

South Sudan Common Humanitarian Fund (South Sudan CHF)

Terms of Reference (TOR)

14 February 2012

List of Acronyms

AA	Administrative Agent
AB	Advisory Board
CAP	Consolidated Appeal Process
CHF	Common Humanitarian Fund
CPA	Comprehensive Peace Agreement
HC	Humanitarian Coordinator
HCT	Humanitarian Country Team
IOM	International Organization for Migration
ISWG	Inter -Sector Working Group (Cluster coordinators and co-coordinators)
MA	Managing Agent
M&E	Monitoring and Evaluation
M&R	Monitoring and Reporting
MOU	Memorandum of Understanding
MPTF Office	Multi-Partner Trust Fund Office
NGO	Non-Governmental Organization
OCHA	Office for the Coordination of Humanitarian Affairs
PPA	Project Partnership Agreement
PRT	Peer Review Team
PUNO	Participating United Nations Organization
SAA	Standard Administrative Arrangement
TOR	Terms of Reference
TS	Technical Secretariat
UN	United Nations
UNDP	United Nations Development Programme

I - General

1. The first Consolidated Appeals Process (CAP) for the Republic of South Sudan was launched in July 2011. This was a continuation of the United Nations' coordinated approach to the delivery of humanitarian aid in South Sudan which started in 2005 under the Sudan Humanitarian Work Plan until the end of the Comprehensive Peace Agreement (CPA) period on 9 July 2011. The CAP covers the activities of the UN Agencies, IOM and Non-Governmental Organizations (NGOs) which participate in the nation-wide coordination structures facilitated by OCHA in close consultation with Government authorities. The CAP outlines annual strategic, programmatic and operational goals for the delivery of humanitarian and emergency assistance in South Sudan and includes cluster strategies, objectives and indicators to measure progress and a selection of supporting humanitarian projects.
2. Given the existence of the CAP and considering its role in supporting the main aims of humanitarian reform including timely and predictable funding, a number of donors and the Humanitarian Coordinator (hereinafter "Humanitarian Coordinator" or the "HC) for South Sudan, in consultation with UN Agencies, IOM and the NGO community, have agreed to establish a common fund mechanism, the South Sudan Common Humanitarian Fund (hereinafter "South Sudan CHF") for channelling donor contributions to humanitarian priority needs.
3. The Projects and the operations of the South Sudan CHF will be designed and carried out in accordance with these Terms of Reference (TOR), and under the overall oversight and coordination of the HC.
4. Donor contributions to the South Sudan CHF will be utilized to finance projects ("the Projects") carried out by the following entities (herein collectively referred to as "**the Participants**"):
 - a) **Participating UN Organizations** ("the Participating UN Organizations" or PUNOs) and the **International Organization for Migration (IOM)**, and
 - b) **NGO partners** ("the Implementing Partners") which include international NGOs, South Sudan NGOs, Red Cross and Red Crescent societies, and Community Based Organizations (CBOs) registered in South Sudan.
5. UNDP will serve as Participating UN Organization for NGO implemented projects, performing functions established by global corporate practice as those of 'Managing Agent', through its Country Office in South Sudan as further detailed in Section VI paragraphs 47 and 48 of this TOR. The relationship between UNDP and the NGO Implementing Partners will be guided by UNDP rules and regulations.
6. UNDP Multi-Partner Trust Fund Office (MPTF Office) will serve as Administrative Agent ("the Administrative Agent") of the South Sudan CHF, on behalf of the Participating UN Organisations and IOM. The Administrative Agent functions to be performed by UNDP MPTF Office are specified in Section VI, paragraph 43 of these TOR. UNDP will administer the South Sudan CHF in accordance with its financial regulations and rules. The Administrative Agent disburses the funds upon the decision of the Humanitarian Coordinator to the respective Participating UN Organisations and the IOM. Each Participating UN Organization and IOM assumes full financial

and programmatic accountability for the funds received and administers them in accordance with its financial regulations and rules, as per the South Sudan CHF Memorandum of Understanding (MOU) between the Participating UN Organizations and Administrative Agent.

7. The South Sudan CHF will aim to give the HC, in consultation with the CHF Advisory Board (hereinafter “Advisory Board”), the ability to allocate funds to priority humanitarian needs, encourage early donor contributions and allow rapid response to unforeseen needs.
8. The CAP and the South Sudan CHF will help to advance reforms of humanitarian aid proposed in the UN Secretary-General’s 2005 Report “In Larger Freedom” and endorsed by several UN bodies since that report including:
 - a) A strengthened response capacity, including clearer Cluster responsibility and accountability;
 - b) More predictable and timely funding of UN agencies, IOM and NGO implementing Partners in undertaking emergency activities; and
 - c) Improved coordination of humanitarian response.
9. The South Sudan CHF will promote the principles of good humanitarian donorship which stipulates an approach to the allocation of humanitarian funding that is flexible, predictable and timely and in proportion to needs and on the basis of needs assessments.¹

II - Purpose and Principles

10. The objective of the South Sudan CHF is to support the timely allocation and disbursement of donor resources to the most critical humanitarian needs in South Sudan under the direction of the HC, in consultation with an Advisory Board. The South Sudan CHF will be used only for projects included in the CAP with the exception of Reserve allocations which respond to emergencies and unforeseen humanitarian needs (and as such, will be subject to a separate allocation process).
11. The South Sudan CHF is intended to improve humanitarian outcomes by: providing committed funds for humanitarian actions earlier than under other modalities; strengthening the planning and coordination process; tying the funding allocation to the CAP; broadening participation in the CAP; channelling funds towards the most urgent needs; and by ensuring that funds are available for rapid responses to unforeseen needs. In order to achieve these objectives the South Sudan CHF has been designed to accommodate the following principles:
 - a) The main focus of the South Sudan CHF is to strengthen the humanitarian response in South Sudan by addressing the most critical needs in the country;
 - b) Donors make un-earmarked commitments and are encouraged to honour them as early as possible;
 - c) The South Sudan CHF will use the CAP as its primary allocation framework;
 - d) Funds will be allocated to the highest humanitarian priorities as determined by the HC in consultation with the CHF Advisory Board and existing coordination mechanisms;

¹ See: <http://www.goodhumanitariandonorship.org>

- e) South Sudan CHF allocations will be used to address priority humanitarian needs and not recovery or development programmes;
- f) Allocation and disbursement procedures will be transparent and efficient, and aim to minimize transaction costs. Such procedures will seek to be rapid, while still providing adequate notice and timelines to CHF partners of all submissions and inputs required from them;
- g) The CHF Advisory Board will closely collaborate and coordinate with other donors and/or other sources of humanitarian funding outside the CHF mechanism to ensure maximum coherence of funding decisions to humanitarian programmes in South Sudan;
- h) Transparent and robust monitoring of project implementation will be undertaken;
- i) Reporting will be simple, relevant, efficient and linked to the CAP;
- j) The South Sudan CHF will maintain a maximum of 20% (or as determined by the HC in consultation with the Advisory Board) as a “reserve” for rapid response to unforeseen circumstances;
- k) The operation of the South Sudan CHF will meet acceptable fiduciary standards;
- l) The CHF will treat all participants (PUNOs, IOM, and NGOs) equally wherever possible, and will expect all such participants to meet equal standards. However, special steps shall be taken to ensure that national organisations (e.g. national NGOs, CBOs and South Sudan Red Cross) are able to appropriately access the CHF.

III - Description of the Fund and legal instruments

12. Consistent with the above purpose and principles, the South Sudan CHF is a mechanism under the overall authority of the HC, supported by a CHF Advisory Board and a Technical Secretariat (TS) that allows donor contributions to be allocated to projects within an agreed coordination structure and monitoring and evaluation mechanism.
13. The Participating UN Organizations and IOM will manage Projects in accordance with their financial regulations and rules and these Terms of Reference. The UNDP MPTF Office, in its capacity as the Administrative Agent, will administer the South Sudan CHF in accordance with UNDP's financial rules and regulations.
14. The Participating UN Organisations and the Office for the Coordination of Humanitarian Affairs (OCHA) will sign a standard Memorandum of Understanding (MOU) with UNDP as Administrative Agent. The Participating UN Organisations would receive and use funds from the South Sudan CHF account, disbursed by the AA. IOM will also sign a standard MOU with UNDP, setting out the terms and conditions under which IOM will receive and use funds from the South Sudan CHF account.
15. In order to contribute to the South Sudan CHF each donor will sign a Standard Administrative Arrangement (SAA) with UNDP MPTF Office as Administrative Agent, setting out the terms and conditions governing the receipt and administration of the contribution.
16. NGO Participants will sign a Project Partnership Agreements (PPAs) with UNDP in its capacity as a Participating UN Organization. The participating NGO will receive funds for approved projects from UNDP.

17. The allocation of funds under the South Sudan CHF will occur under the responsibility of the HC. There will be two mechanisms for allocation:
 - a) **A standard allocation mechanism**, which will be used to allocate the bulk of the South Sudan CHF resources and to ensure funding for priority projects in line with the CAP. Two standard allocation rounds per year will be ensured under this facility;
 - b) **A rapid onset mechanism** called **the CHF Reserve**, which will be used for the rapid and flexible allocation of funds in the event of unforeseen needs.
18. The allocation process is described in “The South Sudan CHF Allocation Process Guidelines” attached hereto as Annex I (hereinafter referred to as “CHF Allocation Process Guidelines” or “Allocation Guidelines”). These guidelines detail the overall process of allocation, defining roles and responsibilities of the different entities involved in the allocations. The guidelines will be revised from time to time to reflect lessons learnt over time and then approved by the HC, in consultation with the Advisory Board.
19. The CHF will use the CAP as its primary allocation framework and only projects included in the CAP will be eligible for consideration under the Standard Allocation mechanism. However both CAP and non-Cap projects will be eligible for consideration under the CHF reserve allocations.
20. The Humanitarian Coordinator will launch the standard allocation process on the basis of a policy paper which will be developed by OCHA in consultation with cluster Coordinators and Co-coordinators, the Advisory Board and the Humanitarian Country Team. The timing of standard allocation rounds will be determined by the HC, in consultation with the Advisory Board, depending on the funds available in the South Sudan CHF account.
21. On the basis of the parameters outlined in the policy paper, partners will submit project proposals to relevant clusters. Cluster peer review groups will review the submitted projects and prioritize them. Cluster coordinators will then defend their prioritized projects before the HC and the Advisory Board. The HC, in consultation with the Advisory Board, will decide on the final allocation for each cluster. Based on the decision of the HC, cluster coordinators and co-coordinators will ensure proper technical review of the final version of approved project and will submit to the TS for disbursement. The TS will submit the fund transfer request approved by the HC to the Administrative Agent.
22. Participating UN Organizations, IOM and NGO Implementing Partners will be able to access the CHF Reserve at any given time. The CHF Reserve will typically fund activities not originally included in the CAP or for activities included in the CAP that suddenly become a priority. The HC will approve fund allocation after the project has been reviewed and cleared for funding by Cluster Coordinators/Co-coordinators and OCHA.
23. In line with the purpose of the South Sudan CHF Reserve (i.e.: rapid and flexible allocation of funds in the event of unforeseen needs) the HC may consult the Advisory Board before authorising CHF Reserve allocations, if necessary via an email procedure against an agreed timeline or directly authorize allocations to projects under the CHF Reserve and subsequently inform the Advisory Board. Whenever possible, the HC will give the Advisory Board advance notice of pending application(s) and request their endorsement of the concerned allocation(s).

24. Once allocations from the South Sudan CHF are decided upon by the HC, disbursements will occur as follows:

- a) An approval/notification letter is signed by the Humanitarian Coordinator and the Participating UN Organizations or IOM, indicating acceptance of the approved projects;
- b) The Administrative Agent then makes payments to the Participating UN Organizations or IOM upon receipt of the appropriate documentation, including fund transfer request signed by the HC and projects documents, signed by both the HC and the PUNOs or IOM;
- c) Disbursements to approved NGO projects are channelled through UNDP performing the Participating UN Organization functions as set out in Section VI, paragraphs 47 and 48 of these TORs.

IV - Contributions to the South Sudan CHF

25. Contributions to the South Sudan CHF will be made as unearmarked contributions.

26. Contributions may be accepted in fully convertible currency or in any other currency that can be readily utilized. Such contributions shall be deposited into bank accounts designated by the MPTF Office. The value of a contribution-payment, if made in other than United States dollars, shall be determined by applying the United Nations operational rate of exchange in effect on the date of payment.

27. Contributions to the South Sudan CHF may be accepted from governments of Member States of the United Nations, from intergovernmental or non-governmental organisations, and from private sources.

V - Utilization of the Fund

28. The South Sudan CHF funds will be utilized only for the approved purposes as defined in the approved project documents including project budgets submitted by PUNOs, IOM and NGOs Implementing Partners under UNDP's oversight.

29. The HC, in consultation with the Advisory Board, will determine the exact level of the South Sudan CHF Reserve that the Administrative Agent will be asked to maintain for unforeseen or emergency circumstances and which will be a maximum of 20% (or as determined by the HC in consultation with the Advisory Board) of the funds committed to the CHF. The CHF Reserve will serve two purposes:

- a) **Emergency Response:** To enable the HC to respond to unplanned for in-country emergency needs (e.g. natural disasters, displacements, disease outbreaks). This will typically be towards activities not originally included in the CAP or for activities included in the CAP that suddenly become a priority due to localised new emergencies.
- b) **Ad Hoc Allocations:** To enable the HC to respond to critical funding needs of activities within the CAP on a case by case basis. Ad hoc allocations from the CHF Reserve will take

place outside the Standard Allocation Process, and will typically be towards under-funded activities in the CAP that may emerge as key priorities during the year.

30. NGO partners will access the South Sudan CHF through UNDP, which will serve as the Participating UN Organization for NGOs. UNDP will use its standard NGO execution modality for this purpose and charge 7% for NGO projects to cover the corresponding indirect costs in accordance with its financial regulations and rules. The HC will retain the responsibility for the allocation of funds to specific NGO projects.
31. The Technical Secretariat, with support from the Administrative Agent, will inform the HC of the financial position of the CHF including the status of expenditures and any unallocated or returned funds and any interest gained by the South Sudan CHF or its Participating UN Organizations.
32. The Administrative Agent and the Participants will be entitled to deduct their indirect costs on contributions received. The Administrative Agent's administrative fee of 1 % will be deducted from contributions to the South Sudan CHF at the time they are deposited. The Project Support Costs of the Participating UN Organizations, IOM and NGO Implementing partners will be at a maximum rate of seven percent (7%).
33. The HC will make decisions regarding No Cost Extension (NCE) requests in the event that a Participant requires additional time period beyond the approved end date to complete the objectives of the project, as outlined in Annex I (the CHF Allocation Process Guidelines). NCEs should be considered an extraordinary event, not the norm and must be fully justified.

VI - Governance Arrangements

34. The Projects and the operations of the South Sudan CHF are designed and carried out under the overall oversight and coordination of the Humanitarian Coordinator (HC). In carrying out his/her function, the HC is supported by a CHF Advisory Board and a joint OCHA-UNDP Technical Secretariat. The CHF Advisory Board is chaired by the HC and includes Donors, Participating UN Organizations (in their capacity as cluster lead agencies), OCHA, and NGO representatives.

The Humanitarian Coordinator (HC)

35. The overall management of the South Sudan CHF will be led and coordinated by the HC, supported by a joint OCHA-UNDP Technical Secretariat and advised by the CHF Advisory Board.
36. The HC is responsible for:
 - a) Helping to mobilize resources;
 - b) Defining the amounts of the Standard Allocation and the CHF Reserve;
 - c) Allocating South Sudan CHF resources according to agreed procedures;
 - d) Facilitating timely allocation of South Sudan CHF resources to projects;
 - e) Authorizing disbursements for approved projects;

- f) Reporting to donors on South Sudan CHF operations in accordance with these Terms of Reference;
- g) Supervising the process of monitoring, reporting and evaluation related to South Sudan CHF operations;
- h) Chairing the CHF Advisory Board;
- i) Liaising with the MPTF Office as required;
- j) Overseeing the management of the joint OCHA-UNDP Technical Secretariat.

The South Sudan CHF Advisory Board

37. The South Sudan CHF Advisory Board will provide guidance to the HC in the management of the South Sudan CHF. The Advisory Board will also serve as a forum for discussing strategic issues and sharing information on funding coverage.
38. The Advisory Board will consist of the following members:
- a) The Humanitarian Coordinator (as Chairperson);
 - b) Two representatives of contributing donors to the South Sudan CHF;
 - c) Two representatives of participating UN Agencies (in the capacity of cluster leads);
 - d) Two representatives of the NGO community;
 - e) OCHA Head of Office;
 - f) One representative of a non-CHF contributing donor (observer).
39. The HC, in consultation with the Advisory Board members, may invite other participants to the Advisory Board meetings.
40. The Advisory Board members will participate in the South Sudan CHF allocation process during the development of the Standard Allocation policy paper, at cluster defences for projects submitted in each round of South Sudan CHF allocations, allocations from the South Sudan CHF Reserve, and any other stage as may be requested by the Humanitarian Coordinator. The members may attend South Sudan CHF allocation Peer Review meetings as observers.
41. The Advisory Board will meet quarterly and have its Annual General Meeting in the last quarter of the year in which overall strategic issues will be discussed and decided, policy considered, and donor pledges sought. Specific ad hoc meetings can be convened by the HC.
42. The Advisory Board members will participate in the review of the South Sudan CHF TOR including the Allocation Process Guidelines and the Monitoring and Reporting Framework, annually or as may be required.

The Administrative Agent (AA)

43. UNDP MPTF Office, in its capacity as the Administrative Agent of the South Sudan CHF, will undertake the following functions:
- a) Conclude the Memorandum of Understanding (MoU) with the Participating UN Organizations, and the Standard Administrative Arrangements (SAAs) with donors;

- b) Receive, administrate and manage contributions received from Donors;
- c) Disburse funds to the Participating UN Organisations and IOM in accordance with the decisions of the Humanitarian Coordinator;
- d) Provide periodic (annual and final) financial reports on the South Sudan CHF Account to the Humanitarian Coordinator, contributing donors the South Sudan CHF Advisory Board and PUNOs;
- e) Provide the Humanitarian Coordinator, the CHF Advisory Board and Participating UN Organizations with the statements of donor commitments, deposits and transfers to Participating UN Organizations and other financial information related to the South Sudan CHF, available directly from the publicly accessible MPTF Office GATEWAY (<http://mptf.undp.org>);
- f) Provide necessary information and assist the joint Technical Secretariat as needed on CHF fund administration issues.

The joint OCHA-UNDP Technical Secretariat (TS)

44. The joint OCHA-UNDP Technical Secretariat (TS), headed by OCHA, will be under the overall supervision of the HC and will ensure adequate and efficient management of the South Sudan CHF.

45. In support to the HC and the CHF Advisory Board, the joint TS will undertake the following tasks:

- a) Support South Sudan CHF project cycle from the launch of the allocation, to the disbursement of funds, ensuring advisory functions, oversight, technical reviews, and project closures;
- b) Ensure timely communication to PUNOs, IOM and NGOs on South Sudan CHF standard allocation calendar of activities;
- c) Provide technical advice to the HC and CHF Advisory Board on the allocation process, project implementation and monitoring;
- d) Oversee project approval process including administrative aspects of selected projects;
- e) Develop and coordinate the monitoring and reporting system on CHF funded projects on behalf of the HC (in close consultation with Cluster Coordinators and Co-coordinators);
- f) Promote coordination with donors that allocate funding to humanitarian programmes beyond the South Sudan CHF;
- g) Ensure regular communication and information sharing with stakeholders on South Sudan CHF related issues;
- h) Provide support to PUNOs, IOM and NGOs throughout the allocation process as required;
- i) Facilitate periodic external evaluation in line with the global agreement on evaluation requirements for CHFs;
- j) Act as the secretariat to the CHF Advisory Board;
- k) Compile the consolidated annual report of CHF operations
- l) Coordinate with the AA as needed on CHF fund administration issues.

OCHA responsibilities within the joint TS

46. OCHA specific responsibilities within the TS are the following:

- a) Lead and ensure the overall coordination of the TS on behalf of the HC;
- b) Advise the HC and the Advisory Board on South Sudan CHF allocation strategies;
- c) Facilitate the development of CHF allocation strategies/Policy Papers (in consultation with Cluster Coordinators and Co-coordinators);
- d) Develop operational guidelines related to the project selection process as decided by the HC and the Advisory Board;
- e) Ensure that CHF funded activities are coherent with CAP objectives;
- f) Ensure dissemination of allocation procedures providing specific support to the Inter-Sector Working Group (ISWG) and individual cluster coordinators and members of the clusters;
- g) Organize specific trainings and information sessions on CHF process for Participants;
- h) Ensure South Sudan CHF related communications and information sharing with all stakeholders (including the HC, Donors, HCT, Advisory Board, ISWG, cluster members and the AA);
- i) Facilitate and provide overall coordination and oversight of monitoring and reporting activities that are being carried out as part of the implementation of the South Sudan CHF;
- j) Support coordination structures (especially the ISWG) throughout the allocation process;
- k) Support the Peer Review Teams during project selection and prioritization under the Standard Allocation mechanism for final submission to the HC and the Advisory Board;
- l) Facilitate the allocation process and review projects under the South Sudan CHF Reserve mechanism in accordance with HC decisions;
- m) Provide information to the HC and the Advisory Board to support CHF allocation decision-making;
- n) Analyse humanitarian funding trends to ensure complementarities with the South Sudan CHF;
- o) Provide CHF related inputs during the development and review of CAP.

UNDP's responsibilities within the joint Technical Secretariat as PUNO for NGO implemented projects, performing functions established by global corporate practice as those of 'Managing Agent'

47. UNDP will act as Participating UN Organization for NGO implemented projects. UNDP's responsibilities as the PUNO will be executed by the South Sudan UNDP Country Office which operates separately from UNDP's role as the Administrative Agent in accordance with UNDP's policy² of maintaining clear separation of the dual functions as Administrative Agent and Participating UN Organization under MPTFs and Joint Programmes. The functions of the PUNO for NGOs will be integrated within the joint OCHA-UNDP Technical Secretariat.
48. UNDP will undertake the following activities:
- a) Assume programmatic and financial accountability for funds received from the Administrative Agent;
 - b) Undertake capacity assessments of implementing NGO partners;
 - c) Prepare and sign Project Partnership Agreements (PPAs) and Project Documents for NGO implemented projects, in accordance to the decisions of the HC under the Standard Allocation and the CHF Reserve mechanisms;

² Please see "UNDP's Accountability when acting as Administrative Agent in MDTFs and/or UN Joint Programmes using the pass-through fund management modality", <<http://mdtf.undp.org/document/download/4552>>.

- d) Together with OCHA, undertake orientation and training for NGOs with regard to the administrative, programmatic and financial procedures applicable to the South Sudan CHF;
- e) Ensure timely fund disbursement on a quarterly basis to NGOs in line with the disbursement schedules in the signed PPAs;
- f) Liaise with Cluster Coordinators, Co-coordinators and CHF Participants as necessary, particularly in relation to monitoring activities;
- g) Support project monitoring activities undertaken by the Technical Secretariat;
- h) Ensure financial follow-up through regular collection of financial reports based on approved budgets;
- i) Ensure project closure in line with the PPAs;
- j) Maintain information and ensure communication about UNDP disbursements to NGOs;
- k) Provide financial reports to the Administrative Agent in accordance with the MOU;
- l) Provide consolidated inputs on achievements of the NGO-funded projects to the Annual Report of the South Sudan CHF operation.

Monitoring, Reporting and Evaluation

VII - Monitoring

49. The Humanitarian Coordinator has the overall responsibility to ensure that sufficient monitoring, reporting and evaluation mechanisms are put in place to support the implementation of the South Sudan CHF. This work will be coordinated and facilitated by the TS on behalf of the HC. The HC will draw upon monitoring activities of NGOs, Participating UN Organisations and IOM projects resourced through the South Sudan CHF.
50. CHF monitoring and reporting will be guided by an interagency framework which will build on lessons learned from other CHF countries and address recommendations made in various CHF evaluations and reviews. The methodology, deliverables, and roles and responsibilities of stakeholders will be detailed in the “South Sudan CHF Monitoring and Reporting Framework” to be attached hereto as ANNEX II (hereinafter referred to as “CHF Monitoring and Reporting framework” or “M&R framework”). The M&R Framework is under development and will be finalized in close coordination with representatives of donors, cluster coordinators, PUNOs, IOM, and NGOs.
51. CHF monitoring will be anchored in the CHF Participants’ M&E systems that support project implementation. The M&R framework does not seek to replace or add significantly to those processes already established. All information on programmatic achievements shall be generated through CHF Participants’ M&E systems. The M&R framework should be regarded as a broader quality assurance system, which assesses performance and distils relevant information and makes it readily available for CHF decisions makers.
52. The objectives of the CHF Monitoring and Reporting framework are:
- a) To assess fund performance by linking resources used to programmatic results (project outputs) within the framework of the overall humanitarian operation;
 - b) To make sure that resources are used efficiently and according to what was agreed upon in project documents and CHF policy papers;

- c) To inform CHF stakeholders (HC, Cluster Coordinators, Co-coordinators, CHF advisory board) in their decision making;
 - d) To support Participants while implementing CHF funded activities;
 - e) To provide qualitative and quantitative evidence on how the CHF has contributed to the broader outcomes set forth in the CAP.
53. The Humanitarian Coordinator will ensure that there is an adequately staffed sub-unit within the TS that focuses on the Monitoring and Reporting (hereinafter referred to as the “M&R Unit”). The head of TS will be in-charge of the M&R unit. The unit will be staffed with technical staff covering the various clusters. The structure and staffing levels and modalities of the M&R Unit will be elaborated in the M&R Framework.
54. The basic responsibilities for the M&R unit will be to:
- a) Develop a South Sudan CHF monitoring plan;
 - b) Work closely with Cluster Coordinators, Co-coordinators and the Advisory Board to define reporting requirements, result indicators and develop reporting templates;
 - c) Define a sampling methodology in coordination with clusters for project monitoring visits;
 - d) Undertake monitoring visits of selected projects;
 - e) Receive and synthesise information collected through reporting and site visits;
 - f) Draft the M&E section in the annual report of the South Sudan CHF and provide the HC and the CHF Advisory Board with regular updates on key trends observed through monitoring and reporting.
55. The monitoring M&R Framework will collect results information at the output indicator level. This information will contribute to the analysis of humanitarian outcomes that is part of the CAP results framework. Cluster coordinators are best placed to undertake such analysis and the South Sudan CHF M&R Unit will assist clusters in such analysis by providing information on CHF performance.
56. The Humanitarian Coordinator through the M&R unit in consultation with concerned PUNO and IOM and in line with the M&R Framework will schedule field monitoring visits according to a sampling model agreed upon with cluster coordinators and co-coordinators to monitor progress of South Sudan CHF projects.
57. The Humanitarian Coordinator, through the Technical Secretariat, in coordination with the relevant Cluster Coordinator/Co-coordinator and the concerned Participating UN Organization, IOM or NGOs will establish an action plan to implement recommendations resulting from monitoring.
58. Performance of CHF Participants (PUNOs, IOM and NGO Implementing Partners) shall be part of the eligibility criteria for subsequent CHF allocations.

VIII - Reporting

The Humanitarian Coordinator

59. The Humanitarian Coordinator, supported by the Technical Secretariat will provide to South Sudan CHF donors, the Advisory Board, PUNOs and other relevant stakeholders with regular consolidated progress reports, including an Annual CHF Report, on the impact of the South Sudan CHF on the humanitarian situation and response in South Sudan as detailed in the MOU (Section IV) and the SAA (Section V).
60. The Humanitarian Coordinator, in consultation with the Advisory Board and the Cluster Coordinators and Co-coordinators, will determine the reporting frequency and timeframes to ensure timely consolidation of progress reports. The reporting frequency and timeframes will be specified in the M&R Framework.
61. Consolidated CHF reports and related documents will be posted on the Administrative Agent website (the MPTF Office GATEWAY at <http://mptf.undp.org/>) and the official South Sudan CHF website (<http://unocha.org/south-sudan/financing/common-humanitarian-fund>)

NGOs Implementing Partners

62. UNDP, as PUNO, will receive the following reports from NGOs:
- a) Quarterly narrative reports, including quantitative data on project implementation;
 - b) Quarterly Financial reports (this includes: FACE form for financial report and forecast of expenditures).

Participating UN Organisation and the IOM

63. Participating UN Organisation and IOM shall provide the Humanitarian Coordinator and the Administrative Agent, statements and reports prepared in accordance with the accounting and reporting procedures applicable to them, and in line with the CHF MOU (Section IV):
- a) Annual and final narrative reports for each project, using the CHF reporting template, no later than two months after the end of the calendar year;
 - b) Annual financial statements and reports as of 31 December with respect to the funds disbursed from the South Sudan CHF Account, to be provided no later than four months (30 April) after the end of the calendar year;
 - c) Certified final financial statements and final financial reports after the completion of the activities in the approved programmatic document and including the final year of the activities in the approved programmatic document, to be provided no later than six months (30 June) of the year following the financial closing of the Fund.
64. Participating UN Organisation and IOM shall provide the Humanitarian Coordinator, through the Technical Secretariat, with the following reports using the CHF reporting templates:
- a) Midterm project progress report that includes utilized and remaining balance of the funds allocated.
 - b) Final quantitative and narrative project reports;
 - c) Ad hoc quantitative and narrative project reports for management purposes as may be requested by the HC.

The Administrative Agent

65. The Administrative Agent will submit the following financial reports and statements to the HC, the Advisory Board, Donors and PUNOs:
- a) Statements on donor commitments deposits and transfers to PUNOs directly available on the MPTF Office GATEWAY (<http://mptf.undp.org>);
 - b) Annual Consolidated Financial Report of the South Sudan CHF as of 31 December, to be provided no later than five months (31 May) after the end of the calendar year;
 - c) Final Consolidated Financial Report of the South Sudan CHF no later than seven months (31 July) of the year following the financial closing of the South Sudan CHF;
 - d) Certified annual financial statement (“Source and Use of Funds”) on its activities as Administrative Agent, to be provided no later than five months (31 May) after the end of the calendar year; and
 - e) Certified final financial statement (“Source and Use of Funds”) on its activities as Administrative Agent, to be provided no later than six months (30 June) of the year following the financial closing of the South Sudan CHF.

IX - Evaluation

66. External Evaluation of the South Sudan CHF will be undertaken every three years in accordance with the global agreement which apply to CHFs in all countries. Ad hoc reviews or studies can be considered, beyond the mandatory three-year evaluation. Such evaluations shall be done in close consultation between the HC, the Advisory Board and OCHA.

X - Audit

67. Project-level auditing shall be subject exclusively to the internal and external auditing procedures provided for in the financial regulations, rules and directives of the respective Participating UN Organisation. The activities of the Administrative Agent shall be subject exclusively to the internal and external auditing procedures provided for in the financial regulations, rules and directives of UNDP. The activities of the HC shall be subject exclusively to the internal and external auditing procedures provided for in the financial regulations, rules and directives of the UN.
68. NGO Implementing Partners overseen by UNDP in its PUNO role will dedicate a percentage proportion of each project budget for audit purposes, the timing and scope to be determined with UNDP under its rules and procedures. The percentage proportion for audit will be determined by the HC on advice of UNDP.

XI - Conflict Resolution and Complaints Mechanisms

69. Participants with insufficiently addressed concerns or complaints regarding South Sudan CHF processes or decisions can at any point in time approach the head of Technical Secretariat with these concerns. The head of TS will compile, review and present raised issues to the Humanitarian Coordinator, who will then take a decision on necessary action(s). The

Humanitarian Coordinator will share with the Advisory Board any such concerns or complaints and actions taken thereof.

XII - Communication

70. This document is the product of extensive consultation at the field and headquarters levels. As such it will be widely distributed in paper and digital versions to all stakeholders. The document will be made available on the South Sudan CHF Website: <http://unocha.org/south-sudan/financing/common-humanitarian-fund>. Queries regarding the South Sudan CHF should be addressed to the head of TS.

XIII - Other Matters

71. The CHF will be established upon signing of the Memorandum of Understanding amongst OCHA, Participating UN Organizations, IOM and the Administrative Agent. It will become operational upon signing of the first SAA.
72. The HC in consultation with the Advisory Board and representatives of the HCT, PUNOs, IOM and NGOs will develop an exit strategy during the third year of operation of the South Sudan CHF. The HC and Advisory Board will provide inputs to the exit strategy and related benchmarks during the interim period at every annual general meeting of the CHF Advisory Board.
73. The South Sudan CHF will terminate upon execution of the exit plan and upon completion of all Projects funded through the South Sudan CHF and after satisfaction of all commitments and liabilities. Notwithstanding the completion of the Projects financed from the CHF, any unutilized balances will continue to be held in the South Sudan CHF Account until all commitments and liabilities incurred in implementation of the Projects have been satisfied and project activities have been brought to an orderly conclusion. Any balance remaining in the South Sudan CHF Account or in the individual Participating UN Organizations' or IOM's accounts shall be used as decided by the Humanitarian Coordinator in consultation with Donors and the Participants or returned to the Donors in proportion to their contributions to the CHF.
74. When it is determined that the conditions necessitating the continued operation of South Sudan CHF are no longer present, the HC will initiate the exit plan. The HC will determine the exit of the South Sudan CHF, in consultation with Advisory Board and the Humanitarian Country Team.