

**Minutes
of
the Project Steering Committee Meeting for
“Support to MoHSS for Accelerated Implementation of GFATM”**

Thursday, 30 August 2018 | 14.30h -16.00h
Board Room, 1st Floor, UN House, Windhoek, Namibia

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| 1. Welcoming and
Adoption of last minutes | Mrs. Sarah Mwilima
Director of PMU, MoHSS |
| 2. Updates of Project implementation: | |
| 2.1. Closure of CSA 1 January -30 June 2018 | Mrs. Izumi Morota
Resident Representative, a.i. |
| 2.2. Decisions for PSC: | Mrs. Angela Marques
Project Coordinator |
| a) Re-utilization of resources balance | |
| b) Governance for “Solar for Health Project” | |
| 3. Way forward | Mrs. Sarah Mwilima
Mrs. Izumi Morota
Mrs. Angela Marques |
| 4. AOB | All |

Minutes/Action Points

1. Adoption of last minutes:

The minutes of the PSC meeting of 14 June 2018 were revised, corrected and adopted by the members. Please see the pdf attachment (signed minutes) for reference.

2. Updates of Project implementation:

2.1 Closure of CSA 1 January - 30 June 2018

Detailed presentation was given by Mrs. Angela Marques, informing on the: background; results achieved according to the annual work plan and indicators; challenges and action taken; detailed expenditure report. The presentation was shared in advance with the members (see attached for further information).

As the reporting period referred to the first semester 2018, the detailed expenditure report presented the financial closure scenario of CSA 2017 and CSA 2018 (signed in 21 December 2017).

The figures were explained in detail and UNDP advanced with a proposal to re-utilize the verified savings: non-cost extension for match fund with Solar for Health Project.

Based on the balance verified, the Survey Manager requested UNDP to support the printing of the TB DPS final report, and the dissemination meeting. The Project Coordinator noted that the items requested were discussed in the PSC meeting of 14 June 2018, while the budget planning for Q3 was being done, and the conclusion was that other development partner would be supporting the costs.

Decision: The savings from the project will be allocated to support the additional items to the signed Annual Work Plan, in an expected amount not exceeding NAD 300,000, pending the submission of requests for payment (Face forms signed by MoHSS PS) and verification of eligibility.

Action Point: TB DPS Survey Manager to follow up on the official request from MoHSS to UNDP for the additional support items.

2.2 Decisions for PSC:

a) Re-utilization of resources balance

The UNDP proposal of non-cost extension of the CSA signed 28 June 2018, to mobilize the resources balance to Solar for Health (implementation period 1 October 2018 to 31 December 2019) was embraced by the members, pending a consultation with the NTLP Chief Health Programmes Officer (CHPO).

Decision: NTLP to confirm agreement with mobilization of funds (savings) to the Solar for Health project.

Action Point: Ms Bayer to meet with NTLP CHPO and return back with the feedback to both UNDP and MoHSS PMU, by Tuesday 4 September 2018.

b) Governance for “Solar for Health Project”

Due to the change of scope of the activities to be implanted beyond 30 September 2018, was discussed the pertinence to revise the structure of the Project Board.

Decision: Propose a revised Governance structure for the Project Board.

Action Point: UNDP to draft the proposal, pending final confirmation of non-cost extension.

3. Way forward

- a) Close the TB DPS Project activities by 30 September 2018;
- b) Secure agreement from NTLP for the non-cost extension;
- c) Secure agreement from GFATM for the non-cost extension, through UNDP existing mechanisms (CSA) – documents to be finalized by 28 September 2018;
- d) Define Governance system for Solar for health project – PSC membership to be expanded to relevant partners, including Ministry of Mines and Energy.

Please refer to roadmap, PSC power-point presentation (attached), slide number 12.

Attendance Register 30 August 2018:

PSC Members*

1	First name	Last Name	Organization		
2	Ms. Sarah	Mwilima	MoHSS PMU	Present	
3	Mr. Tomas	Ukola	MoHSS DSP		Absent
4	Ms. Mirchaye	Negussie-Shepard			Absent
5	Ms. Izumi	Morota-Alakija	UNDP	Present	
6	Ms. Angela	Marques	UNDP	Present	
7		Dr. Ruswa	MoHSS NTLP		Absent
OR	Ms. Helena	Mungunda	MoHSS NTLP		
8	Ms Irish	Goroh	TB DPS	Present	
9		Dr. Brantuo	WHO		Absent
10	Ms Patricia	Ongpin	UNAIDS		Apology

Participants delegated to attend:

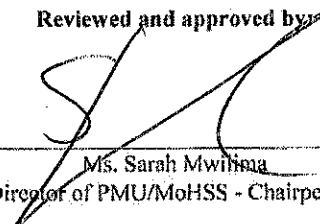
First name	Last Name	Organization	
Ms Benetha	Bayer	MoHSS NTLP	Present

** Dr. Farai Mavhunga moved from NTLP at end July 2018.*

Prepared by:


 Ms. Angela Marques
 Project Coordinator, UNDP

Reviewed and approved by:


 Ms. Sarah Mwilima
 Director of PMU/MoHSS - Chairperson



Project Steering Committee

Windhoek, 30 August 2018

“Support to MoHSS for accelerated implementation of GFATM”

Project Number: 00102753

Project start date: 3 February 2017

Project expected end date: 30 September 2018

Reporting period: 1 Jan – 30 June 2018

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Overview:



1. Financing Agreement 2018: closure of implementation period 1 Jan – 30 June 2018

- Results
- Implementation details
- Challenges and action taken
- Detailed Expenditure Report

2. Decisions for PSC

- Re-utilization of resources balance
- Governance for “Solar for Health” Project

3. Way forward

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Financing Agreement 2018: closure of implementation period 1 Jan – 30 June 2018
Results output 1



Activity: Recruitment and secondment of staff to support the National TB Prevalence Survey

Output 1: MoHSS has increased human resource capacity to conduct activities under GF Grants

Output Indicators	Baseline	Target for the reporting period	Actual achievement during the reporting period	Results achieved Q1 2018	Progress Q2 2018
1.1 Service Contract holders are recruited	0	02	02	02	02
1.2 Service Contract holders are inducted	0	02	02	02	02
1.3 Service Contract holders are conducting activities in line with line objectives	0	5	7	04	7
1.4 Service Contract holders' performance is managed in line with clear and transparent criteria	0	5	7	04	7

Results Achieved: Human resource capacity of MoHSS to conduct TB Prevalence Survey under the GF grant has increased

Achievement ratio: 140%

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Financing Agreement 2018: closure of implementation period 1 Jan – 30 June 2018
Results output 2



Activity: Provision of Diagnostic and other equipment to support the National TB Prevalence Survey

Output 2: MoHSS has sufficient logistics capacity to undertake TB Prevalence Survey

Output Indicators	Baseline	Target for the reporting period	Actual achievement during the reporting period	Results achieved 2017	Progress Q1 2018
2.1 Diagnostics needs are quantified and technical specification are approved/ endorsed in line with MoHSS requirements	0	100%	100%	100%	100%
2.2 Procurement processes for all diagnostic equipment and cartridges and associated equipment launched	0	100%	100%	100%	100%
2.3 Contracts are in place for all diagnostic equipment and cartridges and associated equipment planned procurements	0	100%	100%	100%	100%
2.4 All diagnostic equipment and cartridges and associated equipment planned procurements arrive to the country	0	100%	100%	100%	100%
2.5 All diagnostic equipment and cartridges and associated equipment planned procurements are handed over to MoHSS.	0	100%	100%	100%	100%

Results Achieved: Logistics capacity of MoHSS to undertake TB Prevalence Survey is sufficient

Achievement ratio: 100%
Activity completed in Q1 2018.

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**Financing Agreement 2018: closure of implementation period 1 Jan – 30 June 2018
Implementation details Q2**




Activities	Planned activities – AWP 2018	Conducted activities Q2 2018	Outstanding Jan-June 2018: Included in Financial Closure
2. Provision of Diagnostic and other equipment to support the National TB Prevalence Survey	Leasing and maintenance of vehicles; provision of fuel.	Leasing and maintenance of vehicles; provision of fuel.	Activity finished in Q1 2018.
		Requests for extra support received from MoHSS and PAID: <ul style="list-style-type: none"> • Omaheke car accident • Anatech, Gene X-pert installations • MTC Tango vouchers 	Requests for extra support received from MoHSS on last week June 2018: <ul style="list-style-type: none"> • Consumption for the mobile clinics from January to March 2018 (not VIVO ENERGY related) – pending documentation




**Financing Agreement 2018: closure of implementation period 1 Jan – 30 June 2018
Implementation details Q2**



Activities	Planned activities – AWP 2018	Conducted activities Q2 2018	Outstanding Jan-June 2018: Included in Financial Closure
3. Recruitment and secondment of staff to support the National TB Prevalence Survey	Recruitment and management of 7 personnel	HR and Financial Management of MoHSS 5 personnel	<ul style="list-style-type: none"> • Reconciliations to be finalized: - UNDP e-mail accounts - Medical Statements 2017 (SCs medical clearances)
		Requests for extra support received from MoHSS and PAID: <ul style="list-style-type: none"> • HR and Financial Management of MoHSS 2 personnel (Central Coordination Team) for 1 additional month - June • OSA for Central workers – 2 • Data Cleaning and validation Workshops 	




Financing Agreement 2018: closure of implementation period 1 Jan – 30 June 2018
Implementation details Q2




Activities	Planned activities – AWP 2018	Conducted activities Q2 2018	Outstanding Jan-June 2018: Included in Financial Closure
5. Monitoring, Evaluation and Oversight	Routine monitoring and supervision of the CSA Project	<ul style="list-style-type: none"> • Revised reporting 2017 • Reporting Q1 2018 • Project closure Q1 and Q2 2018 • Project Quality Assessment 2018 (Closure) • Project Steering Committee • Finalization of the reconciliation of the 2017 and 2018 administration running costs and grant management • Project extension arrangements for Q3 2018 • HR and Finance assistance support to SCs and to ensure timely payments 	<ul style="list-style-type: none"> • Project closure: reconciliation of the 2017 variance • Field site visit M&E, jointly with MoHSS (Solar Powered Clinics) • UNV contract: payment until end date • Running costs with phone and internet: June 2018

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Financing Agreement 2018: closure of implementation period 1 Jan – 30 June 2018
Q2 challenges and solutions




Challenges	Action Taken	Lessons Learnt	Recommendations
<p>Several additional requests received in UNDP, not initially planned in the 2018 annual work plan</p>	<p>UNDP CO supported the activities implementation through identification of savings from activity 2, that was completed in Q1 2018 and had remaining positive balance.</p> <p>A budget revision was planned, agreed by MoHSS and the annual work plan was revised accordingly.</p>	<p>Including a miscellaneous budget in the annual work plan as done in 2017 reveals to be an option that enables management with more flexible decision on budget mobilization for priority urgent needs.</p>	<p>During budget planning, include a miscellaneous expense lump sum line, to cover deviations from initially annual work plan, particularly for procurement activities (both equipment, HR and logistics).</p>
<p>The request for Project Extension was just received in UNDP by 13 June 2018, and SCs are usually issued an extension and/or termination letter by 10 of the month that the contract is ending.</p>	<p>Based on the discussions and decisions held in the Project Steering Committee meeting organized for 14 June 2018, UNDP CO accepted to advance the costs with HR contracts extensions, in order to avoid disruption of activities or the need to open new recruitment process.</p>	<p>A continuous follow up of critical documents to be signed by the MoHSS Permanent Secretary was effective, as well as it was the support provided by the Directorate Special Programmes Senior Management.</p>	<p>Maintain the good relationship and partnership with MoHSS, for mutual support and fast track of signatures process for the smooth implementation of the Project activities.</p>

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**Financing Agreement 2018: closure of implementation period 1 Jan – 30 June 2018
Detailed Expenditure Report**




Empowering lives
Transforming lives

No	Activity	REVISED budget (according to PSC of 14 June 2018)	Actual Expenditure as of 30 June 2018
2	Provision of Diagnostic and other equipment to support the National TB Prevalence Survey	140,377	132,947
3	Recruitment and secondment of staff to support the National TB Prevalence Survey	797,300	675,142
5	M&E and Oversight	147,467	86,301
6	Grant Management	-	(7,100)
Sub total (USD)		1,086,224	907,283
Total (USD), GMS (7%) included		1,086,224	887,283
Total Disbursement Received 1 Jan - 30 June 2018			1,086,224
Actual Expenditure as of 30 June 2018 (CDR)			887,283
Commitments as of 30 June 2018			4,184
Total Expenditures (Actual/CDR + Commitments)			891,467
Balance as of 30 June 2018 (USD)			194,757
Balance expected after financial closure of S1/CSA 2018 (USD)			145,709

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2. Decisions for PSC : Re-utilization of resources balance



Empowering lives
Transforming lives


Total Disbursements Received 2018	\$	1,086,224
Opening cash balance	\$	(6,232)
Items* included in Financial Closure of CSA 2017, paid with 2018 fund	\$	(17,816)
Total budget available 2018	\$	1,062,176
Total Expenditures (Actuals + Commitments) as of 30 June	\$	891,467
Budget balance as of 30 June 2018	\$	170,709
Items** included in Financial Closure of CSA S1/2018 - projection	\$	25,000
Balance expected after financial closure of S1/CSA 2018 (USD)	\$	145,709

*Outstanding car accounts - medical clearance for recruited SC, F10 closure field missions, excluding supervisor by UNV, Antelope lake, UNDP e-mail accounts


**As detailed in pages 12-14 of the Q2/2018 narrative report, fuel/rent OI, Dr. Flynn/maging, HR reconciliations

Reasons for the verified balance of USD 145 689		
No	Activity	Identified savings
2	Provision of Diagnostic and other equipment to support the National TB Prevalence Survey	VIVO ENERGY fuel refund received Leasing of vehicles actively overbudgeted in the initial planning
3	Recruitment and secondment of staff to support the National TB Prevalence Survey	Radiographer Coordinator salary was overbudgeted in the initial planning UNDP e-mail accounts closed for the SC holders with contract finished Pre encumbrance of USD 268,640 cleared after mid-term review, POs reconciliation completed and remaining open eReqs not affecting KIC budget

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2. Decisions for PSC:




UNDP proposes a solution for the re-utilization of 100% of the verified balance (USD 145,000):
non-cost extension


- Proposed investment: Solar for Health
- Proposed implementation period: 1 October 2018 to 31 December 2019

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7.0.1



3. Way forward



Current scenario: Project closure		Proposed investment solution: non-cost extension	
Action	Deadline / 2018	Action	Timeframe
Project Quality Assessment	31 Aug	Non-cost extension CSA and PRODOC amendment	28 Sep 2018
Joint N&E field site mission	4-8 Sep		
System update – collect and upload documentation for Project, Finance, Procurement and HR files	18 Sep	System updates	30 Sep 2018
Project Operationally closed	30 Sep	CSA Project Steering Committee meeting (depending on the Governance system agreed)	Q1 / 2019 (tbd)
Final Programmatic and Financial reporting	15 Oct		
Final Project Steering Committee meeting	16 Oct		
Ad-hoc checking on all Audit files	19 Oct		

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THANK YOU. QUESTIONS?

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3. Updates on Solar for Health Project



Activities	Timeline	Status
Health facilities identification and selection	July – Aug 2018	Health facilities identified in 9 priority Regions: Kunene, Zambezi and Oljoronkupa. Selection endorsed by MoHSS.
Installation of services for remote data monitoring	Aug – Oct 2018	Procurement process ongoing.
Technical Study – assessment of new health facilities	17-28 Sep 2018	Expert identified and mission preparations ongoing. MoHSS (national and regional levels) and MME informed.
Evaluate procurement specifications and technical expert recommendations	Oct 2018	Not started. To be based on the expert mission report.
Procure solar PV system	Oct – Dec 2018	Pending match fund
Installation of solar PV system	Jan – March 2019	Pending match fund
Design of feasibility study; in country missions	Jan – March 2019	Not started
Feasibility study: Namibia, Zimbabwe, Zambia, Malawi		
Data collection	Jan – June 2019	Not started
Data analyses	July – Sep 2019	Not started
Final Report (Feasibility Study validated)	Oct – Dec 2019	Not started
Identification of investors	Oct – Dec 2019	Not started



Updates on Q3 2018 implementation

(Information provided by TB DPS Survey Manager)



UNDP
United Nations Development Programme

20 -24 th August 2018	Pre – Analysis tables by Jens Levy (TA)
28 – 31 st August 2018	Jens Summary Mission Report Draft 0 of the survey report
3 – 7 th September 2018	Report writing workshop Outcome 1 st draft of survey report
10 – 14 th September 2018	Advanced draft of survey report to be shared and Fact sheet
17 – 21 st September 2018	HL Briefing with office of the president
18 th / 19 th September 2018	Dissemination Meeting
18 th September 2018	Close off celebration
19 th – End to September 2018	Central coordinating team on leave