



CONSOLIDATED ANNUAL FINANCIAL REPORT of the Administrative Agent

Joint Programme for Prevention and Elimination of Violence against Women for Mainstreaming Gender into the National Development Agenda in Lao PDR

for the period 1 January to 31 December 2022

UN Multi-Partner Trust Fund Office
United Nations Development Programme
GATEWAY: <https://mptf.undp.org>

May 2023



United Nations
MPTF Office



**Joint Programme for Prevention and
Elimination of Violence against
Women for Mainstreaming Gender into
the National Development Agenda in
Lao PDR**

Financial Report
prepared by the Administrative Agent

May 2023



DEFINITIONS

Allocation

Amount approved by the Steering Committee for the Joint Programme.

Approved Joint Programme

A Joint Programme including budget, etc., that is approved by the Steering Committee for fund allocation purposes.

Contributor Commitment

Amount(s) committed by a contributor to a Joint Programme in a signed Standard Administrative Arrangement with the UNDP Multi-Partner Trust Fund Office (MPTF Office), in its capacity as the Administrative Agent. A commitment may be paid or pending payment.

Contributor Deposit

Cash deposit received by the MPTF Office for the Fund from a contributor in accordance with a signed Standard Administrative Arrangement.

Delivery Rate

The percentage of funds that have been utilized, calculated by comparing expenditures reported by a Participating Organization against the 'net funded amount'. This does not include expense commitments by Participating Organizations.

Indirect Support Costs

A general cost that is not directly related to any particular programme or activity of the Participating Organizations. UNSDG policy establishes a fixed indirect cost rate of 7% of programmable costs for inter-agency pass-through Joint Programmes.

Net Funded Amount

Amount transferred to a Participating Organization less any refunds transferred back to the MPTF Office by a Participating Organization.

Participating Organization

A UN Organization or other inter-governmental Organization that is partner in a Fund, as represented by signing a Memorandum of Understanding (MOU) with the MPTF Office for a particular Fund.

Joint Programme Expenditure

The sum of expenses and/or expenditure reported by all Participating Organizations for a Joint Programme irrespective of which basis of accounting each Participating Organization follows for donor reporting.

Joint Programme Financial Closure

A Joint Programme is considered financially closed when all financial obligations of an operationally completed Joint Programme have been settled, and no further financial charges may be incurred.

Joint Programme Operational Closure

A Joint Programme is considered operationally closed when all programmatic activities for which Participating Organization(s) received funding have been completed.

Joint Programme Start Date

Joint Programme start date as per the programmatic document.

Total Approved Budget

Represents the amount of cumulative allocations approved by the Steering Committee.

US Dollar Amount

The financial data in the report is recorded in US Dollars



TABLE OF CONTENTS

Introduction	5
1. Sources and Uses of Funds	6
2. Partner Contributions	7
3. Interest Earned	8
4. Transfer of Funds	9
5. Expenditure and Financial Delivery Rates	10
6. Cost Recovery	12
7. Accountability and Transparency	12



INTRODUCTION

This Consolidated Annual Financial Report of the **Joint Programme for Prevention and Elimination of Violence against Women for Mainstreaming Gender into the National Development Agenda in Lao PDR (JP Lao ERAW)** is prepared by the United Nations Development Programme (UNDP) Multi-Partner Trust Fund Office (MPTF Office) in fulfillment of its obligations as Administrative Agent, as per the Joint Programme Document, the Memorandum of Understanding (MOU) signed between the UNDP MPTF Office and the Participating Organizations, and the Standard Administrative Arrangement (SAA) signed with contributors.

The MPTF Office, as Administrative Agent, is responsible for concluding an MOU with Participating Organizations and SAAs with contributors. It receives, administers and

manages contributions, and disburses these funds to the Participating Organizations. The Administrative Agent prepares and submits annual consolidated financial reports and financial statements, for transmission to stakeholders.

This consolidated financial report covers the period 1 January to 31 December 2022 and provides financial data in the implementation of the **JP Lao ERAW**. It is posted on the MPTF Office GATEWAY (<https://mptf.undp.org/fund/jla20>).



2022 FINANCIAL PERFORMANCE

This chapter presents financial data and analysis of the **JP Lao EAW** using the pass-through funding modality as of 31 December 2022.

Financial information for this Joint Programme is also available on the MPTF Office GATEWAY, at the following address:

<https://mptf.undp.org/fund/jla20>.

1. SOURCES AND USES OF FUNDS

As of 31 December 2022, 1 contributor deposited US\$ 2,018,563 and US\$ 1,555 was earned in interest.

The cumulative source of funds was US\$ 2,020,118.

Of this amount, US\$ 1,998,821 has been net funded to 2 Participating Organizations, of which US\$ 1,052,673 has been reported as expenditure. The Administrative Agent fee has been charged at the approved rate of 1% on deposits and amounts to US\$ 20,186. Table 1 provides an overview of the overall sources, uses, and balance of the **JP Lao EAW** as of 31 December 2022.

Table 1 Financial Overview, as of 31 December 2022 (in US Dollars)

	Annual 2021	Annual 2022	Cumulative
Sources of Funds			
Contributions from donors	679,344	607,561	2,018,563
Sub-total Contributions	679,344	607,561	2,018,563
Fund Interest and Investment Income Earned	181	1,054	1,555
Total: Sources of Funds	679,525	608,615	2,020,118
Use of Funds			
Transfers to Participating Organizations	-	1,274,480	1,998,821
Net Funded Amount	-	1,274,480	1,998,821
Administrative Agent Fees	6,793	6,076	20,186
Bank Charges	-	4	4
Total: Uses of Funds	6,793	1,280,559	2,019,011
Change in Fund cash balance with Administrative Agent	672,731	(671,945)	1,107
Opening Fund balance (1 January)	321	673,052	-
Closing Fund balance (31 December)	673,052	1,107	1,107
Net Funded Amount (Includes Direct Cost)	-	1,274,480	1,998,821
Participating Organizations Expenditure (Includes Direct Cost)	240,057	812,616	1,052,673
Balance of Funds with Participating Organizations	(240,057)	461,864	946,148



2. PARTNER CONTRIBUTIONS

Table 2 provides information on cumulative contributions received from all contributors to this Joint Programme as of 31 December **2022**.

The **JP Lao ERAW** is currently being financed by **1** contributor, as listed in the table below.

The table includes financial commitments made by the contributors through signed Standard Administrative Agreements with an anticipated deposit date as per the schedule of payments by 31 December **2022** and deposits received by the same date. It does not include commitments that were made to the Joint Programme beyond **2022**.

Table 2. Contributions, as of 31 December 2022 (in US Dollars)

Contributors	Total Commitments	Prior Years as of 31-Dec-2021 Deposits	Current Year Jan-Dec-2022 Deposits	Total Deposits
Korea International Cooperation Agency (KOICA)	2,018,563	1,411,002	607,561	2,018,563
Grand Total	2,018,563	1,411,002	607,561	2,018,563



3. INTEREST EARNED

Interest income is earned in two ways: 1) on the balance of funds held by the Administrative Agent (Fund earned interest), and 2) on the balance of funds held by the Participating Organizations (Agency earned interest) where their Financial Regulations and Rules allow return of interest to the AA.

As of 31 December **2022**, Fund earned interest amounts to US\$ **1,555**.

Interest received from Participating Organizations amounts to US\$ **nil**, bringing the cumulative interest received to US\$ **1,555**. Details are provided in the table below.

Table 3. Sources of Interest and Investment Income, as of 31 December 2022 (in US Dollars)

Interest Earned	Prior Years as of 31-Dec-2021	Current Year Jan-Dec-2022	Total
Administrative Agent			
Fund Interest and Investment Income Earned	501	1,054	1,555
Total: Fund Interest Earned	501	1,054	1,555
Participating Organization			
Total: Agency Interest Earned	-	-	-
Grand Total	501	1,054	1,555



4. TRANSFER OF FUNDS

Allocations to Participating Organizations are approved by the Steering Committee and disbursed by the Administrative Agent. As of 31 December **2022**, the AA has transferred US\$ **1,998,821** to **2** Participating Organizations (see list below).

Table 4 provides additional information on the refunds received by the MPTF Office, and the net funded amount for each of the Participating Organizations.

Table 4. Transfer, Refund, and Net Funded Amount by Participating Organization (in US Dollars)

Participating Organization	Prior Years Cumulative as of 31-Dec-2021			Current Year Jan-Dec-2022			Total		
	Transfers	Refunds	Net Funded	Transfers	Refunds	Net Funded	Transfers	Refunds	Net Funded
UNDP	426,258	-	426,258	815,668	-	815,668	1,241,926	-	1,241,926
UNFPA	298,083	-	298,083	458,812	-	458,812	756,895	-	756,895
Grand Total	724,341	-	724,341	1,274,480	-	1,274,480	1,998,821	-	1,998,821



5. EXPENDITURE AND FINANCIAL DELIVERY RATES

All final expenditures reported are submitted as certified financial information by the Headquarters of the Participating Organizations. These were consolidated by the MPTF Office.

Joint Programme expenditures are incurred and monitored by each Participating Organization, and are reported to the Administrative Agent as per the agreed upon categories for inter-agency harmonized reporting. The expenditures are reported via the MPTF Office's online expenditure reporting tool. The **2022** expenditure data has been posted on the MPTF Office GATEWAY at <https://mptf.undp.org/fund/jla20>.

5.1 EXPENDITURE REPORTED BY PARTICIPATING ORGANIZATION

In **2022**, US\$ **1,274,480** was net funded to Participating Organizations, and US\$ **812,616** was reported in expenditure.

As shown in table below, the cumulative net funded amount is US\$ **1,998,821** and cumulative expenditures reported by the Participating Organizations amount to US\$ **1,052,673**. This equates to an overall Joint Programme expenditure delivery rate of **52.66** percent.

Table 5.1 Net Funded Amount and Reported Expenditures by Participating Organization, as of 31 December 2022 (in US Dollars)

Participating Organization	Approved Amount	Net Funded Amount	Expenditure			Delivery Rate %
			Prior Years as of 31-Dec-2021	Current Year Jan-Dec-2022	Cumulative	
UNDP	1,573,000	1,241,926	183,715	641,046	824,761	66.41
UNFPA	1,100,000	756,895	56,342	171,570	227,911	30.11
Grand Total	2,673,000	1,998,821	240,057	812,616	1,052,673	52.66



5.2. Expenditures Reported by Category

Project expenditures are incurred and monitored by each Participating Organization and are reported as per the agreed categories for inter-agency harmonized reporting. In 2006 the UN Development Group (UNDG) established six categories against which UN entities must report inter-agency project expenditures. Effective 1 January 2012, the UN Chief Executives Board (CEB) modified these categories as a result of IPSAS adoption to comprise eight categories.

Table 5.2. Expenditure by UNSDG Budget Category, as of 31 December 2022 (in US Dollars)

Category	Expenditures			Percentage of Total Programme Cost
	Prior Years Cumulative as of 31-Dec-2021	Current Year Jan-Dec-2022	Total	
Staff & Personnel Cost	40,727	71,078	111,805	11.35
Supplies, commodities and materials	45	42,850	42,894	4.36
Equipment, vehicles, furniture and depreciation	18,508	17,808	36,316	3.69
Contractual Services Expenses	58,389	327,025	385,414	39.13
Travel	4,998	21,531	26,529	2.69
Transfers and Grants	34,921	64,999	99,920	10.15
General Operating	66,845	215,134	281,979	28.63
Programme Costs Total	224,432	760,425	984,857	100.00
¹ Indirect Support Costs Total	15,625	52,191	67,816	6.89
Grand Total	240,057	812,616	1,052,673	-

1 Indirect Support Costs charged by Participating Organization, based on their financial regulations, can be deducted upfront or at a later stage during implementation. The percentage may therefore appear to exceed the 7% agreed-upon for on-going projects. Once projects are financially closed, this number is not to exceed 7%.



6. COST RECOVERY

Cost recovery policies for the Joint Programme are guided by the applicable provisions of the Joint Programme Document, the MOU concluded between the Administrative Agent and Participating Organizations, and the SAAs concluded between the Administrative Agent and Contributors, based on rates approved by UNDG.

The policies in place, as of 31 December 2022, were as follows:

- **The Administrative Agent (AA) fee:** 1% is charged at the time of contributor deposit and covers services provided on that contribution for the entire duration of the Fund. In the reporting period US\$ **6,076** was deducted in AA-fees. Cumulatively, as of 31 December **2022**, US\$ **20,186** has been charged in AA-fees.
- **Indirect Costs of Participating Organizations:** Participating Organizations may charge 7% indirect costs. In the current reporting period US\$ **52,191** was deducted in indirect costs by Participating Organizations. Cumulatively, indirect costs amount to US\$ **67,816** as of 31 December **2022**.

7. ACCOUNTABILITY AND TRANSPARENCY

In order to effectively provide fund administration services and facilitate monitoring and reporting to the UN system and its partners, the MPTF Office has developed a public website, the MPTF Office Gateway (<https://mptf.undp.org>). Refreshed in real time every two hours from an internal enterprise resource planning system, the MPTF Office Gateway has become a standard setter for providing transparent and accountable trust fund administration services.

The Gateway provides financial information including: contributor commitments and deposits, approved programme budgets, transfers to and expenditures reported by Participating Organizations, interest income and other expenses. In addition, the Gateway provides an overview of the MPTF Office portfolio and extensive information on individual Funds and Joint Programmes, including their purpose, governance structure and key documents. By providing easy access to the growing number of narrative and financial reports, as well as related project documents, the Gateway collects and preserves important institutional knowledge and facilitates knowledge sharing and management among UN Organizations and their development partners, thereby contributing to UN coherence and development effectiveness.

Contributors



UN Participating Organizations

