

Programme des Nations Unies pour le Développement

Haiti


Initiation Plan

Project Title	Global Fund Transition Team
ISF Outcome(s):	<i>Reduce disparities and ensure equitable access to quality basic social services, including health, food and nutrition, education, culture, water and sanitation and protection, ensuring all are provided in a culturally, gender sensitive and enabling environment, with particular attention to the most excluded and vulnerable groups and to gender equality.</i>
Expected CPAP Outcome(s): <i>(Those linked to the project and extracted from the CPAP)</i>	Croissance Inclusive basée sur les OMD et la réduction de la pauvreté
Expected Output(s): <i>(Those that will result from the project and extracted from the CPAP)</i>	<i>A sustainable and operational mechanism that allows UNDP to manage GFATM Funds for the Round 9 Tuberculosis by early February 2011 and subsequently prepare for the HIV implementation requirements is put in place.</i>
Implementing Partner:	UNDP-Haiti

Brief Description

The UNDP Haiti has been nominated as Principal Recipient (PR) for the GFATM grants in Haiti. For the UNDP to resume this role of Principal Recipient for HIV and TB grants, it is essential to have in place a transition team to ensure the commencement of the project(s) activities, facilitate the transition of HIV grants from the actual PR to the UNDP and prepare the documents necessary to the grant signature and implementation of the TB grant.


This plan proposes mobilizing resources for the recruitment of the transition team members as well as the provision of required logistical and infrastructural support.

Programme Period:	2009-2011
Key Result Area (Strategic Plan): <i>of HIV/AIDS on human development</i>	<i>Mitigating the impact</i>
Atlas Award ID:	00060789
Start date:	January 2011
End Date	February 2011
PAC Meeting Date	TBD
Management Arrangements	

2011 AWP budget:	221,903 us\$
Total resources required	221,903 us\$
Total allocated resources:	221,903 us\$
Regular (advance)	221,903 us\$
• Other:	
○ Donor	_____
○ Donor	_____
○ Donor	_____
○ Government	_____
Unfunded budget:	_____
In-kind Contributions	_____

Agreed by UNDP:



 4/02/2011

PURPOSE

The Global Fund to fight AIDS, Tuberculosis and Malaria (GF) by letter dated 7 June 2010 accepted UNDP's Expression of Interest (19 May, 2010) to become Principal Recipient (PR) for the GF's HIV (Rd 1 RCC, Rd 7 phase 2) and TB (Rd 9) grants following the resignation of the previous PR Fondation Sogebank (SBF). The grants are managed under the Global Fund's Additional Safeguard Policy.

Now that UNDP has taken on the PR role, the first priority is to ensure minimal interruption of program activities, specifically life-saving HIV and TB services, during the PR transition phase. The greatest challenge in responding to this priority is the prompt signing of the Grant Agreement with the Global Fund. Most programme activities cannot resume until this Grant Agreement is signed. Under normal circumstances, signing a Grant Agreement can take up to eight to twelve months due to the work required by the PR to determine implementing arrangements, select and contract Sub-Recipients to undertake program activities, and negotiate with the Global Fund.

Therefore, the prompt deployment of a Transition team is critical to quickly establish implementing arrangements and begin negotiations with the Global Fund Secretariat. In addition, this Transition team is vital in working with the Haiti Country Office to develop and install the permanent Programme Management Unit within the UNDP Country Office. Haiti UNDP Country Office activated the Fast Track Policy, which was approved in January 2010.

The immediate creation of this transition team will include a Team Leader, Consultants, UNDP seconded staff, and Haitian nationals, including:

- TB and HIV Specialists
- Finance and PSM Consultants
- SR Assessment Consultant
- Drivers and Office Support and Security

The Global Fund will not disburse any funds to the Haiti UNDP Country Office until the Grants are signed; however, the Global Fund has agreed to invoke its Pre-Allocation Policy that allows the Global Fund to approve certain expenditures the PR may make before grant signing. These agreed-upon expenditures will be reimbursed after the grants are signed and disbursements begin. This pre-allocation of grant funds is intended for expenditure that will (i) expedite grant negotiation and signature of new grants; and (ii) prepare PRs, especially first-time ones, to launch program delivery with minimal delay at the grants start date.

The Pre-Allocation Budget that will cover the costs requested in this Initiation Plan and this Budget is in the process of approving by the Global Fund. The costs will be reimbursed under the Round 9 Tuberculosis and Round 1 RCC HIV Grants Agreements, which must be signed by early February 1st, 2011 as pursuant to Global Fund policy.

Therefore, to support and secure this Transition Team to start the process of determining implementing arrangements and negotiating with the Global Fund, Trac Funds are required from the Haiti UNDP Country Office.

I. EXPECTED OUTPUT

The expected output of the Initiation Plan is to put in place a sustainable and operational mechanism that allows UNDP to manage GFATM Funds for the Round 9 Tuberculosis by early February 2011 and subsequently prepare for the HIV implementation requirements. This mechanism supported by the Transition Team is needed to determine implementing arrangements, select and contract Sub-Recipients, and negotiate and sign the two Grants Agreements with the Global Fund.

In this context, Haiti UNDP Country Office and the Global Fund agree to sign the Round 9 Tuberculosis for a start date of 1st February 2011. The Transition Team will work on ensuring that the arrangements and negotiating process are well under-way to allow for this 1st February 2011 start date. In addition, the Transition Team will work with the Haiti CCM and current PR for the extension of phase 1 for Round 7 HIV to determine the potential transfer of this Grant to UNDP.

II. MANAGEMENT ARRANGEMENTS

Interim Global Fund Project Management Unit (PMU): The *Interim Team Manager* will lead the UNDP transition to the PR role, and will be supported by a Transition team nine members during this Period (two months), as per the organogram below. Utilizing the Fast Track Policy, recruitment (eleven additional members) for the permanent GF PM is expected to be finalized by 28th February 2011.

To coordinate the implementation of the project and for the overall management, the UNDP Country Office will establish the interim Transition Team that coordinate the grants development and signature of the Round 9 TB and Round 1 RCC HIV, in addition to overseeing the recruitment process of the permanent Global Fund Project Management Unit (PMU). The Transition Team presented below will comprise of both international and national personnel that will assist the interim *Team Manager* with the delivery of the project activities. The Interim Team Manager will oversee the recruitment process for the permanent PMU, and provide assistance to the PMU Team Leader, who is tasked to lead grant preparation activities, including the development of the Round 9 TB and Round 1 RCC HIV implementing arrangements, lead the grant negotiations and signature with the Global Fund. Both the interim Team Manager and the PMU Team Leader will report to the UNDP Country Director.

Figure 1 details the organogram of the Interim Global Fund Project Management Unit. Table 1 details the tasks and reporting lines of each team member.

Figure 1. Organ gram of Transition Team

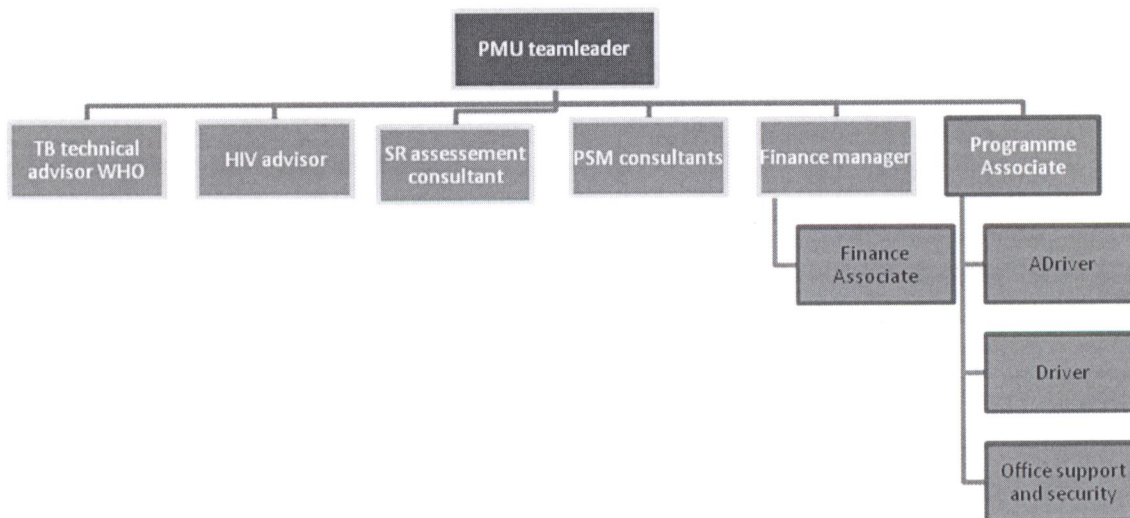


Table 1. Tasks and Reporting Lines of Transition Team

	Position	Level	Type	Period	Task
1	Interim team manager	P5	SSA	2 months	Create new PMU and assist in build up
2	Program/Admin associate	G6	SC	2 months	Provide admin support to the Interim team leader
3	Consultant Capacity Development	P5	SSA	1 1/2 month	Assist in Grant negotiations and elaborate Capacity development plan
4	Consultant Finance Specialist	P3	SSA	2 months	Assist in SR evaluation and set up financial system for PMU
5	PSM consultant	P4	SSA	3 weeks	Prepare PSM plan for HIV RCC and Round 7 HIV program
6	Finance Associate	G6	SC	2 months	Assist in SR assessments and other financial tasks
7	SR assessment consultant	P4	SSA	3 weeks	Proceed with SR assessment AIDS program and other
8	Consultant Procurement Specialist	P3	SSA	2 months	Assist in SR assessments and other financial tasks
9	HIV National Officer M&E	NOB	SC	2 months	Assist in Finalization of HIV Grant documents
10	TB National Officer M&E	NOB	SC	2 months	Assist in Finalization of TB Grant documents
11	HIV National Officer Programme	NOC	SC	1 month	Assist in Finalization of HIV Grant documents
10	IT Assistant	G6	SC	2 months	
9	Two Drivers		SC	3 months	

UNAIDS and WHO will provide Monitoring and Evaluation Support to the UNDP Transition Team.

Project Board: Policy management will be vested with the Project Board. The Project Board will be chaired by the Country Director and with the UNDP Deputy Country Director (P) as the co-chair. The main role of the Project Board under this Initiation Period will be to exercise project initiation oversight and accountability. The board will be responsible for making all policy decisions for the initiating the project and shall meet monthly to review the overall progress and outcomes of the project with the aim of proposing changes to the methodology or providing solutions to problems were necessary. Specifically, the Project Board will conduct the following:

- Review and approve the Initiation Plan
- Agree on Project Manager’s responsibilities, as well as the responsibilities of the other members of the Project Management team;
- Delegate any Project Assurance function as appropriate;
- Review the Progress Report for the Initiation Stage;
- Review and appraise detailed Project Plan and AWP, including Atlas reports covering activity definition, quality criteria, issue log, updated risk log and the monitoring and communication plan.

As a minimum, the Project Board is composed of the following roles:

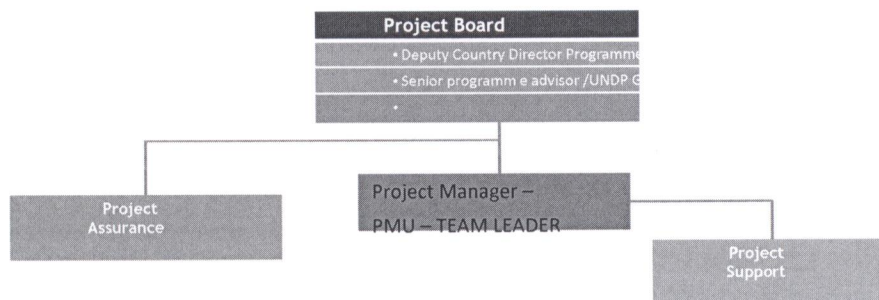
- **Executive:** representing the project ownership and acting as the chair. This function will be assumed by the UNDP Country Director.
- **Senior Supplier:** providing guidance regarding the technical feasibility of the project. This function will be performed by the Senior Programme advisor/UNDP Global Fund New York.
- **Senior Beneficiary:** ensuring the realization of project benefits from the perspective of beneficiaries. This role will be assumed by the Country Coordinating Mechanism (CCM)

In additional to the project board, two structures will help for the project efficiency as describe below:

- **Project Assurance:** Project Assurance is the responsibility of each Project Board member; however the role can be delegated. The project assurance role supports the Project Board by carrying out objective and independent project oversight and monitoring functions. This role ensures appropriate project management milestones are managed and completed. Project Assurance has to be independent of

the Project Manager; therefore, the Project Board cannot delegate any of its assurance responsibilities to the Project Manager. A UNDP Programme Officer typically holds the Project Assurance role.

- Project Manager:** The Project Manager has the authority to run the project on a day-to-day basis on behalf of the Implementing Partner within the constraints laid down by the Board. The Project Manager is responsible for day-to-day management and decision-making for the project. The Project Manager's prime responsibility is to ensure that the project produces the results (outputs) specified in the project document-, to the required standard of quality and within the specified constraints of time and cost. The Implementing Partner appoints the Project Manager, who should be different from the Implementing Partner's representative in the Outcome Board. Prior to the approval of the project, the Project Developer role is the UNDP staff member responsible for project management functions during formulation until the Project Manager from the Implementing Partner is in place.



III. MONITORING

The interim Team Manager will provide bi-weekly updates on the already established Recruitment Plan for the permanent PMU and on the six month Transition Plan. Both documents have been agreed between the Haiti UNDP Country Office and the Global Fund. The progress toward the sustainable and operational structure will be followed by monitoring tools including risk log updating, field visits, periodic report and reviews.

A final Progress Report will be prepared at the end of the Initiation Plan, using the standard format

IV. ANNUAL WORK PLAN

V. LEGAL CONTEXT

If the country has signed the Standard Basic Assistance Agreement (SBAA), the following standard text must be quoted:

This project document shall be the instrument referred to as such in Article 1 of the SBAA between the Government of (country) and UNDP, signed on (date).

Consistent with the Article III of the Standard Basic Assistance Agreement, the responsibility for the safety and security of the executing agency and its personnel and property, and of UNDP's property in the executing agency's custody, rests with the executing agency.

The executing agency shall:

- a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried;
- b) assume all risks and liabilities related to the executing agency's security, and the full implementation of the security plan.

UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this agreement.

The executing agency agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document.