

Our Ref: CHF16/RA1/UNDP/IK/18

11 August 2016

Dear Mr. Jean Luc,

Following the CHF Advisory Board endorsement of a reserve allocation for Wau Response on 5 July 2016, I have the pleasure to inform you that the *United Nations Development Programme (UNDP)* has been granted *US\$996,255.97* for the projects listed below as part of the South Sudan CHF Reserve Allocation #1 for 2016.

In order to proceed with the grants, please counter-sign the letter below and return it to the Humanitarian Financing Unit at UNOCHA. By signing below, UNDP accepts these funds and accountability for their use as described in the project documents and under the conditions set out in the South Sudan CHF Terms of Reference (TORs) and Memorandum of Understanding (MOU).

In particular, narrative and financial reporting requirements will be in accordance with the category listed against the projects below, further detailed in the annex to this letter. In addition, provision of estimated expenditure at the end of each calendar quarter is requested to track the utilization of the grants.

Yours sincerely,


Eugene Owusu
Humanitarian Coordinator

Mr. Jean Luc Stalon,
Country Director, a.i.
United Nations Development Programme,
Juba

Agency Designated Representative
Signature:

Date



16th August 2016



Project(s) Receiving the CHF grant

S/N	Cluster	Project Code	Project Title	Reporting Category	Name of NGO	Total Project Amount (USD)	Project Support Cost on for MA (USD)	Audit charges	PSC on audit and bank fees	Total amount to be transferred to PUNO (USD)
1	EDUCATION	SSD-16/HSS10/RA1/E/INGO/3165	Education for Displaced Children in Wau	A	War Child Canada	84,999.73	5,949.98	850.00	59.50	91,859.21
2	NUTRITION	SSD-16/HSS10/RA1/N/NGO/3163	Provision of emergency life saving nutrition intervention for SAM treatment and IYCF activities to the IDPs in displacement camps in Wau Town, Western Bahr el Ghazel.	A	AFOD	156,862.00	10,980.34	1,568.62	109.80	169,520.76
3	PROTECTION	SSD-16/HSS10/RA1/P/INGO/3160	Protection, empowerment and improved access to GBV services for vulnerable populations in Wau County, Western Bahr el Ghazal State	A	IMC UK	150,000.00	10,500.00	1,500.00	105.00	162,105.00
4	WATER, SANITATION AND HYGIENE	SSD-16/HSS10/RA1/WASH/INGO/3164	Emergency WASH Support to Internally Displaced People (IDPs) and Host Communities in Western Bar el Ghazal	A	OXFAM GB	530,000.00	37,100.00	5,300.00	371.00	572,771.00
			Total							\$996,255.97



(I) NARRATIVE REPORTING REQUIREMENTS

Narrative reporting requirements are the same for UN agencies and NGOs.

- A. For projects of less than 7 months (6 months + 29 days) where partners have a good CHF performance record (PI¹ = 3 or 4), submission of a final narrative report will be required by no later than 30 days after the end date² of the project.
- B. For projects of less than 7 months (6 months + 29 days) where partners have a medium or low CHF performance record (PI = 1 or 2), submission of an interim progress report will be required by no later than 30 days following the mid-point of the project period³ and a final narrative report will be required by no later than 30 days after the end date of the project.
- C. For projects between 7 (6 months +29 days) and 12 months, submission of a progress report will be required by no later than 30 days following the mid-point of the project period⁴ and a final narrative report will be required by no later than 30 days after the end date of the project.
- D. **Ad hoc reports** – in line with the CHF terms of reference, ad hoc narrative reports or updates including the balance of the funds allocated may be requested by the CHF TS on behalf of the Humanitarian Coordinator (HC). This may include additional progress reports, beyond the categories above. For projects with a duration which continues beyond the first quarter of the next year, submission of an interim report may be requested to ensure projects results are captured in the **CHF Annual Report**.

The reporting will be online, through the Grant Management System (GMS). The CHF Technical Secretariat will organize training sessions for partners to introduce the reporting module to CHF partners.

Additional documentation (assessments, photos, stories etc.) to illustrate the project results can be shared with the progress and final narrative reports. Any evaluation or assessment carried out on the project funded or co-funded by the CHF should be shared with the CHF Technical Secretariat.

ATTENTION - Partners should not wait for the reporting stage to inform the CHF TS of any exceptional circumstances affecting project implementation and the project design, budget or work plan agreed (for example due to insecurity, inaccessibility, delay in recruitment, co-funding not secured/secured etc.).

¹ PI refers to the CHF Performance Index.

² For NGO implemented projects, the end date of the project will be as established in the Project Partnership Agreement (PPA) signed with UNDP. For UN implemented projects, the end date of the project is as indicated in the project document.

³ For example for a 6-month project, a narrative progress report will be due by the end of the fourth month.

⁴ For example for an 8-month project, a narrative progress report will be due by the end of the fifth month.

(II) FINANCIAL REPORTING REQUIREMENTS

Financial reporting requirements differ between UN agencies and NGOs.

For **UN agencies**, reporting requirements are determined by the Memorandum of Understanding signed between the UN agency and the Administrative Agent of the CHF, currently the MPTF Office. In order to promote equity⁵ between UN agencies and NGOs, and support timely tracking of project expenditure, UN agencies are requested to provide estimated project expenditures to the CHF Technical Secretariat at the end of each calendar quarter.

For **NGOS**, financial reporting requirements are as established by the Project Partnership Agreement (PPA) signed between the NGO and the Managing Agent of the CHF, currently UNDP Country Office. This includes the submission of financial reports at the end of each calendar quarter.

Ad hoc reporting – in addition to the above requirements, the CHF Technical Secretariat may request ad hoc financial updates as and when required by the HC. This may be the case, for example, in the lead-up to a new CHF allocation in order to provide the HC and the CHF Advisory Board with the latest information on actual project expenditures.

(III) PROJECT MONITORING

CHF partners are expected to maintain robust internal monitoring and reporting mechanisms that can produce accurate and relevant information for CHF reporting purposes. Partners must monitor their own project activities and remain the key responsible party in ensuring proper delivery and oversight of project activities.

Partners will be expected to engage with, and facilitate, field monitoring visits with OCHA, clusters, donors or any contracted third-party monitor. A project may be monitored several times during the project life-span.

(IV) FINANCIAL SPOT CHECKS

In addition to project monitoring, partners may also be requested to participate in financial 'spot checks' of basic financial procedures and documents.

If you have questions or require further information on any Monitoring and Reporting related issues please email your queries to chfsouthsudan@un.org. Ensure the title of your email starts with 'CHF monitoring and reporting'.

⁵ According to CHF TORs clause 11 i) The CHF will treat all participants (PUNOs, IOM, and NGOs) equally wherever possible, and will expect all such participants to meet equal standards.

