

**United Nations Development Programme**



*Empowered lives.  
Resilient nations.*

**TO:** Farai Mavhunga (Dr.)  
Chief Medical Officer NTLP, Ministry of Health and Social Services, Namibia

**FROM:** Megan Van Turah  
Operations Manager, UNDP Namibia

**DATE:** 17 July 2018

**SUBJECT:** Standard Operating Procedure (SOP): submission of requests for payment

**TO WHOM IT MAY CONCERN**

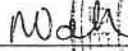
During the implementation period of the Project “Support to Ministry of Health and Social Services (MoHSS) for accelerated implementation of Global Fund ATM Grants”, there have been the need to prepare requests for payment, under different circumstances (please refer to three categories of attached SOP).

Based on the above, was verified useful to clarify the process of submission of complete requests for payment from the MoHSS TB DPS Central Team to UNDP, to fast track the service delivery within the UNDP Operational rules and procedures and Audit compliance.

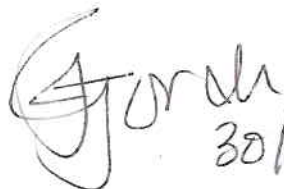
Further the latest discussions with the TB Disease Prevalence Survey Manager, attached is the proposed SOP for future reference.

We reiterate our appreciation for the open and continuous collaboration.

Yours sincerely,

  
Megan Van Turah  
Operations Manager



  
30/07/2018

CC:

Ms. Anne-Marie Nitschke, Director of the Directorate Special Programmes, MoHSS  
Ms. Sarah Mwilima, Director of Project Management Unit of the GF Grants, MoHSS  
Ms. Albertina Thomas, Chief Health Programmes Officer NTLP, MoHSS  
Ms. Irish Goroh, TB Disease Prevalence Survey Manager

**STANDARD OPERATING PROCEDURE  
SUBMISSION OF PAYMENT REQUESTS FROM MOHSS TO UNDP**

#	Situation	How?	By whom?
1	<p><b>Routine requests:</b> all that are in accordance with the approved annual work plan signed with MoHSS</p>	<p>The request for payment in this case is a Letter with MoHSS header, detailing the:</p> <ul style="list-style-type: none"> <li>• Subject</li> <li>• Items being requested</li> <li>• Background information</li> <li>• Dates when the activity will be conducted</li> <li>• Staff involved in the activity</li> <li>• Attachments (invoice, travel plans if DSA request, etc).</li> </ul> <p>Note that always the UNDP Project Finance &amp; HR Assistant can be consulted to support with clarification of documents required to complete the payment file.</p> <p><b>In case of urgency:</b> The request for payment in this case can be an email, detailing all aspects above listed, and attaching the scanned supporting documents for payments (originals can be submitted after).</p>	<p>Requestor: NTLP CMO (in his absence: CHPO)</p> <p>Approver: NTLP Chief Health Programmes Officer (in her absence: DSP Director)</p> <p>Note: Request addressed to the Project Coordinator, cc UNDP Finance</p> <p>In case of submission by e-mail:</p> <p>Requestor: Survey manager Approver: NTLP CMO (in his absence: CHPO)</p> <p>Note: Request addressed to the Project Coordinator, cc <u>UNDP Operations Manager</u></p>

<p><b>2</b></p> <p><b>Special requests:</b> those that are planned in the approved annual work plan signed with MoHSS</p> <p><u>HOWEVER:</u> request date refers to a different quarter (e.g. Dr. Fynn case – cost planned from 1/1 to 31/3 2018)</p>	<p>The request for payment in this case needs to be a Letter with MoHSS header, detailing the:</p> <ul style="list-style-type: none"> <li>• Subject</li> <li>• Items being requested</li> <li>• Background information (clarification of the reasons why the services are required in a different period rather than and/or in addition to the services initially planned)</li> <li>• Dates when the activity will be conducted</li> <li>• Staff involved in the activity</li> <li>• Attachments (invoice, travel plans if DSA request, etc).</li> </ul> <p>Note that always the UNDP Project Finance &amp; HR Assistant can be consulted to support with clarification of documents required to complete the payment file.</p>	<p>Requestor: NTLP CMO (in his absence: CHPO)</p> <p>Approver: DSP Director</p> <p>Note: Request addressed to the Project Coordinator, cc UNDP Finance and <u>UNDP Operations Manager</u></p>
<p><b>3</b></p> <p><b>Additional / Extra requests:</b> all that are not in the approved annual work plan signed with MoHSS</p> <p>And</p> <p>Requests originally addressed to MoHSS DSP (e.g. case of Omaheke 2017 accident)</p>	<p>The request for payment in this case needs to be through a Face Form signed by the MoHSS Permanent Secretary (PS).</p> <p>In addition, the Face Form needs to be accompanied by a background information (clarification of the reasons why the additional services are required in the context of the Survey; and inform if the payment was requested to DSP/ GF to be paid in the past)</p> <p>Please consult UNDP Project Finance &amp; HR Assistant to confirm the documents required for the payment process, as this category refers to particular cases.</p>	<p>Requestor: MoHSS PS</p> <p>Approver: UNDP Deputy Resident Representative.</p>