

**The Joint Programme Document on Accelerating Efforts to Attain Targets of Millennium Development Goal (MDG) 5 and Neonatal Component of MDG 4 thru Joint Programming: Rapid Reduction of Maternal and Neonatal Mortality in the Philippines**

### **Section 6. The Management and Coordination Arrangements (p.16)**

The Joint Programme will utilize the existing health sector coordination and oversight mechanisms.

(1) During the transition period, the existing **JP National Steering Committee (JPNSC)** led by DOH will be maintained, moving gradually towards exploring the potential role of the NEDA-Social Development Committee as part of the JPNSC during the Full Operationalization Period. The JPNSC will be co-chaired by the Department of Health (DOH) and co-chaired by the lead UN agency. UNFPA, UNICEF and WHO Heads of Agencies and representatives of Philhealth and civil society organizations (CSOs) will comprise the membership of the JPNSC. AusAID representative will have an observer status. The functions of the JPNSC are, as follows: set the over-all policy direction of the JP, review/approve annual work plans, decision on resource allocation and submission of instructions to the Administrative Agent for disbursement of installments, reports (with a standard reporting form) and expenditures, review processes and address policy and programmatic constraints and direct the tasks of the technical working groups.

### **Section 7. The Fund Management Arrangements and Cash Transfer Modalities (p.17)**

During the 2012 period, the Joint Programme will use the pass-through modality with UNDP serving as the Administrative Agent (AA). The programmatic and financial accountability will rest with the participating organizations and sub-national partners that will be managing the respective components of the Joint Programme.

Under this modality, Participating Organizations agree to channel funds for the Joint Programme through the Administrative Agent. The Multi-Partner Trust Fund Office (MPTF Office) of the UNDP has been appointed by the Participating Organizations as the Administrative Agent (AA) of the Joint Programme.

The Administrative Agent will:

- Establish a separate ledger account under its financial regulations and rules for the receipt and administration of the funds received from the donor(s) pursuant the Administrative Arrangement. This Joint Programme Account will be administered by the Administrative Agent in accordance with the regulations, rules, directives and procedures applicable to it, including those relating to interest;
- Make disbursements to Participating UN Organizations from the Joint Programme Account based on instructions from the Steering Committee, in line with the budget set forth in the Joint Programme Document.

The Participating UN Organizations will:

- Assume full programmatic and financial responsibility and accountability for the funds disbursed by the AA.
- Establish a separate ledger account for the receipt and administration of the funds disbursed to it by the Administrative Agent.
- Each UN organization is entitled to deduct their indirect costs on contributions received according to their own regulation and rules, taking into account the size

and complexity of the programme. Each UN organization will deduct 7% as overhead costs of the total allocation received for the agency.

Fund transfer mechanisms will observe the Harmonized Approach to Cash Transfer (HACT) framework. Cash Advance and/or reimbursement fund modality schemes will be used. Fund releases will be based on approved annual, bi-annual and/or quarterly work plans and Funding Authorization and Certificate of Expenditures (FACE) forms which will be submitted by the implementing partners. A graphic illustration of fund management for a Joint Programme with pass-through and parallel funding mechanisms are presented in Annex VII.

## **Section 8. The Monitoring, Evaluation and Reporting (p.18)**

### **Reporting**

Each Participating Organization will prepare the following reports on its contribution in accordance with its financial rules and regulations:

1. Annual narrative progress reports, to be provided no later than three months (31 March) after the end of the calendar year;
2. Annual financial statements and reports as of 31 December with respect to the funds disbursed to it from the Joint Programme Account, to be provided no later than four months (30 April) after the end of the calendar year;
3. Final narrative reports, after the completion of the activities in the Joint Programme Document and including the final year of the activities in the Joint Programme Document, to be provided no later than four months (30 April) of the year following the financial closing of the Joint Programme. The final report will give a summary of results and achievements compared to the goals and objectives of the Joint Programme;
4. Certified final financial statements and final financial reports after the completion of the activities in the Joint Programme Document and including the final year of the activities in the Joint Programme Document, to be provided no later than six months (30 June) of the year following the financial closing of the Joint Programme.

The JPMNH Coordinator under the UN Coordination Office will:

1. Prepare the Consolidated Narrative Report based on the narrative progress reports received from the Participating UN organizations.

The UNDP through the Multi-Partner Trust Fund (MPTF) Office will:

1. Prepare consolidated narrative and financial progress reports, based on the narrative consolidated report prepared by JPMNH Coordinator and the financial statements/ reports submitted by each of the Participating UN Organizations;
2. Provide those consolidated reports to each donor that has contributed to the Joint Programme Account, as well as the Steering Committee, in accordance with the timetable established in the Administrative Arrangement.
3. Provide the donors, Steering Committee and Participating Organizations with:
  - Certified annual financial statement ("Source and Use of Funds" as defined by UNDG guidelines) to be provided no later than five months (31 May) after the end of the calendar year;
  - Certified final financial statement ("Source and Use of Funds") to be provided no later than seven months (31 July) of the year following the financial closing of the Joint Programme.

**Section 10. The Legal Context or Basis of Relationship (p.21)**

The participating UN organizations will execute a Letter of Understanding (LOU) with Government Institution(s) on the funds to be provided, banking arrangements, accounting/ financial reporting, accountability and other aspects of financial terms and conditions between the UN and the Government. The AA and the Participating UN Organisations sign the UNDG approved Standard Memorandum of Understanding for the Joint Programme. The donors contributing to the Joint Programme sign with the AA the UNDG approved Standard Administrative Arrangement for Joint Programme.