



What is the MPTF Office?

The UNDP Multi-Partner Trust Fund Office (MPTF Office), established in 2006, was built on the successful experience of the United Nations Development Group Iraq Trust Fund (UNDG ITF) since 2004 and of other Multi-Donor Trust Funds (MDTFs) administered by the United Nations Development Group (UNDG) and UN System.

When donor funds are intended for multi-agency operations, the MPTF Office may be appointed as the fund administrator for the UN system. The MPTF Office provides a one-stop shop with focused support and service to UN Country Teams (UNCTs), UN Agency headquarters staff and donors interested in establishing MDTFs.

The MPTF Office has grown steadily over the past several years with an increasing number of partners and stakeholders. It currently has a portfolio of more than 45 distinct MDTFs and 24 Joint Programmes (JPs).

The MPTF Office strives constantly to provide high-quality service to the UN and other partners and stakeholders, and to remain true to its Mission Statement:

"To provide transparent and accountable fund management services to the United Nations system to enhance its coherence, effectiveness and efficiency."

The MPTF Office works with Steering Committees, Resident Coordinators and UN Participating Organizations in 81 countries with contributions from 66 donors and development partners.

Transparency and Accountability

The MPTF Office strives to keep its partners and UN Participating Organizations informed of the status of the MDTF at any time and aims to offer full transparency and accountability regarding the funds it administers. The MPTF Office GATEWAY, launched in early 2010, is designed for this purpose. The data displayed on GATEWAY is supplied to users in real-time (with a maximum two-hour delay) directly from our open books in ATLAS, the MPTF Office transactional sys-

tem. In addition, the GATEWAY is a living library of over 3000 documents, legal agreements and periodic updates.

Through improvements to standardize, streamline and automate its reporting process, the MPTF Office significantly improved the timeliness of reporting by UN Participating Organizations and by the AA even when the quantity of reports produced increased substantially.

Roles and Responsibilities

The UN system is concentrating efforts to enhance coherence and efficiency at the country level and to increase joint UN activities. In this context, UNDP is often called upon to play the role of Administrative Agent (AA), for MDTFs and Joint Programmes (JPs), through its MPTF Office and use the pass-through fund management model in the context of humanitarian, transition, reconstruction and development programmes. On behalf of the UN Participating Organizations, and in accordance with the UNDG AA Protocol, the MPTF Office performs the full range of AA functions, which include the responsibilities to:

- Receive contributions from donors;
- Administer funds received;
- Disburse funds to each of the UN Participating Organizations in accordance with instructions from the Steering Committee/Resident Coordinator;
- Consolidate statements and reports, based on submissions provided to the AA by each UN Participating Organization;
- Provide final reporting, including notification that the MDTF/JP has been operationally completed;
- Disburse funds to UN Participating Organizations for any additional costs that the Steering Committee may decide in accordance with ToR/Joint Programme Document/One UN Programme.

In accordance with the [Protocol on the AA for MDTFs and JPs, and One UN Funds](#), and supplemented by the roles and responsibilities outlined in the Standard Memorandum of Understanding (MOU) and Standard Administrative Agree-

ment (SAA), the AA will be entitled to allocate an administrative fee of one percent (1%) of the amount contributed by each donor signing an Administrative Arrangement, to meet the AA's costs of performing the AA's functions described in the relevant MOU. The AA will report annually on its AA activities and the fees received.

Each UN Participating Organization operates under its own financial regulations, rules and policies and assumes full financial and programmatic accountability for the funds disbursed to it by the AA and for the implementation of the projects/programmatic allocations.

UNDP's Dual Role in MDTFs

UNDP has two distinct roles in UNDP-administered MDTFs and JPs.

1. UNDP serves as an AA, exercising fund-management responsibilities.
2. It also acts normally as a UN Participating Organization, implementing activities using MDTF and JP resources in line with its development mandate and practice areas.

To avoid any real or perceived conflict of interest between its fund-management and programmatic roles, UNDP has taken measures to firewall its AA and UN Participating Organization functions. Funds administered by the MPTF Office are managed in a separate bank account and in a Business Unit separate from the system used by UNDP, which enables MDTF contributions and transactions to be recorded, tracked and audited separately from UNDP's funds.

The accountability for UNDP's function when it is selected as AA has been delegated to the Executive Coordinator of the MPTF Office, who reports to the Director of the Bureau of Management. This is in accordance with the policy governing [UNDP's Accountability when acting as Administrative Agent in MDTFs and/or UN Joint Programmes using the pass-through fund management modality](#)^{1,2}

For more information, visit: mdtf.undp.org.

¹ <http://mdtf.undp.org/document/download/4552>

² [HTTP://MDTF.UNDP.ORG/DOCUMENT/DOWNLOAD/16](http://MDTF.UNDP.ORG/DOCUMENT/DOWNLOAD/16)

MPTF Office Portfolio by Fund & Year

