

2018

**PROGRAMMATIC AND FINANCIAL  
UPDATE AFTER COMPLETION OF THE  
TB DISEASE PREVALENCE SURVEY**

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**Project summary:**

- **Project Title:** “Support to MoHSS for accelerated implementation of GFATM”
- **Project Number:** 00102753
- **Implementation partner:** The Ministry of Health and Social Services (MoHSS)
- **Modality of implementation of the project:** National Implementation (NIM)
- **Initial duration:** 20 months (until 30 September 2018)
- **Effective start date:** 3 February 2017
- **Signed date of the Project Document:** 6 April 2017
- **Donor (origin of funding):** The Global Fund to Fight AIDS, Tuberculosis and Malaria
- **Reporting date:** 22 October 2018
- **Reporting quarter:** Q3 2018 | July - September

**Project Annual Work Plan - 2018 Funding:**

<b>Total Disbursements Received 2018</b>	USD 1,180,171
<b>Total expenditure as of date of reporting</b>	USD 1,011,698
<b>Opening Cash balance 2018</b>	USD (6,232)
<b>Balance as of date of reporting</b>	USD 162,241

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## 1. Project Background:

### Brief description:

The overall objective of the Project is to support the Government of Namibia and the Ministry of Health and Social Services (MoHSS) in the implementation of Global Fund (GF) Grants.

The activities included in MoHSS Global Fund grants were approved following an inclusive consultative process, including: Government Ministries, Civil Society Organizations, UN agencies, bilateral donors and people affected by the three disease components. The MoHSS has identified that the overall grant performance could be accelerated with the support of UNDP.

The project is designed to provide additional human resources to MoHSS to address some of the critical gaps in collecting accurate and timely data. The project also includes a procurement component for critical equipment and health commodities, that thereby improve access to diagnosis, referral to treatment, and support adherence of patients in Namibia. It is also to highlight the procurement support and technical guidance on UNDP's Solar 4 Health initiative, a pilot that started in 2017 with five selected health facilities, with a view to scale up to all health facilities in the country over the next years, ensuring access to reliable, cost-effective, and sustainable power.

The scope of work in terms of the specific technical support to the MoHSS, provision of procurement services, as well as services and goods for Namibia is detailed in the Cost Sharing Agreement and Project Document signed with the MoHSS (annexes 1 and 2, respectively).

## Summary of Q3 2018 activities:

During this quarter (July-September 2018), UNDP assisted the MoHSS with completion of their TB Disease Prevalence Survey (DPS), using the resources provided by the Global Fund, to ensure better health outcomes for people in Namibia.

The scope of work carried out by UNDP in terms of the specific support services to the MoHSS included: a) 7 personnel fully seconded to MoHSS; b) provision of procurement of services to ensure logistics capacity.

One dedicated Finance and HR Assistance and the Project Coordinator were based in the UNDP Namibia Country Office, assisting with the management, monitoring and evaluation of the CSA project. These staff were operated under the overall guidance of the Deputy Resident Representative.

The Central Coordinating Team operated under the programmatic guidance of the TB Chief Medical Officer (CMO) at the MoHSS in Windhoek until the end of July. After the TB CMO resignation, the DPS team continued being guided by the TB Chief Programme Officer.

In August, the Data Manager resigned. UNDP presented availability and possible options to cover the gap in the TB Central Coordination Team. After discussion, the TB National Programme communicated UNDP that wouldn't be necessary to replace the Data Manager, as by the time the data cleaning exercise was completed.

In addition to human resources support, UNDP ensured additional DSA for data cleaning and validation, data analysis and report writing workshops. Additional requests received that were not predicted in the Annual Work Plan were paid through activity number 3, using savings from the position of Data Manager. These requests refer mainly to additional support for completion of the report writing, payment of workshop venue, after the initial partner supposed to cover this cost had withdrawn the contribution.

The quarter Project Steering Committee occurred on 30 August 2018 (presentation and minutes attached). Detailed presentation was given by the UNDP Project Coordinator, informing on the: background; results achieved according to the annual work plan and indicators; challenges and action taken; detailed expenditure report. 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 from June discussions was that other development partner would be supporting the costs.

However, due to the challenges verified at end of August (initial partner supposed to cover this activity costs had reduced the contribution), UNDP supported the activities to close the DPS. The costs related to the dissemination meeting were all additional to the signed Annual Work Plan, in a total of NAD 266,128.50 (USD 18,153 / UN rate 14.66). The four extra payments were brought to attention of MoHSS PMU. The request was done by the MoHSS Permanent Secretary (PS), both through official letter and approval of respective four face forms.

In the TB National Steering Committee, UNDP was acknowledged by the National Program and Director of Special Programs, for the timely and quality of services provided during the TB DPS, up to its successful completion.

This quarter was therefore marked by the completion of the TB DPS.

In addition to the above, as part of the UNDP quarterly monitoring and evaluation procedures, and accordingly with the M&E plan defined in the Project Document, a joint field site visit was conducted, to the health facilities solar power in 2017. The team was composed by members from UNDP Programme, UNDP Project, MoHSS PMU and MoHSS Policy Planning. The expenses were allocated to CSA activity 5, after agreement of MoHSS PMU. The report (attachment #6) was shared with the MoHSS, both National and Regional levels.

A non-cost extension is currently being discussed with TB National Programme (NTLP), Country Coordinating Mechanism (CCM), PMU, UNDP and GF. The project closure is, therefore, on hold.

## 2. Project Implementation Details:

### 2.1. Results / activity:

Activities carried out	Expected results	Results achieved	Percentage Achieved
1. Recruitment and management of 7 personnel	MoHSS has increased human resource capacity to conduct activities under GF Grants	Human resource capacity of MoHSS to conduct TB Prevalence Survey under the GF grant has increased	100% *

### 2.2. Results / indicators:

Output Indicators	Baseline	Target for the reporting period	Actual achievement during the reporting period	Results achieved Q2 2018	Results at end of Q3 2018
1.1 Service Contract holders are recruited	0	92	92	92	92
1.2 Service Contract holders are inducted	0	92	92	92	92
1.3 Service Contract holders are conducting activities in line with line objectives	0	7	7*	7	6*
1.4 Service Contract holders' performance is managed in line with clear and transparent criteria	0	7	7*	7	6*

\* As reported above, the Data Manager resigned in August. However, the final results were achieved at 100%. In addition, UNDP did not replace the position based on direct recommendation of the TB National Programme Chief Medical Officer.

### 2.3 Implementation Challenges<sup>1</sup> and Lessons Learned:

C.1. Challenges	C.2. Action Taken	C.3. Lessons Learnt	C.4. Recommendations
<p>As per verified in last quarter:</p> <p>Several additional requests received in UNDP, not initially planned in the annual work plan</p>	<p>UNDP CO supported the activities implementation through identification of savings from activity 3.</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>Central Team staff resignation</p>	<p>UNDP immediately provided MoHSS with options to act for replacement of the position.</p>	<p>Having a pool of qualified candidates support fast tracking the recruitment, selection and contracting of staff.</p>	<p>Integrate the SCs that worked for TB DPS in UNDP roster, according to their performance evaluations.</p>
<p>Length negotiation of non-additional funding amendment to current CSA</p>	<p>Continuous discussions with the different parties in MoHSS.</p>	<p>Absence of decision makers in the Project Steering Committee can delay processes.</p>	<p>Revise Project Governance mechanisms in case of extension, also as mitigation measure to the change of management in NTLF.</p>

<sup>1</sup> Please refer also to the Project risk analysis and risk log matrix, updated as of date of reporting (attachment #7).





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### 3. Quarterly Detailed Expenditure Report, July-September 2018 \*\*:

Project ID: 00102753 Project Title: "Support to MoHSS for accelerated implementation of GFATM" Start date: 3-Feb-17 Expected end date: 30-Sep-18 Reporting period: Q3 (July - September) 2018 Reporting date: Financial Report as of 22 October 2018 Support documents: Combined Delivery Report (CDR) - Q3 2018, by activity Obs.: The Final CDR 2018 will only be valid after UNDP Financial Year Closure - 31 March 2019.					
No	Activity	Approved budget 2018 *	Actual Expenditure per ATLAS / Q3 CDR *	Commitments	Total Expenditure
2	Provision of Diagnostic and other equipment to support the National TB Prevalence Survey	\$ 146,377	\$ 1,505	\$ -	\$ 1,505
3	Recruitment and secondment of staff to support the National TB Prevalence Survey	\$ 866,569	\$ 78,612	\$ 181	\$ 78,793
5	M&E and Oversight	\$ 167,225	\$ 33,955	\$ 4,136	\$ 38,091
<b>Total (USD)</b>		<b>\$ 1,180,171</b>	<b>\$ 114,071</b>	<b>\$ 4,317</b>	<b>\$ 118,388</b>
* GMS included					

\*\* Please refer to attachments # 3 and 4

#### 3.1 Expenditure Status as of date of reporting:

▪ Total Disbursements Received 2018	USD 1,180,171
▪ Total Expenditures 2018	USD 1,011,698
▪ Opening cash balance 2018	USD (6,232)
<b>Balance (22/10/18)</b>	<b>USD 162,241</b>



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#### 4. Details of implementation and financial closure

Activities	Planned activities – AWP Q3 2018	Highlight of major conducted activities in Q3 2018	Outstanding Q3 2018 as of date of reporting: included in Financial Closure
<b>3. Recruitment and secondment of staff to support the National TB Prevalence Survey</b>	Recruitment and management of personnel	HR and Financial Management of MoHSS 7 personnel until August and 6 personnel in September.	Completed, no outstanding payments.  Financial Year closure reconciliations to be done: closure of POs in ATLAS (USD 181).
		Requests for extra support received from MoHSS and <u>PAID</u> : <ul style="list-style-type: none"> <li>• Extra DSA</li> <li>• Venue for report writing workshop</li> <li>• Dissemination meeting items (MoHSS PS request)</li> </ul>	All payments completed, and proof of payments sent to MoHSS.



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<b>5. Monitoring, Evaluation and Oversight</b>	Routine monitoring and supervision of the CSA Project	<ul style="list-style-type: none"> <li>• Joint field M&amp;E site visit</li> <li>• Reporting Q3 2018</li> <li>• Project Steering Committee</li> <li>• Negotiation of non-cost extension</li> <li>• HR and Finance assistance support to SCs and to ensure timely payments</li> <li>• Preparation of Finance and HR audit files</li> <li>• Project Quality Assessment<sup>2</sup> – upload of supporting documents in ATLAS</li> </ul>	<p>Payments to be done 22/10/18: Project Coordinator monthly fee.</p> <p>Financial Year closure reconciliations to be done:</p> <ul style="list-style-type: none"> <li>• Opening cash balance;</li> <li>• Closure of POs in ATLAS (USD 136);</li> <li>• Last month running costs with phone and internet (Project to reverse to UNDP).</li> </ul>
		<p>Extra expenses not included in Q3 AWP:</p> <ul style="list-style-type: none"> <li>• Joint M&amp;E field site visit to the health facilities solar power in 2017</li> </ul>	<p>Completed, no outstanding payments.</p>

<sup>2</sup> This exercise cannot be completed until decision of non-additional funding amendment of the CSA and/or closure is made. Closure procedures are on hold at date of reporting.

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## 5. Way forward:

At date of reporting, the UNDP proposal of non-cost extension is under discussion and expected to be presented to CCM meeting of 23 October 2018. Further several discussions between the TB National Programme and the MoHSS PMU, and advice of GF on the prioritization of the Project savings, UNDP was informed on the final request from MoHSS, subject to CCM non-objection and final GF approval.

Below is a summary of the proposal, based on final request from MoHSS:

**Proposal:** non-additional funding amendment to current CSA

**Context:**

- Unforeseen resignations in PMU, that is currently without Programme staff
- New staff being recruited requires time to be trained, which represents a constraint due to the PUDRs submission deadline
- Urgent technical support is needed to finalize the PUDRs timely and promote capacity to 2019 implementation

**Support to GF Grants implementation:** PUDR is the tool that classifies Namibia grant performance. Having immediate technical support to be in compliance with this Principal Recipient (PR) Management requirement is an urgent need with impact for all GF key parties (CCM, National Programs, PR, Sub-Recipients, beneficiaries).

**Proposal details:** Using the positive balance verified after completion of all planned activities, and in accordance with the CSA financial report of Q3 2018: extend Activity 5 of existing AWP in a total amount of USD 7,478

**Timeframe:** Non-cost extension period: 1 October to 31 December 2018

**Decisions for CCM:** No objection for using USD 7,478 of verified savings of the CSA MoHSS-UNDP 2018 for technical and capacity strengthening of MoHSS PMU

**Status as of date of reporting:** UNDP is waiting the MoHSS to communicate the final decision from CCM and GF to proceed accordingly: a) preparation and signature of the non-cost extension; or b) Project closure. In both cases: proceed ensuring all Audit respective procedures.

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**List of Attachments:**

1. Cost Sharing Agreement
2. Project Document signed with the MoHSS
3. Financial Report Q3 2018 (signed)
4. Combined Delivery Report Q3 2018
5. Presentation and minutes of the Project Steering Committee meeting of Q3
6. UNDP-MoHSS\_S4H\_Joint M&E field site visit report (validated by partners)
7. Risk analysis and risk log\_final update 22 Oct 2018