**United Nations Development Programme**

**Multi-Donor Trust Fund Office, Bureau of Management**



22 February 2010

To: Heads of Participating UN Organizations, UN Resident Coordinators and Agencies’ Controllers/Chief Financial Officers

Cc: Officials designated in the signed MDTFs/JPs MOUs, MDTFs’ Fund Managers/Secretariats, relevant Programme and Finance Focal points, at country-level and Headquarters, Signatories of the Delegation of Authority (DOA) at country-level

Dear Colleagues,

**Subject: Annual Narrative and Financial Progress Reports**

I am writing to you regarding thesubmission ofAnnual Progress Reports for the period 1 January - 31 December 2009 for the various Multi-Donor Trust Funds (MDTFs) and Joint Programmes (JPs) administered by the UNDP Multi-Donor Trust Fund Office (MDTF Office) as listed in Annex 3.

In accordance with the Memorandum of Understanding (MOU) signed between your Organizations and the MDTF Office, as the Administrative Agent, each programme[[1]](#footnote-1) approved and funded by the MDTFs and JPs listed in Annex 3 and active during the reporting period, is required to provide annual narrative and financial progress reports. The list of programmes with the relevant reference numbers for each MDTF and JP is available on the MDTF Office GATEWAY at <http://mdtf.undp.org/>[[2]](#footnote-2). A list of programmes can also be provided by sending a request to [executivecoordinator@undp.org](mailto:executivecoordinator@undp.org). These reports will be used by the MDTF Office to prepare the required Consolidated Annual Narrative and Financial Progress Report for each Fund which, in turn, will be submitted to the Funds’ Donors and other stakeholders.

**Reporting Timeline**

In accordance with the signed MOUs, the following is the applicable reporting timeline:

* Submission of Narrative Progress Reports by the Participating Organizations to the MDTF Office by **31 March 2010**. For JPs, only ONE narrative progress report is to be submitted for each JP, by the Resident Coordinator or the relevant lead agency;
* Submission of Financial Reports by the Participating Organizations’ Headquarters to the MDTF Office by **30 April 2010** through UNEX, the web-interface reporting tool used for uploading and processing financial data. UNEX will be opened by **1st March 2010**;
* Submission of Consolidated Narrative and Financial Progress Report by Fund from the MDTF Office to Donors and other stakeholders by **31 May 2010**.

You are strongly encouraged to submit your reports ahead of the above deadlines since the MDTF Office will strictly observe the Consolidated Progress Report submission date to donors. As specified in the Standard Administrative Arrangement (SAA), and indicated in the UNDG AA Protocol, donors reserve the right to discontinue future contributions to MDTFs/JPs if reporting obligations are not met as per the signed SAA.

**Narrative Progress Reports**

For the current reporting period (1 January – 31 December 2009), Narrative Progress Reports for individual programmes will use existing reporting procedures, but will be uploaded using the MDTF Office GATEWAY (<http://mdtf.undp.org/>). The template for the preparation of the Narrative Progress Report is attached in Annex 1. Any queries regarding the Narrative Progress Reports should be addressed to the relevant Portfolio Manager (list in Annex 3). The Narrative Progress Reports should be submitted through the MDTF Office GATEWAY by **31 March 2010 at the latest**. Where it has been agreed with donors either in the SAA or subsequently that an overall One Programme (for Delivering as One Funds) or other type of progress report will be submitted to donors (for the Funds listed below[[3]](#footnote-3)), no additional Narrative Progress Reports will need to be submitted to the MDTF Office. Relevant MDTF Office Portfolio Managers can provide additional information if required.

As you are aware, we have launched the MDTF Office GATEWAY that will further facilitate the online submission of narrative reports (<http://mdtf.undp.org/>). The MDTF Office will be in contact with all relevant UN Country Teams (UNCTs) to provide further information on the process of uploading narrative reports through the GATEWAY, and associated user accounts.

Please note that when the Narrative Progress Reports submitted by Participating Organizations are uploaded to the MDTF Office GATEWAY they will become immediately publicly available. The reports should therefore be of sufficient quality and clarity to be presented as independent documents. In exceptional cases, public access to sensitive documents or reports can be restricted.

In accordance with the MOU, if the programme activities financed by the MDTFs and JPs have been completed by the responsible Participating Organization within the reporting period, please indicate that the Programme has been ‘operationally closed’ and indicate the month in which activities were completed on the narrative report cover page under ‘duration’. For these Programmes, the MDTF Office’s relevant Portfolio Manager (list in Annex 3) will provide further guidance.

**Financial Reports**

Please note that financial reports are submitted by Participating Organizations’ Headquarters, and therefore, country based colleagues do not have to provide financial information. Similar to last year’s reporting exercise, and following consultations with Finance Divisions of all Participating Organizations, we kindly request that the HQ Finance Divisions of each Participating Organizations submit, through UNEX (unex.undp.org) one spreadsheet per organization for all MDTFs and JPs where UNDP is the Administrative Agent, in line with the 2009 Supplemental Financial Reporting Specifications document in Annex 2.

In accordance with the standard Memorandum of Understanding (MOU), all Participation UN Organizations are legally required to submit the annual financial reports no later than **Friday, 30 April 2010**. This implies that the Participating Organizations must have uploaded the single spread-sheet, ensured that all reports are cleared of rejections, and have the “Schedule A”[[4]](#footnote-4) signed and submitted to the MDTF Office by scanned copy by this date. To allow sufficient time the MDTF Office will open UNEX on **Monday, 1 March 2010**. Any queries regarding the Financial Reports and UNEX should be addressed to [executivecoordinator@undp.org](mailto:executivecoordinator@undp.org).

I thank you for your usual kind cooperation in meeting the above agreed reporting timelines.

Sincerely yours,

Bisrat Aklilu

Executive Coordinator

**Annexes:**

1. Annual Narrative Progress Report Template
2. 2009 Supplemental Financial Reporting Specifications for Participating Organizations
3. List of MDTFs and Joint Programmes administered by the MDTF Office and relevant Contacts

**Annex 1**

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|  | Insert Fund specific logo, if applicable |

**Peace Building Fund**

**ANNUAL programme[[5]](#footnote-5) NARRATIVE progress report**

**REPORTING PERIOD: 1 january – 31 December 2009**

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| --- | --- | --- |
| *Submitted by:* Guglielma da Passano, CTA,  UN-HABITAT  LC, Goodridge Building 8th & 9th Streets, Jallah’s Town Road, Sinkor, Monrovia, Liberia.  Tel. +231 6360719 |  | *Country and Thematic Area[[6]](#footnote-6)**Liberia, Peace Building Fund Priority Area 3: Strengthening State Capacity for Peace Consolidation.* |
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| --- | --- | --- |
| *Programme No:* C 248 XB-LIR-09-X01 2009 QXB-2030-C 248-2833 ***MDTF Office Atlas No:*** *Programme Title: Support to the Establishment and Initial Functioning of the LC* |  | *Participating Organization(s):**UN-HABITAT, FAO* |
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| --- | --- | --- |
| *Implementing Partners:* *LC,* *GC,**University of Liberia**Ministry of Land Mines and Energy,* *Ministry of Internal Affairs.**Ministry of Planning and Economic Affairs,* *Ministry of Justice, Agriculture,* *Forestry Development Agency,**Law Reform Commission,* *UNMIL.* |  | *Programme Budget (from the Fund):* *For Joint Programme provide breakdown by UN Organization*  UN-HABITAT : USD $750,000 |
|  |  |  |
| *Programme Duration (in months): 18 (eighteen months)* Start date[[7]](#footnote-7): January 2009  End date:   * *Original end date August 2010* * *Revised end date, if applicable December 2010 (extension request submitted)* * *Operational Closure Date*[[8]](#footnote-8)*, if applicable:*   Budget Revisions/Extensions: *List budget revisions and extensions, with approval dates, if applicable* |

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| **Introduction:**  The Narrative Progress Report template is in line with the UNDG Standard Progress Report.  Building on continued efforts made in the UN system to produce results-based reports, the progress report should describe how the activities (inputs) contributed to the achievement of specific short-term outputs during the twelve month reporting period, and to demonstrate how the short-term outputs achieved in the reporting period collectively contributed to the achievement of the agreed upon outcomes of the Strategic (UN) Planning Framework guiding the operations of the Fund[[9]](#footnote-9).  In support of the individual programme reports, please attach any additional relevant information and photographs, assessments, evaluations and studies undertaken or published.  The information contained in the Programme Summaries and Quarterly Updates prepared by the Participating Organizations may be useful in the preparation of the Annual Narrative Progress Report. These Summaries and Updates, where applicable, are available in the respective Fund sections of the MDTF Office GATEWAY (<http://mdtf.undp.org/>). |
| **Formatting Instructions:**   * The report should not exceed 10-15 pages. * The report should be submitted in one single Word or PDF file. * Annexes can be added to the report but need to be clearly referenced, using footnotes or endnotes within the body of the narrative. * Do not change the Names and Numbers of the Sections below. |

# NARRATIVE REPORT FORMAT

# Purpose

* Provide the main outputs and outcomes/objectives of the programme.

The Project supports the establishment and initial functioning of the LC (LC), by implementing a series of activities that make a direct contribution to the peace-building process as part of a long term land reform program. The Project aims at providing support to make the LC (LC) operational and known to the public as a peace building instrument of trust, competence and integrity, which will contribute directly to peace building, stability, equitable growth and natural resource management for the benefit of all Liberians.

* Outputs and Key Activities:

The project supports the establishment of a functional Land Commission (LC) that will work with key partners to realize the following outputs/activities: (i) institution-building activities that strengthen the capacity of the LC, including its Technical Secretariat, (ii) public awareness/educational activities aimed at improving the understanding of the LC and land issues in Liberia, (iii) activities that enhance LC’s capacity for analyzing, monitoring, and evaluating land-related activities and land sector coordination between relevant ministries and agencies and other stakeholders, and (iv) initial selective pilot projects and interim procedures for addressing immediate and pressing land administration issues that will assist the LC in developing and recommending national land policies, programs and land laws, as part of a long term land reform program, that will promote better land governance and contribute directly to peace building, stability, equitable growth and natural resource management for the benefit of all Liberians.

The out-puts and key activities are organized in four project components which are also an integral part of the longer term Liberia Land Management Programme (LLMP), and are summarized as follows:

*Component 1: Strengthened capacity of the LC, including its Technical Secretariat.*

1.1 Technical Secretariat established and operational, including staffing, identification of office space, procurement of essential equipment, and developing a work plan. The project will fund an Executive Director, a core team of 3 national experts, a financial officer, and an international advisor to support the LC. The national experts will focus on dispute resolution, land management and public awareness. The international advisor will serve as technical advisor to the LC and Technical Secretariat. In the interim before the LC is legally established, the core team will be housed in the Governance Commission (GC).

1.2 Strengthened capacity for LC and other key stakeholders. The GC and the LC will organize a series of briefings, orientation sessions, and consultations, focusing on different groups. As the LCers will come to the Commission from different backgrounds and with different degrees of knowledge concerning land issues, a first task will be to provide them with orientation and briefing to ensure that they share a common understanding of issues and to ensure that they act as a body with one voice. These sessions will facilitate the development of their work plan. Up to six sessions will be organized, covering topics such as i) Liberian LC – roles and responsibilities and international experience; ii) Liberian land law (statutory and customary); iii) dispute resolution mechanisms, including ADR, iv) urban and peri-urban land issues, v) agricultural land tenure, and vi) land management and administration. The briefing materials developed for the LC will be adapted to the needs of different target audiences, including at the grassroots and county levels. Up to 6 regional level consultations on different issues will be held. The strategy will be to leverage existing national and international expertise within the country through ad hoc presentations to the LC and the use of LC-developed training materials by partners at the county level; visiting experts and researchers will also be invited to make presentations to different stakeholder groups as appropriate.

1.3 Increased resources for land issues, within a 3-5 year holistic framework. One of the LC’s key tasks will be to support the design and funding of a longer-term land programme based on the Government’s strategic objectives as identified in the Poverty Reduction Strategy. A draft framework for such a programme has already been developed and the LC will be responsible for organising consultations with line Ministries and land stakeholders at the national, county and local levels to agree on needs, strategies and activities to ensure national ownership and support. The LC will also organise meetings with potential donors, including a donor roundtable. Support for the LC by the Government of Liberia will be handled through the 2009/10 fiscal budget.

*Component 2: Increased public awareness and understanding of the LC and land issues in Liberia.*

A major task is gaining trust from all stakeholders in the functioning of the Commission and creating an environment of acceptance. On its side, the Commissioners must be open to receiving the views of all Liberians regarding their priority land issues. The public, on the other hand, must be informed of the mandate, duties, and functions of the LC, especially the relationship of the LC to existing institutions. Amidst many conflicting and sometimes contradictory messages regarding land laws and policies, the Commission must also be sure to send clear and consistent messages to enable a common national understanding of key land issues in Liberia. Initial efforts to restore some degree of good land governance, not only by the public land authorities, but also by powerful actors that may take advantage of the legal and procedural uncertainties to acquire and transfer land, will be essential. The process will focus first on, educating the public on the LC. Second, frequent and regular consultations will be held with different stakeholders, especially at the “grass roots” level to solicit perceptions and to achieve a common understanding of land issues in Liberia to enable the Commission to make informed recommendations. Any recommendations made by the Commission will be vetted and validated with stakeholders around the country. The following results are expected:

2.1 Increased public awareness of the LC’s mandate and responsibilities. Public awareness will be essential to the successful establishment of the LC. The Commission will make extensive use of existing outreach mechanisms, especially radio to disseminate its messages. In addition to ELBC (which now has national coverage) and other Monrovia-based stations, there is a network of local or community radio stations throughout the country. In addition, UNMIL radio will make time available to the LC. LCers and key national figures from line ministries (MoA, MLME, MIA, Gender, etc.) and national experts (eg. University of Liberia, surveyors, lawyers, private sector - Firestone, Mittal Steel, the National Investment Commission, the Liberian Business Association - for example, can be interviewed on local radio stations and articles/columns can be included in newspapers on a regular basis). Content for the public awareness campaign will be developed to communicate the work of the LC to different target audiences. As such, the public awareness campaign will provide cross-cutting support to all three components of the present proposal on an ongoing basis. Key outputs and activities will include:

• A two-day national conference to launch the LC;

• Development of a simple communications and outreach strategy;

• Regular radio interviews with key land stakeholders from Government, civil society, the private sector and specific groups such as women and youth;

• Production and dissemination of brochures, fact sheets, etc. on the Commission and specific land issues targeting different stakeholder groups;

2.2 Increased LC and key stakeholder awareness of critical land issues, including the following outputs and activities:

• Fifteen one-day county conferences, designed as a two-way dialogue on the role of the LC and on critical land issues.

• Consultations with particular groups, including the business community, local government officials, the judiciary, women’s and youth groups, and so on. As the Commissioners work, additional consultations will be held as needed to solicit views and recommendations and finally to vet the decisions and recommendations of the commission. .

• Finally, the public awareness officer will be responsible for monitoring and regularly analyzing media reports on land issues.

*Component 3: Improved land sector information and coordination.*

The LC is expected to play a critical role in maintaining a global overview of what is happening across the land sector, in addition to supporting a coordinated effort to monitor progress towards realizing the PRS objectives. Mandates and responsibilities for land issues are divided between various Ministries and departments and services. In most cases, mandates and information are closely guarded and collaboration can prove elusive. Liberia’s institutional structure is no exception (see Bruce 2007). At the same time, the Government must ensure broad-based public participation in policy making, particularly given the existence of statutory, customary and ‘informal’ institutions. Finally, the Government must also ensure effective coordination with the international assistance community, including, the UN system, the World Bank, bilateral aid agencies and international NGOs. The Government and international organisations have frequently expressed their concern regarding the potential fragmentation of the land sector (donor-driven approaches inconsistent with national priorities, competing/inconsistent policies/programmes, sectoral versus holistic support, project approach versus systemic reforms, critical geographical or substantive gaps left unattended, etc.). The expected outputs and related activities in this component include the following:

3.1 Improved national land sector information through an inventory of actors and activities. The LC will undertake to deliver the following key results and activities:

• Identifying key land stakeholders from the community through district and county levels;

• Developing and maintaining a national inventory of “who is doing what, where.”

• Holding regular coordination meetings as required;

3.2 Piloting a Land Sector Harmonisation, Alignment and Coordination (HAC) Approach: the GC has indicated its preference to land sector coordination in-line with the Paris Declaration (2005). Options such as basket-funding, donor coordination groups, etc. will be explored (UN-HABITAT has experience in this from Kenya, Mozambique, Nepal). Key outputs and related activities will include:

• Briefing sessions on the HAC approach as applied to the Land Sector and the development and agreement on a plan to pilot the approach in Liberia;

• Regular consultations within Government and between Government and donors;

• Piloting the HAC approach and evaluating the lessons-learned;

3.3 Monitoring and Evaluation system operational. The LC is expected to play a leading role in monitoring and evaluation of land-related activities in Liberia. The LC will work with the GC (which has the mandate for monitoring & evaluation of governance reform activities), the Ministry of Planning & Economic Affairs, and the University of Liberia. A strategic partnership will be established with the University of Liberia to contract them to lead and undertake the bulk of the monitoring work. Tasks will include the development of an initial awareness and perception survey targeting key stakeholders at the national and county levels, exploring the possibility of establishing a national data-set, regular reporting, sharing of experiences and evaluation results. A final evaluation of the project will be undertaken at the end of the project.

*Component 4: Enhance the capacity of the LC to develop short and long term land administrative and management procedures, policies, programs, and laws to address critical land issues.*

There is a need to immediately address several land management procedures and practices that have taken on an important dimension in the post-conflict period of opportunistic land management and that are peace threatening if allowed to continue. Work in this area will look at issues of large land holdings as well as small-holder issues, as deemed appropriate by the LC. The expected results and activities include the following:

4.1 Pending public land sales reviewed using transparent procedures and criteria.

The transfer of land held under customary tenure to fee simple through the sale of public lands has been identified as one of the most contentious issues in the land sector. On the one hand, the Public Land Law of 1973 defines as public land any land not held under fee simple. On the other hand, communities consider land that has been occupied and utilized by them, in some cases for hundreds of years, to be theirs. The process of obtaining deeds to public land which originates with the identification of “available” land for a potential buyer by the county LCer and then proceeds through a series of steps culminating in the signing of a deed by the President of the Republic of Liberia. This process, which is cumbersome, time-consuming, and expensive has been criticised, especially since these land transactions often occur without the knowledge or consent of local communities who lose access to land which they consider theirs and which they utilize. Because of the multiple problems associated with this process, the President of Liberia has not been signing these deeds since assuming office in 2006. At the same time, however, a growing number of deed applications has reached her desk, creating pressure for her to sign. She, therefore, requested the GC in consultation with the Ministry of Lands, Mines and Energy to develop interim measures which would allow her to deal with the pending deeds while awaiting review and recommendations from the LC on the process of public land sales.

The GC and MLME recommended that a screening committee, under the leadership of MLME, be established to review pending applications and to recommend appropriate action to the President. This committee has developed guidelines for reviewing the pending applications that include verification of surveys and the tribal certificates. It is also proposed that applications for more than 1,000 acres should be accompanied by a development plan.

The project will provide support to the work of the screening committee. There are approximately 25 deeds currently pending, most located in Montserrado County but some also in Bong and Maryland Counties. A technical committee will vet all pending deeds and recommend action to the screening committee who will then advise the President on appropriate action. In the longer-term, the work of this committee will inform the LC in its consideration of public land sales.

4.2 Support to a systematic inventory and assessment of concessions. The Ministry of Agriculture (MoA) and the Concession Secretariat at the Ministry of Finance have started addressing the under-utilisation of existing agricultural concessions, and the use or claim of these lands by local populations. In some cases, concession holders are re-asserting their rights, while other concessions are being renegotiated with the Government. This sub-component will support the LC in initiating a systematic inventory of the existing concessions, assessing their present legal and land use status, and probing the perception of their future use by the rights holders, the neighbours and other stakeholders. Field work will be implemented with the Monitoring and Evaluation Bureau of the MoA, focusing on two representative concessions to determine land use patterns within and around the concessions and to identify alternatives for the more effective utilization of land by local communities and the concession.

4.3 Strengthened capacity for identification, documentation, and analysis of land disputes. The judicial system in Liberia has not been effective in resolving land disputes and enforcing decisions. It is widely believed that the courts are clogged with land cases and that there is a substantial backlog of cases in the courts. Reports suggest that disputes often revolve around contested claims involving youth and emigrants (“strangers”) with others. Within the customary system, there is very little information available on the types and frequency of land disputes and how these are handled. Particular attention will be given to identifying the youth, emigrant or “stranger,” and gender dimensions of disputes. Specific activities will be:

• Initial review of customary land law and functioning of local institutions handling land disputes. Less is known about customary land law in Liberia than in any other African country (Bruce 2007). Research is required to understand how community-based institutions are handling land disputes, and the extent to which these approaches can be utilized more efficiently on a nation-wide scale. The research will incorporate consideration of issues affecting youth, emigrants (“strangers”), and women. Knowledge is also required to facilitate the process of harmonizing customary and statutory law. The LC will support a program of research on customary law and informal institutions.

• Better and systemic understanding of the nature and the quantitative dimension of land disputes. An inventory of court cases in the magisterial and circuit courts will be conducted, utilizing law students from the University of Liberia. As disputes handled under customary law are not consistently recorded or documented, anecdotal information will be collected from local authorities and key informants.

• Identification and analysis of urban and peri-urban land issues and disputes. Existing tools from FAO, UN-HABITAT and organisations active in land tenure/disputes in Liberia will be adapted to develop a framework for reviewing land use, operation of land markets, types of land related disputes, gender dimension of disputes, identification of potential vulnerable groups, institutions for dispute resolution (customary and statutory), key actors, existing practice and capacity for ADR, etc. This information will be analysed and assist the LC in formulating land policies that address urban and peri-urban issues

4.4 Mechanisms to support the recognition and protection of community land rights piloted. Community land rights are not adequately recognised and protected by the state. This has resulted in an important debate on what is exactly the nature of public land, a discussion which will certainly be essential to develop a future land policy. Arbitrary interference of different public institutions on public land without consultation with affected communities is a major cause for distrust between the Government of Liberia and communities. It is essential that legally valid methods are developed and tested to secure community land rights. Best international practice indicates, however, that securing land rights of communities without addressing the challenge of how these rights can be exercised (eg. economically) falls short of supporting communities in a peace consolidation process. Consultations and discussions across the country indicate that communities are eager for legal recognition of their traditional claims. Several recent outbreaks of violence between communities highlight the importance of addressing community land rights.

Legal recognition also includes efforts to handle boundary disputes between different social groups, district and counties which need to be solved before any land can be registered. The project will support pilots in selected communities to develop and test methodologies for securing community land rights, while at the same time addressing some pertinent challenges that need urgent attention. These pilots are new for Liberia, and a first task is to identify and train possible partners, who can implement these pilots in selected communities in selected counties, probably Lofa and Margibi. Annex 5 provides a short overview of the approach proposed. Similar pilots are being conducted by the LLRCF project (USAID-funded), and proposed by IUCN and World Bank working with FDA.

# Resources

*Financial Resources:*

* Provide information on other funding resources available to the project, if applicable.

The LC and the Project has received intensive back-stopping and technical support from UN-HABITAT Head Quarters with five missions carried out in 2009. The Project has been strategic for the establishment of the LC because the Government budget for the Commission for 2009 was very limited (the Commission was not established when the Legislature approved the annual Government budget) and the two major land sector interventions that had already been planned by the World Bank and MCC to date have not started operations.

* Provide details on any budget revisions approved by the appropriate decision-making body, if applicable.
* Provide information on good practices and constraints in the mechanics of the financial process, times to get transfers, identification of potential bottlenecks, need for better coordination, etc.

The Project aims at supporting the establishment and functioning of a Government body that needs to be perceived as neutral and independent. The LC needs to be able to start the activities foreseen under its five years strategic framework and to respond to urgent emerging needs.

The most relevant difficulty regarded the hiring of the Technical Secretariat staff. Besides the International Technical Advisor, the project budget included five national technical positions for the Secretariat. These officers have to be the engine of the Commission and ensure that any activity that is identified by the Commissioners is completed in a timely and effective manner. They need as well to accompany the Commissioners to the counties and the consultations.

If the Officers had been hired under UN contract, their mobility would have been restricted and the independent image of the Secretariat would have been jeopardized. Moreover, since part of the Technical Secretariat was to be hired under Government budget, double standards would have applied to equivalent positions (UN salaries and benefit schemes differ greatly from the Government’s). It was therefore decided to sign an Agreement of Cooperation between UN-HABITAT and the LC to allow the Commission to identify and hire directly its personnel. The entire process has been carried out in coordination with the Technical Advisor and the recruitment procedure implemented has been very similar to the one in place for UN Agencies.

Under the Agreement, the LC manages directly with the support of the Technical Advisor the activities that have to be implemented locally, while UN-HABITAT provides international support and back-stopping as per the PBF project document.

*Human Resources:*

* National Staff: Five National Staff have been hired with the Project funding for the LC Technical Secretariat, they include: one Director of the Secretariat, one Controller (Finance Officer); one Information Officer; one Land Disputes Officer; and one Administrative Assistant. The Project had as well provision for a Land Administration Officer, but the recruitment process was not successful and the only candidate that did have the required profile did not accept the position. The post will be re-opened, but meanwhile the budget for this position has been freezed.
* International Staff: One International Technical Advisor has been employed and has been installed in the LC Technical Secretariat Office.

# Implementation and Monitoring Arrangements

* Summarize the implementation mechanisms primarily utilized and how they are adapted to achieve maximum impact given the operating context.

The Commission is leading on all those activities that have to be implemented locally, while UN-HABITAT is managing directly the international support and identifying experts that can provide advice on specific issues.

* Provide details on the procurement procedures utilized and explain variances in standard procedures.
* Provide details on the monitoring system(s) that are being used and how you identify and incorporate lessons learned into the ongoing project.
* Report on any assessments, evaluations or studies undertaken.

# Results

* Provide a summary of Programme progress in relation to planned outcomes and outputs; explain any variance in achieved versus planned outputs during the reporting period.

*Out-put 1: LC established and operational* The President of Liberia established the Commission in August 2009 and appointed the seven Commissioners in October 2009.

UN-HABITAT Technical Advisor has been deployed shortly after the establishment of the Commission and has been instrumental to dealing with the start-tap activities including: the identification and renovation of an office space for the Commission and the Technical Secretariat; the recruitment of the Technical Secretariat including the Director, Technical Officers and Administrative Assistant funded by the project and additional staff funded directly with the Government budget; and procurement of equipment and vehicles.

The Commissioners come from different back-grounds and there was a need to create a common understanding and a shared vision for the 5 years life-span of the LC. The first step in this direction was a one week orientation workshop for the Commissioners was held in Gbarnga on 9-14 November. The Commissioners were briefed on the main land issues in Liberia and on similar challenges and solutions tested in the continent. Several local and international experts took part in the event and committed towards their continuous support to the Commission. A detail work plan including the timeframe for such support was developed and agreed with the LC. The Technical Advisor participated in the retreat and supported the process. Once the first round of consultations will be over, the Commissioners will meet to discuss the out-comes and approve the reports which will then be made available to the public. A 2-days retreat in the Commission offices is planned to take place in April for the Technical Secretariat and support staff to ensure consistency in the messages that are disseminated and to clearly identify roles and responsibilities.

The LC is working as well in strong collaboration with the World Bank and the Millenium challenge Corporation in order to ensure alignment and coordination between their up-coming projects. The LC has been involved in the design phase of these projects and is supporting effective communication between the different agencies.

*Out-put 2: Increased public awareness and understanding of the LC*

The official Launch of the LC will take place early in 2010, depending on the President’s availability. National and international stakeholders involved in the land sector will participate in the Launch which will as well be the starting point of a strong media campaign to inform the public on the LC mandate and responsibilities. One of the Commissioners has oversight responsibility on the public awareness education program area and has developed in collaboration with the Technical Advisor and the Technical Secretariat an overall communication and information strategy has been developed.

The Information Officer has been recruited and his is providing press coverage (television, radio and news-papers) for the events organized by the LC. Following the Launch a series of interviews will be published in the national news papers and aired by the national and local radio stations, press releases and speaking notes to be used by the Commissioners in the different events have already been developed and approved by the Commissioners. Information material prepared for large scale dissemination include: the act establishing the LC, a brochure on the LC, and fact-sheets on each of the Commissioners.

With the Project funding the Commissioners have as well planned the one-day Consultations which will be held in all the fifteen counties before the end of April 2010 (after the Commission is officially launched by the President. The Consultations first objective will be to create awareness among local authorities and the public on the mandate and role of the LC. The materials developed and printed for dissemination in the consultations include: the Act establishing the LC, a fact-sheet on each Commissioner, a brochure on the LC and one speech and one agenda which will be the same for all Consultations in order to ensure consistency. All consultations will have live radio coverage in the county. The Commissioners will travel to the Consultations with a support team form the Technical Secretariat including one facilitator, one rapporteur and one logistician.

*Out-put 3. Improved land sector information and coordination*. Several initiatives have been undertaken in order to increase national and donors and international agencies interventions in the land sector.

The Commission has set up multi-stakeholders thematic working groups (land disputes, urban issues, public land sales) which include both Government and Civil Society organizations. These working groups serve as a platform to assess what the situation is in the country and reach common agreements on the way forward. Based on the groups decisions, the LC will formulate its recommendations to the Parliament for the land sector reforms.

The local donor land sector coordination Committee has held six meetings, drafted Terms of Reference and a matrix of the various donor interventions in the land sector. This Committee has met with the Chair of the Commission with the objective to apprise him of its actions and concerns and to obtain from the Chairman a progress report on the Commissions activities as well as his views about the Coordination Committees role in the land sector.

The Commissioners are preparing a detailed work-plan for 2010, high-lighting roles and responsibilities, activities and needs for the land sector. They will present the work plan to the donors so that it can be used as a basis for discussion in the foreseen Donors Conference.

*Out-put 4: Strengthened LC capacity to address critical land issues*.

The Commissioners understand the political nature of their assignment and are ready and willing to rely on the Technical Secretariat and external technical support as needed as it has already been the case for some key land issues to be addressed in the short term including the Public Land Sales review process and the Boundary delimitation process.

An inter-ministerial Committee, co-chaired by the LC and a civil society network, has been established and will develop interim measures to review the public land sales requests that are pending in order to make recommendations to the President.

Another group will be established to deepen the understanding of land disputes and discuss possible solutions to be recommended to the Parliament. From the 1-day county consultations report the LC will obtain an initial list of main land issues in each county which will be used as a starting point to create a shared understanding of the nature and quantitative dimension of land disputes.

* Report on the key outputs achieved in the reporting period including # and nature of the activities (inputs), % of completion and beneficiaries.

*Out-put 1.* *LC established and operational* (85%)

The President of Liberia named the seven Commissioners in October 2009. UN-HABITAT has employed and put in place the Technical Advisor for the project.

An office space for the Commission and project staff has been identified and the renovation is about to be completed. The commissioners and the UN-HABITAT Technical Advisor have already moved into the part of the new building that is completed and operational.

The recruitment of three of the staff for the Technical Secretariat is completed, while the recruitment of an additional staff is ongoing. All the four staff are expected to start their duties in February 2010. Most equipment and vehicle has been procured and conveyed to the LC (LC).

*Out-put 2. Increased public awareness and understanding of the LC (*35 %) One of the commissioners has been appointed to be in charge of the public awareness tasks of the LC. A strategy is being developed, and some of the materials are being finalised. The official launch of the LC will take place early in 2010.

*Out-put 3. Improved land sector information and coordination (*70 %) The local donor land sector coordination Committee has held six meetings, drafted Terms of Reference and a matrix of the various donor interventions in the land sector. This Committee has met with the Chair of the Commission with the objective to apprise him of its actions and concerns and to obtain from the Chairman a progress report on the Commissions activities as well as his views about the Coordination Committees role in the land sector. A broad Land Donor Group is scheduled to take place on the 2 March 2010.

*Out-put 4. Strengthened LC capacity to address critical land issues* (40%) The first one week orientation workshop for the Commissioners was held in Gbarnga on 9-14 November 2009. The Commissioners were briefed on the main land issues in Liberia and on similar challenges and solutions tested in the continent. Several local and international experts took part in the event and committed towards their continuous support to the Commission. A detail work plan including the timeframe for such support was developed and agreed with the LC. Terms of Reference are being prepared for future expert’s missions. Substantial work has been done by UN-HABITAT and the LC on some key land issues to be addressed in the short term.

* Explain, if relevant, delays in programme implementation, the nature of the constraints, actions taken to mitigate future delays and lessons learned in the process.

Activities under the Project effectively started only when the Commission was established in September 2009. Before the establishment there was great uncertainty on who was going to be appointed and nobody in the Government felt legitimized to commit in the name of the Commission. UN-HABITAT focused therefore between March and September 2009 on detailing the planning and making sure that everything was in place to start as soon as the Commission was established.

The preparatory work and patience paid off because between September 2009 and February 2010 the Project completed all the procurement, logistics and recruitment activities and organized in collaboration with the World Bank and other international partners a one week Induction for the Commissioners. In the same occasion a preliminary study was developed by an International Consultant.

The official Launch of the LC will mark the beginning of a strong media campaign which has already been developed aiming at familiarizing the population with the role, mandate and activities of the Commission. At the same time the Commissioners will be rolling-out 1-day consultations in each of the fifteen counties.

The disbursement rate has gone from 16% in November 2009 to 61% in January 2010.

* List the key partnerships and collaborations, and explain how such relationships impact on the achievement of results.

This project has been developed in strong partnership with the LC and the timing of the activities has been determined by the establishment and progress of the latter. Now that the Commission is established and operational no further delays are foreseen.

The Commission is as well identifying other Government bodies (Ministry of Land and Mines, Archives, and otehrs) to implement some of the activities under this project under its supervision.

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* Other highlights and cross-cutting issues pertinent to the results being reported on.

# Future Work Plan (if applicable)

* Summarize the projected activities and expenditures for the following reporting period (1 January-31 December 2010), using the lessons learned during the previous reporting period.

Due to the delay in the establishment of the LC, only the activities related to Out-put 1 were almost completed during 2009. Even with this slippage it is foreseen that the chore of the remaining activities will be finalized by August 2010. The extension until December will ensure that the activities are properly staffed until the Government funding cycle kicks in.

* Indicate any major adjustments in strategies, targets or key outcomes and outputs planned.

The major adjustment relates to the timing of the activities.

# Performance Indicators (optional)[[10]](#footnote-10)

* Fill the table in this section to report on the indicators set at the output level as per the approved results framework in the programme document.

# Abbreviations and Acronyms

* List the main abbreviations and acronyms that are used in the report.

Land Commission (LC)

Governance Commission (GC)

Peace building Fund (PBF)

**United Nations Development Programme**

**Multi-Donor Trust Fund Office, Bureau of Management**



**Annex 2**

**2009 SUPPLEMENTAL**

**FINANCIAL REPORTING SPECIFICATIONS**

**for Participating Organizations**

## INTRODUCTION

Consolidation of financial and narrative reports is a central role of the UNDP Multi-Donor Trust Fund Office (MDTF Office) when UNDP acts as an Administrative Agent (AA) for multi-donor trust funds (MDTF) and/or joint programmes (JPs) established by the UN system. The AA consolidates the financial and narrative reports provided by the Participating Organizations and reports the consolidated figures to the Steering Committees and donors. The Steering Committees, often co-chaired by a Representative of the Government and the UN RC, comprise of an inter-agency membership and may include donors.

On 10 December 2008, the UNDG Working Group on Joint Funding, Finance and Audit Issues (JFFAI), endorsed the “[2008 Financial Reporting Specifications for Participating UN Organizations](http://www.undp.org/mdtf/docs/Finance_Specifications.doc)” presented by the MDTF Office. This led to the MDTF Office automation of the financial reporting process by using the UNEX web-interface (reporting portal) for electronic uploading and processing of the financial data.

The present document provides Participation UN Organizations updated information on requirements for the 2009 annual financial reporting. All reporting organizations are kindly requested to go through the document thoroughly as some process improvements and system changes have been made based on lessons learned and feedback from the Participating Organizations.

## REPORTING TIMELINE

In accordance with the standard Memorandum of Understanding (MOU), all Participation UN Organizations are legally required to submit the annual financial reports no later than **Friday, 30 April 2010**. This implies that the Participating Organizations must have uploaded the single spread-sheet, ensured that all reports are cleared of rejections, and have the schedule A[[11]](#footnote-11) signed and submitted to the MDTF Office by scanned copy by this date. To allow sufficient time the MDTF Office will open UNEX (at http:// unex.undp.org) on **Monday, 1 March 2010**.

## UNEX DESCRIBED, INCLUDING PROCESS REFINEMENTS IN 2009

The high-level business process, of which the UNEX upload of data forms the last step, is summarized in Chart 1. The process starts with a donor committing funding for an MDTF and the Steering Committee approving the use of this funding for a specific programme[[12]](#footnote-12), and requesting the MDTF Office to transfer funding to Participating Organizations. In step 4 of the process, the MDTF Office transfers funds for the programme to Participating Organizations, having created a project with a specific project number in ATLAS under the MDTF1 General Ledger Business Unit. The MDTF Office, upon transferring funds for a programme, provides the MDTF1 programme reference number (i.e. MDTF programme number) that must be used as the reference number throughout the life cycle of the programme for reporting back to the MDTF Office.

**Chart 1: High-level Business Process**

To provide access to complete information regarding the active programmes funded through the MDTF Office, the MDTF Office Gateway has been launched on <http://mdtf.undp.org/>. The MDTF programme number can be found at any time by going to the Gateway, which also provides interactive tools such as financial tables, maps, charts and figures in real-time as well as search capability and access to programme level information and documents.

To achieve a seamless reporting process, it is recommended that Participating Organizations ensure that an extract for up-loading to UNEX can be easily made by:

* Establishing a one-to-one Programme code relationship as step 5 of the business process: for each MDTF programme reference number (MDTF1 Atlas reference number) there should ideally be one corresponding Programme set up on the Participating Organization’s own system.
* Storing the MDTF Programme reference number in a reference field on the Participating Organization’s own system so it is ready for extraction.
* Having in place an account code cross-walk from own accounts to the 2006 UNDG harmonized budget and expense codes.
* Making sure that relevant finance staff have an account on UNEX. This would be relevant if there are personnel changes from the previous year.
* Ensuring that any omissions or reports not submitted in a previous year are included in the current fiscal year reporting.

For funds received for Steering Committee approved Programmes the Participating Organizations will upload their expenditure data through the UNEX component of the MDTF Office GATEWAY. Selected Participating Organization Headquarters finance staff will have the authority to upload the data into UNEX. The MDTF Office will create a user account (personal login and password) for these finance staff; henceforth called “finance users”. The Finance user will log on via the GATEWAY, and upload the expenditure data spread sheet as if “attaching” a document to an e-mail. The user clicks OK and the data file is transferred to UNEX. The upload process is designed to be very user friendly; i.e. quick and simple. The uploading of financial data onto UNEX will be in an “Excel File” (or through directly key imputing data on a screen).

UNEX will accept only one file per Participating Organization per agreed reporting cycle. Hence, each Participating Organization will submit/upload only one spread-sheet per reporting cycle containing information pertaining to pass-through funds received from the MDTF Office, regardless of the number of programmes it is reporting on.

The files must follow the naming convention:

**ORGANIZATION\_MDTF\_YYYYMM**.

Example: UNICEF\_MDTF\_200912.

During 2009, the MDTF Office has made a few simplifications to the upload process, which is explained in the following two sections:

* Simplifications to the UNEX upload file have been made, so that information relating to earned interest is for the reporting year only. (See explanations in section 4 below).
* An enhanced Exception Report has been introduced. This on-screen report displays all rejections in one single place making it easier to work through and clear issues. All agencies should use this report as a basis for its communication with the MDTF Office, while sorting out possible issues (see section 5).

## REVISED UNEX FILE FORMAT

The layout of the excel file to be uploaded by Participating Organizations contains four columns as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| MDTF programme reference number  (1) | Participating Organization’s  Programme Reference  (2) | UNDG Harmonized Expense Category  (3) | Current Year  Expenditure US$  (4) |
| ######## | ######## | # | $$$ |

**Column 1: Programme Number**. The Programme number must be the number provided by the MDTF Office to the Participating Organization when funds are transferred from MDTF Office for a specific Programme approved by the relevant Steering Committee. The number is generated from the Atlas system under the MDTF separate General Ledger (MDTF1). It is an eight digit numeric code.

**Column 2: Participating Organization’s Programme Reference**. The Participating Organization’s own programme/project, allocation or reference number should be indicated in this column. That will allow users from that organization to perform searches on the Portal using their own reference numbering.

**Column 3: Expense Category**. The expense category must conform to the financial reporting categories approved by UNDG Financial Policy Working Group in 2006. For more information, please see the UNDG explanatory note: <http://www.undg.org/archive_docs/8746-Harmonised_Financial_Reporting_to_Donors_in_JPs_-_Explanatory_Note.doc>.

The below expense categories 1 through 6 will be indicated by the Participating Organization to identify the corresponding 2006 UNDG expense category as well as three additional lines to capture the other key financial data: (7) Total Received Funds for this Programme, (8) Agency Earned Interest Income, (9) Refunds (end project); as relevant.

|  |  |  |
| --- | --- | --- |
| Line # | Line description | Definition of figure to be reflected |
| **1** | **Supplies, commodities, equipment and transport** | **Cumulative for the reporting year** |
| **2** | **Personnel (staff, consultants, travel and training)** | **Cumulative for the reporting year** |
| **3** | **Training of counterparts** | **Cumulative for the reporting year** |
| **4** | **Contracts** | **Cumulative for the reporting year** |
| **5** | **Other Direct costs** | **Cumulative for the reporting year** |
| **6** | **Indirect Costs** | **Cumulative for the reporting year** |
| ***7*** | ***Total Received Funds (this project)*** | **Total Funds Received** |
| ***8*** | ***Agency Earned Interest Income*** | **Total interest to be refunded for the reporting year** |
| ***9*** | ***Refunds (end project)*** | **Total to be refunded at Programme closure NOT including interest refunds** |

Populating line nine (Refunds (end project)) will only be relevant at end of the project. The total Programme balance to be refunded at the end of the Programme will be entered excluding interest refunds. Schedule A will use refunds received and booked in MDTF Office books.

**Column 4: Expenditures.**

The expenditure should be recorded as defined in the individual Participating Organization Financial Regulations and Rules**.** In those cases in which a Participating Organization did not report (part of) prior year expenditures to the MDTF Office, these expenditures should be included and uploaded via UNEX along the 2009 expenditures.

Information regarding each programme shall occupy a total of 9 rows in the spread sheet i.e. one row for each of the six categories of expenditure plus the three additional ones for total received, earned interest and refunds. All 9 lines must always be reported. Lines cannot be omitted. When zero, zero should be indicated rather than leaving the cell blank.

The reporting is done at SUMMARY level for each expense category. i.e. each project would occupy nine rows in the spread sheet. If an organization has received funding for 100 active programmes the spread-sheet would contain 900 rows.

## Participating Organizations will have the option of recording their financial data manually through a data input screen. For this, a data entry screen is available in UNEX. This screen performs the same set of validations applied to the uploaded excel files.

## UNEX VALIDATION

Once the data is uploaded by the Participating Organization, UNEX will perform a number of validation checks, e.g. ensure that the data conforms to the UNDG 2006 harmonized expenditure categories and has a valid MDTF programme reference number. Once validated (and found correct) the uploading of valid data onto UNEX would take approximately 5 minutes depending on the size of the data file.

If UNEX rejects a programme during the upload process, e.g. due to an incorrect MDTF programme reference number, the finance user would need to redo the process with a corrected spreadsheet. Valid (uploaded) Programme Financial Reports will be marked with the symbol VALID while rejected Programme Financial Reports will be marked with the symbol REJECTEDand the error description will be displayed. In case of rejections, the Organizations should take action to correct the Financial Reports and upload the entire file again.

Once the Participating Organization has corrected the Excel file, it should delete the previous one submitted and upload the corrected one again in UNEX. When an Organization deletes the earlier file, all Programme Financial Reports contained in it (even those already validated) will be deleted from the UNEX database and replaced by the contents of the new file uploaded. Therefore, Participating Organizations must ensure that they are not uploading “partial” or “complementary” Financial Reports files.

UNEX will initially check against the prescribed layout for MDTF Financial Reports. If the excel file does not conform to the format (e.g. columns are not in the prescribed order, or, a workbook and not a worksheet is being submitted for uploading) the file will be rejected and UNEX will display the message ***“Input File is empty or Invalid”.*** In this case the user will have to review the format of the excel file and upload it again.

Secondly, UNEX will validate against naming conventions and file contents. If not validated, one or more of the following error messages may be displayed:

* **“Invalid File Type”** Only Excel files will be accepted
* **“Invalid Year/Month” (yyyymm)** - Check the file name.
* **“Reporting Period is Locked”**– The MDTF Office may “**lock**” a reporting period in order to prevent further file uploads for that period. A period can be “unlocked”.
* **“Period Closed for this Report End Date”.** Once the Financial data havebeen processed in Atlas, the MDTF will close the period and no further uploads for that period will be accepted in UNEX from any UN Organization.
* **“There Are Financial data Pending to Post to Atlas”**– Financial data from a previous period recorded in UNEX are still pending to be posted to Atlas. MTDF Office will investigate and take action to either amend record or delete the file for the previous quarter.
* **“This file was already loaded. Please delete previous file”** – If the Participating Organization loads the same file again the system will notify the user that a file has been loaded under the same name. Organizations will be allowed to upload new files for the same reporting period, as long as they follow the same naming convention. The previous file (with the same name) must first be deleted.

Thirdly, UNEX will validate the contents of the file, e.g. information at the *Programme* level.

There will be two options and messages will be displayed accordingly:

* **“All Financial data in the file are valid” –** for all Projects contained in the file, data was uploaded in UNEX and no further action is required. The upload function was successfully completed. By clicking on the File Name it will be possible to drill down to the list of the Projects contained in the file. By clicking on the Programme Number it will be possible to drill down to see financial data received for each Programme at the budget category level.
* **“There are invalid Financial Reports”** means that valid Financial data were uploaded in UNEX and invalid data were not uploaded. The errors in the rejected Programme Financial Reports must be solved before they can be uploaded onto UNEX. The user would see the following possible errors messages:
* **“Project Not Found”** (in Atlas). Wrong Programme Number or the Programme has not yet been recorded in Atlas, or not sent to Commitment Control or the Participating Organization has recorded a Programme number that UNEX is unable to recognize.
* **“Project Is Not Active”** (in Atlas). This would imply that the Programme is operationally inactive. The Programme reference number should be verified with the MDTF Office.
* **“Invalid Report Entry(ies)”.** This message will be displayed when the Financial Report contains Budget Categories some or other than the six defined by MDTF.
* **“Duplicated Entry”.** The SameBudget Category is included more than once in the Financial Report.



In addition the exception report will highlight cases where the amount received by the Participating Organization is different from the amount transferred by MDTF Office to allow adjustments of accounts as needed.

Any other error message should be communicated to the

MDTF Office that would assist to resolve the issue.

The Exception Report can be easily found on the UNEX Menu. An on-screen report displays all rejections in one single place making it easier to work through and clear issues. As indicated above, all agencies should use this report as a basis for its communication with the MDTF Office, while sorting out possible issues.

The content of all UNEX screens, is downloadable in Excel format

## INTEREST EARNED AND REFUNDS OF UNUTILIZED FUNDS

In the expense report, the Participating Organization should indicate under UNDG expense category 8 the earned interest income of the Participating Organization and under expense category 9 the refunds made at the end of a project. Please note that all interest earned by the Participating Organizations and unutilized funds should be deposited to the Funds’ bank accounts listed below (indicating the MDTF Programme reference #), unless the governing bodyof the particular organization has approved explicit decisions that do not allow for such a refund. In case of the latter, please provide us with a copy of the documentation detailing such decision. The refund should be made under advice identifying the interest and/or refund by Programme number to [mahrukh.nalavala@undp.org](mailto:mahrukh.nalavala@undp.org), [mohamed.yar@undp.org](mailto:mohamed.yar@undp.org) and [the](mailto:the) relevant Portfolio Manager (list in Annex 3).

For the UNDG Iraq Trust Fund:

Account Name: UNDG Iraq Trust Fund

Account Number: 323364322

ABA Number: 021000021

SWIFT: CHASEUS33

Bank: JP Morgan Chase Bank

International Agencies Banking

270 Park Avenue, 43rd floor

New York, NY 10017, USA\

Required Reference: MDTF Programme reference #

For the Peacebuilding Fund:

Account Name: Peacebuilding Fund

Account Number: 304245240

SWIFT: CHASUS33

Bank: JP Morgan Chase Bank

International Agencies Banking

270 Park Avenue, 43rd floor

New York, NY 10017, USA

Required Reference: MDTF Programme reference #

For any other MDTF or JP:

Account Name: UNDP Multi Donor Trust Fund Office (USD) Account

Account Number: 790440309

SWIFT: CHASUS33

ABA: 021000021

Bank: JP Morgan Chase Bank

International Agencies Banking

270 Park Avenue, 43rd floor

New York, NY 10017, USA

Required Reference: MDTF Programme reference #

## SPECIAL PROCEDURES FOR FINANCIAL CLOSURE

As per the MOU, a separate certified statement (Schedule B) will need to be provided for programmes that have been operationally and financially closed. The Final Certified Financial Statement is due by 30 June of the year following the financial closure.

For programmes to be accepted as ‘financially closed’ the following items must be completed:

* 1. Final Certified Schedule B submitted for each programme;
  2. Any Unspent Balance should have been refunded under advice to the MDTF Office (to enable identification of refunds)
  3. Any interest for prior and current year to be transferred to (Fund account) and correctly referenced as such to enable identification of interest;
  4. No expenditure in excess of funds transferred should be reported on Financial Statements/Reports submitted to the MDTF Office.

1. **CONCLUSION**

The above 2009 supplemental financial reporting specifications have been prepared to facilitate the 2009 annual financial reporting of Participating Organizations to the MDTF Office. It is expected that the refinements introduced in 2009 will assist in making the reporting process smooth and efficient for all parties concerned. The MDTF Office welcomes any feedback, which will permit the Office to pursue a process of continuous improvements.

**Annex 3**

**List of UN MDTFs and Joint Programmes administered by the MDTF Office and Contacts**

(Click on the name of the Fund for relevant MDTF Office Portal link)

|  |  |  |
| --- | --- | --- |
| **Centralized Funds (directly administered by the MDTF Office staff)** | | |
| **Fund** | **Portfolio Manager** | **Finance Specialist/Associate** |
| [Bhutan UN Country Fund](http://mdtf.undp.org/dashboard/fund/information/overview?dash=BT100) | **Mr. Amar Bokhari** Portfolio ManagerE-mail: [amar.bokhari@undp.org](mailto:amar.bokhari@undp.org) Tel: +1 212-906-5192 | **Ms. Mahrukh Nalavala** Senior Finance Specialist  E-mail: [mahrukh.nalavala@undp.org](mailto:mahrukh.nalavala@undp.org) Tel: +1 212-906-5667  **Ms. Anita Bansi**  Operation Associate (Finance)  E-mail:[anita.bansi@undp.org](file://F:\Liberia%20Ombretta\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Low\Content.IE5\Local%20Settings\Temporary%20Internet%20Files\sana.zemri\Local%20Settings\Temporary%20Internet%20Files\sana.zemri\Local%20Settings\Temporary%20Internet%20Files\cristina.bertarelli\Local%20Settings\Temporary%20Internet%20Files\Content.Outlook\Local%20Settings\Temporary%20Internet%20Files\Content.Outlook\Local%20Settings\Temporary%20Internet%20Files\Content.Outlook\3ANLEGRC\anita.bansi@undp.org)  Tel: +1 212 906 5529 |
| [Kiribati One UN Fund](http://mdtf.undp.org/dashboard/fund/information/overview?dash=KI100) | **Mr. Amar Bokhari** Portfolio Manager,  E-mail: [amar.bokhari@undp.org](mailto:amar.bokhari@undp.org) Tel: +1 212-906-5192 | **Ms. Mahrukh Nalavala** Senior Finance Specialist  E-mail: [mahrukh.nalavala@undp.org](mailto:mahrukh.nalavala@undp.org) Tel: +1 212-906-5667  **Ms. Anita Bansi**  Operation Associate (Finance)  E-mail:[anita.bansi@undp.org](file://F:\Liberia%20Ombretta\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Low\Content.IE5\Local%20Settings\Temporary%20Internet%20Files\sana.zemri\Local%20Settings\Temporary%20Internet%20Files\sana.zemri\Local%20Settings\Temporary%20Internet%20Files\cristina.bertarelli\Local%20Settings\Temporary%20Internet%20Files\Content.Outlook\Local%20Settings\Temporary%20Internet%20Files\Content.Outlook\Local%20Settings\Temporary%20Internet%20Files\Content.Outlook\3ANLEGRC\anita.bansi@undp.org)  Tel: +1 212 906 5529 |
| [Lebanon Recovery Fund](http://mdtf.undp.org/dashboard/fund/information/overview?dash=LRF00) | **Mr. Amar Bokhari** Portfolio Manager  E-mail: [amar.bokhari@undp.org](mailto:amar.bokhari@undp.org) Tel: +1 212-906-5192 | **Ms. Mahrukh Nalavala** Senior Finance Specialist  E-mail: [mahrukh.nalavala@undp.org](mailto:mahrukh.nalavala@undp.org) Tel: +1 212-906-5667  **Ms. Maya Sadhwani** Operations Associate  E-mail: [maya.sadhwani@undp.org](mailto:maya.sadhwani@undp.org) Tel: +1 212-906-5579 |
| [MDG Achievement Fund](http://mdtf.undp.org/dashboard/fund/information/overview?dash=MDG00) | Latin America, Europe, CIS:  **Mr. Anders Thomsen** Senior Portfolio Manager  E-mail: [anders.thomsen@undp.org](mailto:anders.thomsen@undp.org) Tel: +1 212-906-5703  Africa, Asia & Arab States:  **Ms. Mari Matsumoto** Senior Portfolio Manager  E-mail: [mari.matsumoto@undp.org](mailto:mari.matsumoto@undp.org) Tel: +1 212-906-5735 | **Mr. Mohamed Yar** Finance Specialist  E-mail: [mohamed.yar@undp.org](mailto:mohamed.yar@undp.org%3c) Tel: +1 212-906-3603  **Ms. Jacqueline Carbajal** Operations Associate  E-mail: [jacqueline.carbajal@undp.org](mailto:jacqueline.carbajal@undp.org) Tel: + 1 212-906-6613 |
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1. The term “programme” is used for programmes, joint programmes and projects. [↑](#footnote-ref-1)
2. The list of programmes is available by clicking on the name of your organization under the “Participating Organizations” drop down menu. [↑](#footnote-ref-2)
3. The Common Humanitarian Funds (CHFs) in the Sudan, the Democratic Republic of the Congo (DRC), and the Central African Republic; the Darfur Community Peace and Stability Fund (DCPSF); the Sudan Recovery Fund - Southern Sudan (SRF-SS); and the UN Action Against Sexual Violence in Conflict. [↑](#footnote-ref-3)
4. Figures reported on the “Schedule A” represent the cumulative status of funds received and spent including refunds and interest earnings for each project from inception to the end of the current period and will be issued per cluster/thematic area per fund. [↑](#footnote-ref-4)
5. The term “programme” is used for programmes, joint programmes and projects. [↑](#footnote-ref-5)
6. E.g. Priority Area for the Peacebuilding Fund; Thematic Window for the Millennium Development Goals Fund (MDG-F); etc. [↑](#footnote-ref-6)
7. The start date is the date of the first transfer of funds from the MDTF Office as Administrative Agent. [↑](#footnote-ref-7)
8. All activities for which a Participating Organization is responsible under an approved MDTF programme have been completed. Agencies to advise the MDTF Office. [↑](#footnote-ref-8)
9. E.g. in the case of the MDG-F, it is important to show how the programme relates to the UNDAF and how it aims to support national development goals, including the Millennium Development Goals. The causal links and rationale between the joint programme, the thematic window of the MDG-F and the MDGs should be clearly stated. In the case of the Peacebuilding Fund’s Peacebuilding and Recovery Facility (PRF), show how the programme relates to the PBF Priority Plan’s objectives. For the UNDG Iraq Trust Fund, explain how the programme relates to the UN Assistance Strategy for Iraq, UN MDGs, ICI, NDS, etc. [↑](#footnote-ref-9)
10. E.g. for the UNDG Iraq Trust Fund and the MDG-F. [↑](#footnote-ref-10)
11. Figures reported on the “Schedule A” represent the cumulative status of funds received and spent including refunds and interest earnings for each project from inception to the end of the current period and will be issued per cluster/thematic area per fund. [↑](#footnote-ref-11)
12. The term “programme” is used for programmes, joint programmes and projects. [↑](#footnote-ref-12)