents financial data and analysis of the UN REDD Viet Nam Phase II MPTF using the pass-through funding modality as of 31 December 2015. Financial information for this Fund is also available on the MPTF Office GATEWAY, at the following address:

<http://mptf.undp.org/factsheet/fund/VNMQ00>.

### 1. SOURCES AND USES OF FUNDS

As of 31 December 2015, **1 contributor** deposited US\$ **16,945,017** in contributions and US\$ **41,829** has been earned in interest,

bringing the cumulative source of funds to US\$ **16,986,845** (see respectively, Tables 2 and 3).

Of this amount, US\$ **16,777,800** has been transferred to **3** Participating Organizations, of which US\$ **9,894,778** has been reported as expenditure. The Administrative Agent fee has been charged at the approved rate of 1% on deposits and amounts to US\$ **169,450**. Table 1 provides an overview of the overall sources, uses, and balance of the UN REDD Viet Nam Phase II MPTF as of 31 December 2015.

**Table 1. Financial Overview, as of 31 December 2015 (in US Dollars)**

	Annual 2014	Annual 2015	Cumulative
<b>Sources of Funds</b>			
Gross Contributions	8,045,052	-	16,945,017
Fund Earned Interest and Investment Income	8,373	3,907	41,829
Interest Income received from Participating Organizations	-	-	-
Refunds by Administrative Agent to Contributors	-	-	-
Fund balance transferred to another MDTF	-	-	-
Other Revenues	-	-	-
<b>Total: Sources of Funds</b>	<b>8,053,425</b>	<b>3,907</b>	<b>16,986,845</b>
<b>Use of Funds</b>			
Transfers to Participating Organizations	14,430,054	-	16,777,800
Refunds received from Participating Organizations	-	(1,390,144)	(1,390,144)
<b>Net Funded Amount to Participating Organizations</b>	<b>14,430,054</b>	<b>(1,390,144)</b>	<b>15,387,656</b>
Administrative Agent Fees	80,451	-	169,450
Direct Costs: (Steering Committee, Secretariat...etc.)	-	-	-
Bank Charges	261	25	909
Other Expenditures	-	-	-
<b>Total: Uses of Funds</b>	<b>14,510,765</b>	<b>(1,390,119)</b>	<b>15,558,015</b>
<b>Change in Fund cash balance with Administrative Agent</b>	<b>(6,457,340)</b>	<b>1,394,027</b>	<b>1,428,830</b>
Opening Fund balance (1 January)	6,492,144	34,804	-
<b>Closing Fund balance (31 December)</b>	<b>34,804</b>	<b>1,428,830</b>	<b>1,428,830</b>
Net Funded Amount to Participating Organizations	14,430,054	(1,390,144)	15,387,656
Participating Organizations' Expenditure	3,258,551	6,020,630	9,894,778
<b>Balance of Funds with Participating Organizations</b>			<b>5,492,878</b>

## 2. PARTNER CONTRIBUTIONS

Table 2 provides information on cumulative contributions received from all contributors to this Fund as of 31 December 2015.

**Table 2. Contributors' Deposits, as of 31 December 2015 (in US Dollars)**

Contributors	Prior Years as of 31-Dec-2014	Current Year Jan-Dec-2015	Total
NORWAY, Government of	16,945,017	-	16,945,017
<b>Grand Total</b>	<b>16,945,017</b>	<b>-</b>	<b>16,945,017</b>

The Standard Administrative Arrangement signed in 2012 was for NOK 180,000,000, which was equivalent to USD 31,779,661 at the time of signature. The Donor has already transferred USD 16,945,017, or NOK 99,910,238 to MPTF, and the remaining amount of the Programme is equivalent to about USD 9.6 million using the May 2016 exchange rate. The amount is significantly less than the amount initially forecasted at the beginning of the Programme.

### 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 2015, Fund earned interest amounts to US\$ 41,829. Details are provided in the table below.

**Table 3. Sources of Interest and Investment Income, as of 31 December 2015 (in US Dollars)**

Interest Earned	Prior Years as of 31-Dec-2014	Current Year Jan-Dec-2015	Total
<b>Administrative Agent</b>			
Fund Earned Interest and Investment Income	37,921	3,907	41,829
<b>Total: Fund Earned Interest</b>	<b>37,921</b>	<b>3,907</b>	<b>41,829</b>
<b>Participating Organization</b>			
<b>Total: Agency earned interest</b>			
<b>Grand Total</b>	<b>37,921</b>	<b>3,907</b>	<b>41,829</b>

#### 4. TRANSFER OF FUNDS

Allocations to Participating Organizations are approved by the Executive Group and disbursed by the Administrative Agent. As of 31 December 2015, the AA has transferred US\$ **16,777,800** to **3** Participating Organizations (see list below). In line with the Executive Group Decision to transfer funds UNEP's funds going to national partners to be channeled through UNDP, UNEP refunded US\$1,390,144. This same amount was transferred to UNDP in January 2016.

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 2015 (in US Dollars)**

Participating Organization	Prior Years as of 31-Dec-2014			Current Year Jan-Dec-2015			Total			
	Approved Programme Budget	Transfers	Refunds	Net Funded	Transfers	Refunds	Net Funded	Transfers	Refunds	Net Funded
FAO	12,785,152	7,539,004		7,539,004				7,539,004		7,539,004
UNDP	13,176,092	7,038,273		7,038,273				7,038,273		7,038,273
UNEP	4,268,562	2,200,523		2,200,523		(1,390,144)	(1,390,144)	2,200,523	(1,390,144)	810,379
<b>Grand Total</b>	<b>30,229,806</b>	<b>16,777,800</b>		<b>16,777,800</b>		<b>(1,390,144)</b>	<b>(1,390,144)</b>	<b>16,777,800</b>	<b>(1,390,144)</b>	<b>15,387,656</b>

## 5. EXPENDITURE AND FINANCIAL DELIVERY RATES

All final expenditures reported for the year 2015 were submitted by the Headquarters of the Participating Organizations. The information provided by Headquarters may not include commitments, based on each Organizations procedures. Therefore, there may be a discrepancy between the official information presented in the table below and the information available at the country level. 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\$ **15,387,656** and cumulative expenditures reported by the Participating Organizations amount to US\$ **9,894,778**. This equates to an overall Fund expenditure delivery rate of **64** percent.

**Table 5. Net Funded Amount, Reported Expenditure, and Financial Delivery by Participating Organization, as of 31 December 2015 (in US Dollars)**

Participating Organization	Approved Amount	Net Funded Amount	Expenditure			Delivery Rate %
			Prior Years as of 31-Dec-2014	Current Year Jan-Dec-2015	Cumulative	
FAO	7,539,004	7,539,004	1,191,607	2,083,187	3,274,794	43.44
UNDP	7,038,273	7,038,273	2,424,840	3,824,712	6,249,552	88.79
UNEP	810,379	810,379	257,700	112,731	370,431	45.71
<b>Grand Total</b>	<b>15,387,656</b>	<b>15,387,656</b>	<b>3,874,147</b>	<b>6,020,630</b>	<b>9,894,778</b>	<b>64.30</b>



## 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. Table 6 reflects expenditure reported in the UNDG expense categories.

**Table 6. Expenditure by UNDG Budget Category, as of 31 December 2015 (in US Dollars)**

Category	Expenditure			Percentage of Total Programme Cost
	Prior Years as of 31-Dec-2014	Current Year Jan-Dec-2015	Total	
Staff & Personnel Cost (New)	490,297	734,527	1,224,824	13.24
Supplies, Commodities, Materials (New)	122,842	9,555	132,397	1.43
Equipment, Vehicles, Furniture, Depreciation (New)	405,458	177,277	582,736	6.30
Contractual Services (New)	1,469,515	2,760,085	4,229,601	45.72
Travel (New)	276,391	511,183	787,574	8.51
Transfers and Grants (New)	417,836	580,084	997,919	10.79
General Operating (New)	438,270	857,322	1,295,593	14.01
<b>Programme Costs Total</b>	<b>3,620,610</b>	<b>5,630,034</b>	<b>9,250,644</b>	<b>100.00</b>
<sup>1</sup> Indirect Support Costs Total	253,537	390,597	644,134	6.96
<b>Total</b>	<b>3,874,147</b>	<b>6,020,630</b>	<b>9,894,778</b>	

<sup>1</sup> **Indirect Support Costs** charged by Participating Organization, based on their financial regulations, can be deducted upfront or at a later stage during implementation. The percentage may therefore appear to exceed the 7% agreed-upon for on-going projects. Once projects are financially closed, this number is not to exceed 7%. The ISC reported is slightly different from what was reported in the narrative report. This could be due to small differences which will be resolved at the financial closing of the programme.

## 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 2015, 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\$ 0 was deducted in AA-fees. Cumulatively, as of 31 December 2015, US\$ 169,450 has been charged in AA-fees.
- **Indirect Costs of Participating Organizations:** Participating Organizations may charge 7% indirect costs. In the current reporting period US\$ 390,597 was deducted in indirect costs by Participating Organizations. Cumulatively, indirect costs amount to US\$ 644,134 as of 31 December 2015.

## 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.