



## UNITED NATIONS IN MALAWI

### **One UN Fund for Malawi Terms of Reference Ammended on 18 February 2016**

#### **I. Introduction**

1. The One UN initiative in Malawi was initiated in early 2006. It was in part based on the General Assembly's: *'Triennial comprehensive policy review (TCPR) of operational activities for development of the United Nations system'*, A/RES/59/ 250 of 17 December 2004. This resolution 'stresses that the purpose of reform is to make the United Nations development system more efficient and effective' and 'requests the funds and programmes and specialized agencies' to implement 'joint offices'. Prior to the release of the Secretary General's Report of the High Level Panel on System Wide Coherence, the UN in Malawi was already addressing ways to strengthen the effectiveness and coherence of the UN at the country level, as reflected in the 'UN in Malawi Position Paper,' 2006. The One UN Initiative in Malawi comprises five elements: One Programme, One Budgetary Framework including One Fund One Leader concept and Communicating as One. A One Fund was established to support the 2008-2011 UNDAF, and this Terms of Reference (ToR) extends the fund to support the 2012-2016 UNDAF and subsequent UNDAF's.
2. The One UN Initiative in Malawi is being implemented in a collaborative manner under the leadership of the Government of Malawi. Notably, the Office of the President and Cabinet and the Ministry of Finance Economic Planning and Development.
3. The One Fund for Malawi is a common fund mechanism to mobilize and allocate additional resources at the country level in a simplified, coherent manner consistent with the overall purpose of the One UN Initiative, and to fund activities under the UNDAF. This arrangement in Malawi is subscribed to by all members of the UN Country team (hereafter referred to as the Participating UN Organisations<sup>1</sup>). Other UN Organisations may wish to join this funding arrangement in the future.
4. The introductory part of these Terms of Reference of the One UN Fund for Malawi will be revised to reflect the dynamic nature of the UN reform process in Malawi, particularly when circumstances change or other UN Organisations join as new participants.

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<sup>1</sup> The List of Participating Agencies is contained in the One Fund MOU

## **II. Purpose of the One UN Fund**

5. The objective of the One Fund is to support the coherent resource mobilization, allocation and disbursement of donor resources to the UNDAF under the direction of the UN Resident Coordinator (hereinafter referred to as Resident Coordinator).

6. The One Fund is one of the proposed vehicles for new resources pooled by donors to support the unfunded gap of the UNDAF. The Fund, under the guidance of the Joint Strategy Meeting, (JSM) and the leadership of the Resident Coordinator, is intended to facilitate the realization of the UNDAF outcomes by strengthening the planning and coordination process, and channelling consistent and predictable funds towards the highest priority needs.

7. The Fund will support partnership and communication between all stakeholders involved with Malawi's development led by the Government of Malawi.

## **III. Description of the One UN Fund**

8. The One UN Fund for Malawi shall be administered by UNDP through its Multi-Partner Trust Fund Office, as Administrative Agent, on behalf of the Participating UN Organisations and the Resident Coordinator as agreed with the Government. UNDP will administer the fund in accordance with its Regulations and Rules, and a Memorandum of Understanding among the Participating Organizations.

9. The One UN Fund shall also have a window through which urgent Humanitarian activities will be funded here referred to the Malawi Humanitarian window,, more fully described in Annex C. The JSM may also deem it useful to establish additional windows in the One Fund. These windows will retain the objective of strengthening the planning and coordination process and channelling consistent and predictable funds towards the highest priority needs. <sup>2</sup>

### **Contributions to the One UN Fund**

10. Contributions to the One UN Fund may be accepted from governments of Member States of the United Nations or from intergovernmental or non-governmental organisations, or from private sources. Acceptance of funds from the private sector will be guided by criteria stipulated in the UN system-wide guidelines on cooperation between the UN and Business Community (the UN Secretary General's guidelines:<http://www.un.org/partners/business/otherpages/guide.htm>).

11. In support of the overarching aim of the One UN Fund, and to ensure maximum flexibility and adaptation to national priorities, a guiding principle for resource mobilization would be that donors are encouraged to contribute with multi-year unearmarked resources. However, if this is not possible, earmarking at the level of the UNDAF Thematic Areas and/or outcomes or the Humanitarian window will be accepted.

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<sup>2</sup> The current windows in the One Fund are the Humanitarian Window, the Right to Food Window and the HIV/ AIDS window.

12. Contributions to the One UN Fund may be accepted in fully convertible currency. Such contributions shall be deposited in the bank accounts designated by UNDP. The value of a contribution-payment, if made in other than United States dollars, shall be determined by applying the United Nations operational rate of exchange in effect on the date of payment.

#### **Utilization of the One UN Fund**

13. The One UN Fund will be utilized for the purpose of meeting the unfunded gap of initiatives, including new initiatives responding to emerging needs, under the UNDAF. Details of such initiatives, including the respective budgets and implementation partners, will be set out in the relevant Annual Work Plans.

14. The UNDAF and Annual Work Plans are the programmatic documents that will serve as the basis for funding requests and allocations.

15. Implementing Partners such as NGOs involved in the UNDAF will have access to the One UN Fund through the Participating UN Organizations. The Participating UN Organisations will utilise their standard NGO cooperation modalities for this purpose and charge the corresponding direct and indirect costs to the One UN Fund on the basis of its financial regulations and rules.

16. In conformity with the UN Development Group (UNDG) Guidance Note on Establishing, Managing and Closing Multi-Donor Trust Funds, indirect costs of the Participating Organizations will be 7% of programme costs. The Administrative Agent's administrative fee will be 1% of contributions. The fee will be deducted from the contributions to the One UN Fund at the time they are deposited.

### **IV. Governance Arrangements**

#### **The UNCT Special Session**

17. The JSM in Malawi is comprised of the Chief Secretary as Chair and the Resident Coordinator as Co-Chair. The sitting members of the JSM are Principle Secretaries of the Government of Malawi and Representatives of UN Agencies that signed the current UNDAF.. The JSM guides and decides on the overall strategic orientation of all aspects of delivering the UNDAF in Malawi. The Administrative Agent participates in the UNCT Special Session as an ex-officio member.

#### **The Resident Coordinator**

18. The overall management of the One UN Fund will be led and coordinated by the Resident Coordinator in consultation with the Participating UN Organisations. In line with the overall objective of the One UN in Malawi to deliver more effectively at the country level, the Resident Coordinator will be responsible for:

- Strategic leadership of the One UN Fund on the basis of the UNDAF
- Mobilizing resources for the One UN Fund in collaboration with Participating UN Organisations;

- Signing the Standard Administrative Agreement with Donors and the Memorandum of Understanding with Participating UN Organisations as a witness;

### **The UN Country Team/Allocation Committee**

19. The UN Country Team will be responsible for prioritization and allocation decisions of un-earmarked funds in the One Fund under the leadership of the UN Resident Coordinator, according to the agreed allocation criteria and process. A copy of which is attached in Annex B.

20. The UN Country Team will be responsible for developing a joint resource mobilisation strategy, for approving prioritization of allocation of funds from the One UN Fund, and for providing oversight of the management and operations of the One UN Fund. The prioritisation for allocation will be guided by recommendations from the outcome of the Malawi Growth & Development Strategy, Annual Reviews, recommendations by the UNDAF bi-annual Review process, and the overall strategic orientation of the UNDAF. The M&E Technical Working Group will provide validation of implementation.

21. In this prioritisation process, the Resident Coordinator and the UNCT can seek inputs from the Office of the President and Cabinet, Ministry of Finance Economic Planning and Development.

22. Decisions of the UNCT are made by consensus. In the event that no consensus is reached, the Resident Coordinator can make ultimate decisions on fund allocation (with documented process and rationale for these decisions). Programme implementation will be the responsibility of the Country Directors/Head of Participating UN Organisations.

### **The UNDAF Programmatic Clusters**

23. The UNDAF Programmatic Clusters, (or Humanitarian Clusters in the case of the Humanitarian Fund), are responsible for making recommendations on the allocation of the resources within each UNDAF Outcome on the basis of the criteria and process listed in this document.

### **The Administrative Agent**

24. UNDP's responsibilities as Administrative Agent will include the following:

- Signing the Standard Administrative Agreement with Donors, and the Memorandum of Understanding with Participating UN Organisations;
- Receipt, administration and management of contributions from Donors;
- Disbursement of such funds to the Participating UN Organisations in accordance with the approved Annual Work Plans;

- Provide consolidated financial reports, in accordance with the MOU, on the One UN Fund Account to the Resident Coordinator based on reports of the Participating UN Organisations.<sup>3</sup>

### **Support services provided by the Resident Coordinator's Office**

25. The Office of the Resident Coordinator is responsible for support to the strategic leadership role of the Resident Coordinator for the One UN Fund. It will provide support in all the designated tasks for the Resident Coordinator as listed in paragraph 16 above. Drawing on the review report provided by each of the UNDAF Clusters, the Office of the Resident Coordinator shall make recommendations to the UNCT, on initial prioritisation and continued funding, based on the financial status of the One Fund for Malawi. The Office of the Resident Coordinator will provide strategic focus including analysis of progress and lessons to be learned for future programme implementation. It will consolidate the narrative report and circulate the finalised annual consolidated report on the One UN Fund to the JSM for information. The Office of the Resident Coordinator will ensure that these reports are distributed to all donors contributing to the One Fund and maintain an appropriate level of fund information on the UN system website for Malawi ([www.unmalawi.org](http://www.unmalawi.org)) as well as the website of the Administrative Agent (<http://mptf.undp.org/factsheet/fund/MW100>) to ensure transparency.

26. The Office of the Resident Coordinator will i) provide coordination support to the Administrative Agent in consolidating the financial report and ii) support UNDAF Programmatic Cluster Conveners to prepare and report on consultations with stakeholders regarding the UNDAF and One Fund in Malawi. Any tasks that fall outside of the Terms of Reference of the Office of the Resident Coordinator will, following approval of the UNCT JSM, be charged directly to the One Fund for Malawi account by the Administrative Agent in accordance with Article 1 para. 6a of the Memorandum of Understanding between the Administrative Agent and the Participating UN Organizations.

### **V. Activities of Participating UN Organizations**

27. The implementation of the Programme activities will be the responsibility of the Participating UN Organizations and will be carried out by each Participating UN Organization in accordance with applicable regulations, rules, directives and procedures. The UNDAF will serve as the reference document for proposed programme activities.

28. The Participating UN Organizations will carry out the activities for which they are responsible, in line with the budget contained in the approved UNDAF, as amended from time to time by the JSM in accordance with the regulations, rules, directives and procedures applicable to it. Accordingly, personnel will be engaged and administered, equipment, supplies and services purchased, and contracts entered into in accordance with the provisions of such regulations, rules, directives and procedures.

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<sup>3</sup> The RCO will be responsible for consolidating the narrative reports

29. In the event where a Participating UN Organization is unable to deliver as committed, any resources allocated should be re-allocated to other agreed priorities, as approved by the JSM.

30. The participants recognise that it is important to take all necessary precautions to avoid corrupt, fraudulent, collusive or coercive practices.

#### **VI. Monitoring and Evaluation**

31. Monitoring and evaluation of the projects/programmes shall be undertaken in accordance with the Terms of Reference of the M&E Technical Working Group developed under the direction of the Resident Coordinator, to monitor and evaluate the UNDAF implementation. The M&E Technical Working Group shall develop Results matrices and reporting templates for the UNDAF Programmatic areas and shall be responsible for the production of bi annual and annual progress reports for the UNDAF.

#### **VII. Audit**

32. The Administrative Agent and Participating UN Organizations will be audited in accordance with their own Financial Regulations and Rules. The Internal Audit Services (IAS) of each Participating UN Organization will prepare a summary of the internal audit reports on activities related to the Fund of Malawi at intervals agreed upon between the IAS of Participating UN Organizations and of the Administrative Agent. The IAS of each Participating UN Organization will share its summary with its Representative in Malawi Country Office, who will then share it with the JSM.

33. The principles of HACT should apply to all Participating agencies in the One UN Fund.

#### **VIII. Reporting**

34. Each Participating UN Organisation shall provide the Administrative Agent with the following statements and reports prepared in accordance with the MoU:

- (a) Annual narrative progress reports, to be provided no later than three months (31 March) after the end of the calendar year;
- (b) Annual financial statements and reports as of 31 December with respect to the funds disbursed to it from the Fund Account, to be provided no later than four months (30 April) after the end of the calendar year;
- (c) Final narrative reports, after the completion of the activities in the approved Programmatic document and including the final year of the activities in the Programmatic document, to be provided no later than four months (30 April) of the year following the financial closing of the Fund. The final report will give a summary of results and achievements compared to the goals and objectives of the Fund; and

- (d) Certified final financial statements and final financial reports after the completion of the activities in the approved Programmatic document and including the final year of the activities in the approved Programmatic document, to be provided no later than six months (30 June) of the year following the financial closing of the Fund.
35. The UNDAF Mid-year and Annual progress reports will serve as the narrative part of the One Fund report for both unearmarked and earmarked contributions, to be provided no later than one month after the end of the applicable reporting period.
36. The UNDAF Mid-year and Annual progress reports will include a review of budgets as actually expended versus planned.
37. In collaboration with each Participating UN Organisation, the M&E Technical Working Group shall provide the RCO, who will in turn provide the Resident Coordinator with the following reports prepared in accordance with harmonised reporting procedures applicable to the Participating UN Organisation concerned:
- UNDAF Cluster Annual reports as of 31 December each year with respect to the implementation of the UNDAF, to be provided no later than three months (31 March) after the end of the applicable reporting period;
  - A final narrative report, after the completion of the UNDAF and including the final year of the Programme, to be provided no later than 30 April of the year following the financial closing of the UNDAF AP;
38. In line with the Paris Declaration Principles on Aid Effectiveness, until such a time that a harmonised reporting format and procedure is mutually agreed and accepted by Government and Participating UN Agencies, the Participating UN Organisations will utilise for financial reporting the eight categories agreed by the UNDOCO Financial Policies Working Group.
39. The Administrative Agent shall prepare consolidated financial reports consisting of the reports referred to in paragraph 34 above submitted by each Participating UN Organisation, and shall provide those consolidated reports to the Resident Coordinator once these have been agreed upon by all Participating UN Organisations but no later than 5 (31 May) after the end of the calendar year.
40. The Administrative Agent shall also provide to the Resident Coordinator for submission to donors and Participating UN Organizations, an annual certified Financial Report on its activities as Administrative Agent ('Report on Sources and Uses of Funds') as well as a final Financial Report and certified Financial Statement no later than 30 June of the year following the financial closing of the One UN Fund.
41. Consolidated One Fund reporting and documentation, including agreements, will be posted on the UN Malawi web site ([www.unmalawi.org](http://www.unmalawi.org)) and the Multi-Partner Trust Fund webpage (<http://mptf.undp.org/factsheet/fund/MW100>).

## **IX. Joint Communication**

42. Each Participating UN Organization will take appropriate measures to publicize the One Fund and to give due credit to the Participating UN Organizations. Information given to the press, to the beneficiaries of the One Fund, all related publicity material, official notices, reports and publications, will acknowledge the role of the Government of Malawi, the donors, the Participating UN Organizations, the Administrative Agent and any other relevant entities.

43. The Administrative Agent in consultation with the JSM will ensure that decisions regarding the review and approval of the One Fund as well as periodic reports on the progress of implementation of the One Fund, associated external evaluation are posted, where appropriate, for public information on the websites of the UN in Malawi and the Administrative Agent.

## **X. Other Matters**

44. The One Fund will be established upon signing of the Memorandum of Understanding by 2 Participating UN Organisations and the Administrative Agent. The One Fund will terminate upon completion of all Projects/Programmes funded through the One Fund and after satisfaction of all commitments and liabilities. Notwithstanding the completion of the initiatives financed from the One UN Fund, any unutilized balances will continue to be held in the One UN Fund Account until all commitments and liabilities incurred in implementation of the Projects have been satisfied and project activities have been brought to an orderly conclusion. Any balance remaining in the One UN Fund Account or in the individual Participating UN Organizations' accounts shall be used as decided by the Resident Coordinator in consultation with the UNCT, the contributing donors and Participating UN Organisations.

**Annex A:** UNDAF 2012-2016

**Annex B:** Allocation Process and Criteria for the One Fund in Malawi

**Annex C:** Humanitarian Window Terms of Reference



## **ANNEX B: Allocation Process and Criteria for the One Fund in Malawi**

1. The JSM will approve the Total Funding gap.
2. In line with the Malawi Development Assistance Strategy Aid coordination mechanisms, the JSM will first propose allocation at the level of the UNDAF Programmatic Clusters based on the funding gap as expressed in the UNDAF. Allocation from the One Fund within the UNDAF clusters will be based on the following criteria:
  1. UNDAF and SDG Relevance
  2. Unfunded gap at Outcome level
  3. One Fund 'Spirit' – 2 or more agencies implementing
  4. Implementation Capacity (Policy and Technical Capacity)
  5. Comparative advantage in implementing the activities
  6. Priorities which would otherwise not be funded
  7. Realistic Outcome Budget

Note: Donors will be encouraged to provide unearmarked funding.

Subsequent allocations will include the following:

- i. Capacity of Agency to absorb
  - ii. Previous track record:
    1. Delivery
    2. Results
    3. Financial Management
    4. Reporting
3. Allocations within each UNDAF Outcome will be proposed by the Cluster Convener to the UNCT Special Session. Once approved by the UNCT Special Session they will be presented to the Government of Malawi for information.
    - a. Outcome Leaders are responsible for ensuring that proposed activities and budgets meet minimum criteria for eligibility for One Fund Allocation.
    - b. Cluster Conveners are responsible for submitting requests to receive One Fund allocations according to pre-defined performance criteria.
    - c. The Resident Coordinator will have the final decision on allocations in the event of lack of agreement.
  4. Resources from the One Fund will be disbursed in 2 tranches.
    - i. Requests for receipt of funds will be presented to the UNCT
    - b. Following UNDAF reviews the UNCT Special Session will propose reallocations as deemed necessary:
      - i. Performance
      - ii. Disbursement rate
    - c. The UNCT Special Session will decide on the threshold of receipt of resources for the annual work plan year at the beginning of the year before allocating funds to Clusters.

- d. UN Agencies will provide the Resident Coordinators Office with updates on their financial status vis a vis other resources two times each year.
- e. The Resident Coordinators Office will provide a financial update to the UNCT twice a year reflecting the status of funds in the One Fund.

## **ANNEX C**

### **Malawi Humanitarian Window Terms of Reference**

#### **I. Introduction**

The concept of establishing a Humanitarian Window was initiated in 2009 as part of strengthening humanitarian response in Malawi. This also comes as part of a global effort of implementing humanitarian reform as recommended during the 2005 Humanitarian Response Review by the Inter Agency Standing Committee at the global level. During the review the Inter Agency Standing Committee which comprises UN, NGOs and The Red Cross societies agreed that to counter obvious weaknesses and lack of coordination in responding to emergencies there is need to strengthen the humanitarian response. The review isolated the following as issues that needed more attention: response capacity, coordinated response teams and insufficient accountability. Of the aspects isolated: Financing, Leadership, and Coordination Capacity were chosen to be essential elements in strengthening humanitarian response.

Humanitarian response capacity in Malawi has had obvious challenges. In spite of the existence of a dedicated unit responsible for coordination of humanitarian response, there are challenges in coordination and predictable funding arrangements. Resource mobilization on both sides; government and Humanitarian Community commences after the occurrence of a disaster. This, exacerbated by a lack of standby contingency resources, has often resulted in delays in responding to humanitarian needs of affected communities. Furthermore, the response to emergencies has been dependent on who gets funds first and what their response sector of interest is. This has led to a duplication of efforts or having unmet needs in some sectors.

Since 2009, the Malawi Humanitarian Country Team (HCT) has implemented Humanitarian Reform which aims at strengthening humanitarian preparedness and response. Among the weaknesses identified the Humanitarian Country Team has worked on improving coordination of the various humanitarian response sectors through creation of sectoral groupings of NGOs, government and UN Agencies focussing on particular response sectors. To date coordination clusters are functional in Agriculture and Food Security, Health and Nutrition, Coordination and Assessments, which manage preparedness and response for the various sectors.

#### **II. Purpose of the Humanitarian Window**

The overall aim of the window is to provide UN Agencies and NGOs with a rapid and flexible in-country funding mechanism to help respond to shocks and meet the needs of vulnerable communities. The window will provide funding for emergencies to enable humanitarian partners to respond to a crisis without delay. The emphasis of the window will be to support projects seeking to contribute to sustaining lives

and prevention of further erosion of livelihood assets through supporting positive coping mechanism of communities. The window will also be available to strategically fill gaps (geographic or sectoral) within an overall emergency response plan as reflected in the national contingency plan. In essence the window will be used for response activities to up to 6 months after a disaster occurrence. The window may cover activities like needs assessment, research, and delivery of relief goods and services. It should be noted that provision of inputs for immediate replanting or cassava cutting or sweet potato vines to replace lost crops within 6 months into the disaster will also be covered under the fund.

The Humanitarian Window will present new resources pooled by donors to support the gaps and prioritised needs in humanitarian response in support of government efforts.

### **III. Description of the Humanitarian Window**

The window will utilise current One UN Fund arrangements, it will thus operate under the One Fund.

The Humanitarian Window can channel resources to a broad range of recipients, including government entities, international organizations and (I)NGOs. Funds implemented by government entities and (I)NGOs must first be disbursed through a Participating UN Organization. Government entities, NGOs and other organisations can subsequently act as implementing partners for the Participating UN Organisations concerned, in accordance with the regulations and rules of the Participating UN Organizations. As funds are disbursed to the Participating UN Organizations, or to other implementing partners through the Participating UN Organizations, the underlying principle is that recipient UN Organizations disburse resources within their legal and accountability framework and thus manage the funds according to their rules and regulations, including in the areas of procurement and audits.

#### **Utilization of the Humanitarian Window**

Responding to humanitarian needs of populations still remains the responsibility of the Government of Malawi. This window will thus generally be used where government has requested the humanitarian community for support. In the absence of an official request, the window will also be used where after a joint assessment the HCT arrives at a consensus decision that there is need to use the fund to respond.

The Humanitarian Window will also be used where a response to an emergency has been delayed due to unavailability of quick funds with the government machinery. The window will thus be utilized for the purpose of meeting the unfunded gaps of an emergency, including initial response activities like rapid assessments. This will be with prior approval of the HCT.

Participating organizations will use funds to cover prioritized response activities as identified in the National Contingency Plan. Prior to submission to HCT and Advisory Board, proposals will have to be discussed and approved at Cluster/sector level.

## **IV. Governance Arrangements**

### **Humanitarian Country Team**

The JSM will fully delegate decision making authority on the Humanitarian Window to the Humanitarian Country Team, (HCT), reporting to the JSM through an annual progress report. The HCT comprises Heads of UN agencies concerned with response to humanitarian emergencies, NGOs and other interested humanitarian actors, the Humanitarian Country Team (HCT) represents a senior coordinating structure for humanitarian actors tasked with giving strategic policy direction to humanitarian coordination. Since its establishment in 2009 the following have been regular members: FAO, UNDP, UNHCR, UNICEF, WFP, UNFPA, WHO. From the NGO side; OXFAM, CRS, Action Aid, World Vision, CADECOM, Feed the Children, Save the Children and the Malawi Red Cross Society. Government and Donor partners are invited to HCT meetings as and when necessary.

The HCT will provide overall management of the window under the delegated authority of the JSM. This includes decisions on the modalities of the access and disbursement of the window. The HCT will thus set operational norms, standards and reporting requirement as well as the criteria through which the advisory board will work.

Under the leadership of the Resident Coordinator (hereinafter referred to as RC) as Chairperson, the HCT will mobilize resources for the set up, subsequent replenishment, allocation as well as monitoring the performance of the window.

The HCT will also support the prioritization of need in an ongoing humanitarian response and agree on priorities to be targeted in an emergency. The HCT will ensure that submitted proposals are based on agreed assessments and prioritization at the cluster level.

The Chairperson will provide overall supervision of the working of the clusters, including consolidation of proposals and narrative and financial reports at the end of humanitarian response interventions by various stakeholders. The Chairperson will be supported by the Office of the Resident Coordinator as secretariat of the HCT and the fund.

### **Advisory Board**

The RC will form and chair an Advisory Board (AB) comprising of five members, as follows – Two (2) UN agencies with a humanitarian aid mandate, one (1) Donor Partner, 1 Government and One (1) NGOs. UN Agencies, NGOs and Donor Partners will consult among themselves to nominate the official members and alternates which could be on a rotational basis. Alternate members will be appointed to perform the duties of the core AB members in their absence.

The AB will review project proposals with reference to the criteria as set up by the HCT and make decisions. The AB will make recommendations to the HCT for final approval of project proposals by the Chair Person. The AB will have 2 working days to review and make recommendation on a project proposal to the HCT.

To ensure independence, AB members will excuse themselves if a project submitted by their agency is being discussed and abstain from providing inputs to the board unless explicitly requested to do so by the AB or HCT.

#### **OCHA**

The Office of the Coordination of Humanitarian Affairs will perform advisory roles to the Humanitarian Country Team as and when requested.

#### **The Resident Coordinator**

The overall management of the Window will be coordinated by the RC as chair of the HCT in consultation with the Participating Humanitarian Organisations. In line with the overall objective of the Humanitarian Window which is to provide predictable, timely and flexible funds for responding to emergencies at the country level, the RC will be responsible for:

- Strategic leadership of the Humanitarian Window;
- Signing the Standard Administrative Agreement with Donors and the Memorandum of Understanding with Participating UN Organizations as a witness;

#### **The Administrative Agent**

The UNDP MPTF Office, in its capacity as the Administrative Agent, will administer the Humanitarian Window of the One UN Fund Malawi in accordance with UNDP's financial rules and regulations.

#### **Support services provided by the Resident Coordinator's Office**

Based on the National Contingency Plan, the Office of the Resident Coordinator supports the prioritization process by the humanitarian response clusters for proposal submission to the HCT/AB. The Office of the Resident Coordinator will provide strategic analysis of progress and lessons to be learned for future implementation. It will prepare the narrative report of the fund and circulate the finalised annual consolidated report which includes both narrative and financial sections of the Humanitarian Window to the HCT for information. The Office of the Resident Coordinator will ensure that these reports are distributed to all donors contributing to the window and maintain an appropriate level of fund information on the UN system website for Malawi (<http://www.unmalawi.org/humanitarian>) to ensure transparency.

Any tasks that fall outside of the Terms of Reference of the Office of the Resident Coordinator will, following approval of the HCT, be charged directly to the Fund for Malawi account in accordance with the Terms of Reference of the Fund

The Office of the Resident Coordinator will serve as the secretariat to the window management structure outlined above. The office will hence provide regular information on the financial situation of window through the MPTF Office GATEWAY.

### **V. Roles and Responsibilities**

#### **Donors**

Donors will ensure timely contributions to the window, and adequate funding in support of the fund management team. The RC will provide reports on the status of the window at the start and end of any humanitarian intervention.

### **Participating UN Organizations and NGOs**

Participating organisations are responsible for formulation of proposals in consultation with stakeholders especially the intended beneficiaries and local communities as well as the coordination mechanisms such as clusters and field coordination mechanisms. These proposals will be submitted to the HCT for funding.

The implementation of response activities will be carried out by participating organizations in accordance with applicable regulations, rules, directives and procedures. The National Contingency Plan and joint assessment reports will serve as the reference document for proposed response activities.

In the event where a participating organization is unable to deliver as committed in the submitted proposal, or where there are any changes to planned activities, approval should be sought from HCT on the next steps.

Participating organizations will facilitate the monitoring and evaluation of projects in collaboration with the Humanitarian Team Focal Points. Result oriented narrative and financial reports will be prepared by the participating organisations and submitted to the HCT through the Chairperson within four to six weeks after a project is finished, in addition to monthly updates as outlined below.

The participating organisations recognise that it is important to take all necessary precautions to avoid corrupt, fraudulent, collusive or coercive practices.

## **VI. Monitoring and Evaluation**

The RC may commission periodic reviews of activities funded through the fund in order to encourage lessons learning, identify opportunities for experience sharing as well as practices to be replicated across various comparable projects supported by the fund. The Advisory Board may also suggest and participate in joint assessments with partners, solicit inputs from experts, or commission external evaluations to enhance the work of agencies. Cluster leads – as part of their broader mandate – may also review and evaluate ongoing or completed activities supported with resources from the fund.

The RC in consultation with the Advisory Board may commission regular independent external evaluations of the HF as a mechanism. This will help review the performance of the fund and establish recommendations for improvement of effectiveness. Such evaluations will be funded directly from the window.

An M & E plan for the window will be developed. The plan will outline the strategy for monitoring performance and results. The M&E plan will as a minimum provide details on:

- Reporting requirements for M&E for participating organizations and for the fund itself. The plan will provide information on type, format and frequency of

reporting, outline how reports will be disseminated and describe roles and responsibilities.

- Strategy for monitoring of projects through site visits. The number of projects visited and the frequency of visits will be agreed upon. If not all projects are to be visited the plan will outline criteria and process for selecting a targeted sample of projects. Furthermore it will define the format of monitoring visits and describe who will undertake these.

The sections below present details on minimum standards for reporting, monitoring and evaluation for Emergency Humanitarian Funds.

**Project Reporting:**

A brief monthly progress report on project activities will be provided to the RCO in addition to a mid-term and final financial status report. The monthly progress report will provide information on progress against the agreed targets of the project. The financial updates shall provide preliminary financial data only and do not represent certified financial data. Certified Financial Report will be provided annually after the closing of accounts. Any constraints (financial, logistical, security etc.) affecting the project will be included in the report.

Within two month of the completion of the project, a final report will be submitted. Should the project require an extension, an extension request explaining the circumstances will be submitted a minimum of one month prior to the planned project end-date.

The final report will describe the project activities, background, planned objectives, activities and actual accomplishments. The report will include “lessons learnt” and an explanation of any variance between planned and actual outcomes.

The financial report will be presented according to the budget proposal format categories. If there is any unspent money it should be returned to UNDP as AA as per the rules of the One Fund. For NGO funded projects, the final report will be accompanied by an audited account of project spending, accompanied by supporting documentation if necessary. For NGOs, funds will be returned to the Participating UN Organization from which it received funds, who will in turn return the funds to the AA

**VIII. Other Matters**

The Resident Coordinator will in consultation with the HCT mobilize resources for replenishing the window. The Humanitarian Window will be used alongside other funding modalities; participating organization will still use their available resource mobilization initiatives. Where a need has arisen, an emergency has exceeded local capacity the HCT will engage in additional resource mobilization activities like the Central Emergency Response Fund (CERF).