

The Parliament of the Republic of Uganda 2014 audit observations and recommendations

Project/Award No.	Output No.	Observation No.	Audit observation	Recommendation	Audit area	Project/CO Management comments	Target implementation date	Action status Completed/ in progress/ not done Comments
00062243	00079647	4-3.1	<p><b>Inadequately supported expenditure</b></p> <p>Expenditure amounting to UGX 1,383,400 (USD 511) was not supported. This relates to the payment to facilitate community workshops on oversight in North and North Eastern Uganda amounting to UGX 38,280,000 as per the Uganda National NGO Forum payment voucher number 4941 dated 25 September 2014. Accountability was only provided for UGX 36,896,600. We note that the unsupported amount has been re-banked to the UNDP project account.</p>	<p>Going forward, management of the IP and the respective RPs should ensure that all project transactions are adequately supported with appropriate third party support documentation.</p>	Finance	<p><b>Project comments</b></p> <p>Management has taken appropriate action on this issue as recommended by the Auditor. A bank deposit slip is attached to that effect.</p>	2015	Completed
00062243	00079647	4-3.2	<p><b>No written agreement between the IP and RP</b></p>	<p>Parliament of Uganda should, going forward, ensure that there is written agreement with UNNGOF</p>	Finance	<p><b>Project comments</b></p> <p>Management has noted this omission. An MoU</p>	2015	Completed

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			There was no written agreement between Parliament of Uganda and the Uganda National NGO Forum (UNNGOF) defining respective roles and responsibilities during implementation of project activities.	detailing the roles and responsibilities of both parties in regards to implementation of project activities. This should be done regardless of whether funds are disbursed directly to the IP by UNDP or not.		for the extension period January-June, 2015 has been signed with the RP as attached.		



*[Handwritten Signature]*

Signature, Stamp and date

Certification by Project Management

*[Handwritten Signature]*

28/08/2015

Certification by UNDP Country Office

Signature, Stamp and date



**Stanbic Bank**  
A member of Standard Bank Group

Current account

Savings

Investment

Other

Date: 09/04/2015

**Deposit (Cash only)**

**From**

**Details of depositor**

Name Rashid Nematov

Telephone no. 070 162551

I accept the conditions printed on the reverse side

Signature

*Rashid*

**To**

**Details of account holder**

Account number

9030005649681

Name

UNDP Representative

Branch where account is held

Priority Side

Depositor's reference details/Bag seal number

**Currency used**

Denomination	
50,000	<u>11</u>
20,000	<u>10</u>
10,000	<u>24</u>
5,000	
2,000	
1,000	<u>7000</u>
500	<u>1000</u>
200	<u>300</u>
100	<u>200</u>
50	
20	
10	
5	
2	
1	
<b>Total Cash</b>	<u>1,388,400</u>

Amount in words

One million three hundred eighty eight thousand  
hundred.

Total Credit

1,388,400 =



Uga 10/049799 2014 - 05



**AGREEMENT BETWEEN THE PARLIAMENTARY COMMISSION AND THE UGANDA NATIONAL  
NGO FORUM (UNNGOF) FOR THE PROVISION OF PROJECT FUNDS UNDER A UNDP-SUPPORT  
PROGRAMME/PROJECT**

This Agreement (hereinafter referred to as the "Agreement") made between the PARLIAMENTARY COMMISSION and the UGANDA NATIONAL NGO FORUM (UNNGOF).

WHEREAS The Parliamentary Commission (hereinafter referred to as "the Implementing Partner") has been requested by the United Nations Development Programme ("UNDP") to manage the project defined in project document [00079647/Strengthen Oversight Functions for Accountable Service Delivery] (hereinafter referred to as "the Project"), implemented at the request of the Government of Uganda;

WHEREAS UNDP desires to provide funding, in the form of a micro-capital grant (hereinafter referred to as "the grant") made through the Implementing Partner to the Uganda National NGO Forum (hereinafter the recipient institution) in the context of the Programme/ Project, and on the terms and conditions hereinafter set forth in this Agreement; and

WHEREAS the RECIPIENT INSTITUTION is ready and willing to accept such funds from the UNDP through the Implementing Partner and through the administration of UNDP for the activities described in the following, and on the said terms and conditions;

NOW, therefore, the parties here to agree as follows:

**1. Responsibilities of the RECIPIENT INSTITUTION**

1.1 The RECIPIENT INSTITUTION agrees to:

- (a) Undertake the activities described in its Work plan and Budget (attached), and updates related to the subsequent release of funds in tranches;

3.2 All payments shall be deposited into the UGANDA NATIONAL NGO FORUM bank account of which the details are as follows:

**NAME OF THE BANK:** STANDARD CHARTERED BANK UGANDA LIMITED

**SWIFT CODE:** SCBLUGKAXXX

**BENEFICIARY ACCOUNT NAME:** UGANDA NATIONAL NGO FORUM

**BENEFICIARY ACCOUNT NUMBER:** 0108212045101

**ADDRESS OF THE BANK:** P.O. BOX 2971, KAMPALA  
PLOT 16, KAMPALA ROAD

**ADDRESS OF BENEFICIARY:** PLOT 25, MUYENGA TANKHILL ROAD, KABALAGALA  
P.O BOX 4636, KAMPALA

3.3 The amount of payment of such funds is not subject to any adjustment or revision because of price or currency fluctuations or the actual costs incurred by the UGANDA NATIONAL NGO FORUM in the performance of the activities under this Agreement.

#### IV. Records, Information and Reports

4.1 The UGANDA NATIONAL NGO FORUM shall maintain clear, accurate and complete records in respect of the funds received under this Agreement.

4.2 The UGANDA NATIONAL NGO FORUM shall furnish, compile and make available at all times to the implementing Partner, UNDP any records or information, oral or written, which UNDP may reasonably request in respect of the funds received by the UGANDA NATIONAL NGO FORUM.

4.3 Within sixty days after completion of project activities, the UGANDA NATIONAL NGO FORUM shall provide the implementing Partner and UNDP with a final report with respect to all expenditures made from such funds (including salaries, travel and supplies) and indicating the progress made toward the goals of the activities undertaken, utilizing the reporting format contained in Annex I.

4.4 For projects with Technical Assistance] The UGANDA NATIONAL NGO FORUM agrees to submit required Performance Reports to the CONTRACTOR within 21 days of the close of each quarter using the attached reporting format (Annex 1) reporting on project progress. At the beginning of the project, the UGANDA NATIONAL NGO FORUM can request the CONTRACTOR assistance for the preparation of the forms. The UGANDA NATIONAL NGO

or rescission.

5.8 The UGANDA NATIONAL NGO FORUM acknowledges that the Implementing Partner and UNDP and its representatives have made no actual or implied promise of funding except for the amounts specified by this particular tranches Agreement. Although project related documents may indicate a total amount of funds that could be available for this UGANDA NATIONAL NGO FORUM, actual disbursements will be based upon the UGANDA NATIONAL NGO FORUM meeting performance targets. If any of the funds are returned to the Implementing Partner and UNDP or if this Agreement is rescinded, the UGANDA NATIONAL NGO FORUM acknowledges that the Implementing Partner and UNDP will have no further obligation to the UGANDA NATIONAL NGO FORUM as a result of such return

shall promptly return any unutilized funds to UNDP as per paragraph 5.6 above.

5.7 This Agreement may be terminated by either party before completion of the Agreement by giving thirty (30) days written notice to the other party, and the UGANDA NATIONAL NGO FORUM

5.6 Assets ( Equipment) supplied by UNDP funds to the UGANDA NATIONAL NGO FORUM shall be the property of UNDP until the end of the project, at which time UNDP shall determine the best use of these assets. In cases where the UGANDA NATIONAL NGO FORUM has met its responsibilities under this agreement and handover of the asset would contribute to the sustainability of activities, UNDP would normally handover these assets to the UGANDA NATIONAL NGO FORUM. The assets shall be used for the purpose indicated in the Work plan throughout the period of this Agreement.

such claims by third parties.

5.5 The UGANDA NATIONAL NGO FORUM shall be solely liable for claims by third parties arising from the UGANDA NATIONAL NGO FORUM's acts or omissions in the course of performing this Agreement and under no circumstances shall The Implementing Partner and UNDP be held liable for

5.4 The rights and obligations of the UGANDA NATIONAL NGO FORUM are limited to the terms and conditions of this Agreement. Accordingly, the UGANDA NATIONAL NGO FORUM and personnel performing services on its behalf shall not be entitled to any benefit, payment, compensation or entitlement except as expressly provided in this Agreement.

5.3 The Implementing Partner and UNDP undertakes no responsibilities in respect of life, health, accident, travel or any other insurance coverage for any person which may be necessary or desirable for the purpose of this Agreement or for any personnel undertaking activities under this Agreement. Such responsibilities shall be borne by the UGANDA NATIONAL NGO FORUM.

UGANDA NATIONAL NGO FORUM insofar as further payments are concerned.  
progress being made toward such goals shall be final and shall be binding and conclusive upon the