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|  and ensure | | Global Fund Project Field Monitoring Report | |
| UN DP | | | |
| Project Title: Western Pacific Multi-country Grants to fight HIV/TB & Malaria (Vanuatu Only) | | Project ID: Award ID: | |
| Member(s) of the Team Participated in the Visit: Maisoon Elbukari Ibrahim Programme Manager Shiry Narayan Programme Analyst Mariana Saumadu Finance Analyst | | | |
| Monitoring Visit Start Date: 12/02/2016 Monitoring Visit End Date: 15/02/2016 | | Place(s) Visited: Tarawa Kiribati <ul style="list-style-type: none"> • UN Joint Presence Office • Kiribati Ministry of Health and Medical Services • HIV/AIDS Programme Office | |
| Approved Mission Itinerary: 11/02/2016 – Suva – Nadi 12/2/2016 – Nadi - Tarawa 15/02/2016 – Tarawa – Nadi | | Counterparts Discussed-with/Met: (In each location) Ms Sapina – HIV/STI Coordinator, HIV/STI Clinic Ms. Mareta – HIV/STI Nurse, HIV/STI Clinic Mr. Kiatoa Tio – Project Finance Officer Mr Teeta Eriketa – Senior Assistant Secretary (SAS), MoH | |
| Objectives of the Mission : <ul style="list-style-type: none"> • To assist the HIV/ STI Coordinator with Workplan • To assist with the acquittal of the advance disbursed in December 2015 • To revisit on the use of FACE Form and the UNDP 80% rule • To carry out spot checks and ensure that all disbursements are supported by relevant supporting documents • and also reviewing their Cash Book and Bank reconciliation • To review their Payment process and ensure that controls are in place to minimize the misuse of project funds. | | | |
| Planned Activities/Interventions during the mission: <ul style="list-style-type: none"> • Meeting with UN Joint Presence in Kiribati • Meeting with the HIV Program Team and the Finance Team • Debrief- Secretary of Health and Medical Services | | | |
| Description of Mission Conduct/ Main Findings (vis-à-vis the objectives /activities above): <ul style="list-style-type: none"> • The team met with Mr Cromwell Bacareza, UNICEF Chief FO and the UN team in Kiribati and the Programme Manager outlined the purpose of the mission and the project implementation status in Kiribati. | | | |

- Met with Sapina HIV/STI Coordinator and Mareta HIV/ STI nurse and together with Program Analyst assisted with work plan.
- Met with Kiatoa Tio the Project Finance Office and carried out the following:
 - I. The acquittal of the advance in Dec 2015, the spot check and collating of all relevant supporting documents
 - II. The completion of the FACE form and the UNDP 80% rule.
 - III. Discussion on the payment process and the controls in place to ensure that Funds are properly used and to minimize risks of misuse.
 - IV. Reviewing the Cash Book and Bank reconciliation and stressing the importance of Monthly Bank reconciliations.
 - V. Discuss and clarified other Finance related questions
- Debrief with Dr Teato Tira – Secretary Ministry of Health and Medical Services. The Programme Manager summarized the mission meetings. A brief update was given on Finance and the work that was carried out with the team. The Secretary requested the support to the procurement supply chain and Financial management capacities development.

Specific Project Performance/Implementation Issues (including key challenges) :

- The Funds are sent to Ministry of Health so donor funds are not captured in the Government system (Ministry of Finance /Treasury).
- Risk is high as Funds does not go through Treasury and subjected to Government Financial regulations and controls so need for constant monitoring is important.

Follow up points and by whom:

1. Completion and submission of Work plan for review and to be included in next advance – Sapira – 22nd Feb
2. Send remaining supporting documents for acquittal. - Kiatoa -22nd Feb
3. Obtain Government document on increase of Allowance -Kiatoa 22nd Feb
4. Guideline on disbursement of funds -Mariana next advance

Reported by: Mariana Saumadu

Signature:

M Saumadu 9/5/16

Endorsement by Supervisor /Head of the Unit
I have read this report (and its Appendices) and support its outcomes and conclusions including the action plan

Signature.....

M Saumadu

Date.....