



Department  
for International  
Development



Mr Klaus Simoni Pedersen  
Resource Mobilization Branch  
United Nations Population Fund  
New York  
United States

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G-Mann@dfid.gov.uk

29 October 2014

Dear Klaus,

**Accompanying cover letter to the SAA agreement between the Government of the United Kingdom and Northern Ireland, acting through the Department for International Development (DFID) and UNFPA for the Global Reproductive, Maternal, Newborn and Child Health Financing Mechanism (RMNCH Fund or Fund)**

During the preparations of the Standard Administrative Arrangement (SAA), it was agreed that this cover letter, together with the SAA signed by the DFID on 29 October 2014 and any subsequent addendums to the SAA, shall constitute the agreement between the DFID and UNFPA, acting as the Administrative Agent (AA, together with DFID referred to as the Parties).

The Parties hereby agree that monitoring and evaluation are governed by the provisions of the SAA, which reflect the principle of stakeholder engagement in the evaluation process, taking into account the multi-donor and multi-agency nature of the Fund. The Parties further agree that the approach reflected in the SAA and the Fund's Terms of Reference (ToR) is the preferred approach to evaluation.

The foregoing notwithstanding, it is understood that any decision by DFID to contribute to the RMNCH Fund is based on DFID's development policy and other relevant decision aids, including (i) DFID's Due Diligence Assessment of UNFPA as the Administrative Agent of the RMNCH Fund and (ii) DFID's internal "Business Case" document, which, inter alia, will be used by DFID internally to determine whether the indicators (such as the reporting indicators) contained in the RMNCH Fund programme documentation meet DFID's requirements. It is also understood that DFID will be measuring the performance of the RMNCH Fund against its set internal expectations, within the monitoring and evaluation framework and processes agreed for the RMNCH Fund.

The above is accepted as part of the SAA between DFID and UNFPA, acting as AA, for

the RMNCH Fund.

For DFID



(signature)

For Administrative Agent



(signature)

Dr Gillian Mann

(name)

Klaus Simoni Pedersen

Senior Responsible Officer

(title)

Officer-in-Charge, UNFPA Resource

HDD, DFID

Mobilization Branch



Department  
for International  
Development



29 October 2014

**STANDARD ADMINISTRATIVE ARRANGEMENT FOR MULTI-DONOR TRUST  
FUNDS AND JOINT PROGRAMMES USING PASS-THROUGH FUND  
MANAGEMENT**

**Standard Administrative Arrangement**

**Between:-**

**The Government of the United Kingdom and Northern Ireland, acting through  
the Department for International Development (DFID)**

**And;**

**The United Nations Population Fund (UNFPA)**

**WHEREAS**, Participating United Nations Organizations that have signed a Memorandum of Understanding (hereinafter referred to collectively as the "Participating UN Organizations") have developed a Reproductive, Maternal, Newborn and Child Health Financing Mechanism – RMNCH Fund - (hereinafter referred to as the "Fund") starting on 1 July 2013 and ending on 31 December 2017 as may be amended from time to time, as part of their respective development cooperation as more fully described in the Terms of Reference of the RMNCH Fund (hereinafter referred to as the "TOR"), a copy of which is attached hereto as **ANNEX A**, and have agreed to establish a coordination mechanism (hereinafter referred to as the "Allocation Committee") to facilitate the effective and efficient collaboration between the Participating UN Organizations for the implementation of the Fund;

**WHEREAS**, the Participating UN Organizations have agreed that they should adopt a coordinated approach to collaboration with donors who wish to support the implementation of the Fund and have developed a TOR to use as the basis for mobilising resources for the Fund, and have further agreed that they should offer donors the opportunity to contribute to the Fund and receive reports on the Fund

through a single channel; and

**WHEREAS**, the Participating UN Organizations have appointed the United Nations Population Fund (UNFPA) (hereinafter referred to as the "Administrative Agent") (which is also a Participating UN Organisation in connection with the Fund) in a Memorandum of Understanding (hereinafter referred to as "MoU") concluded between, the Administrative Agent and Participating UN Organizations on 9 August 2013, to serve as their administrative interface between donors and the Participating UN Organizations for these purposes. To that end the Administrative Agent has established a separate ledger account under its financial regulations and rules for the receipt and administration of the funds received from donors who wish to provide financial support to the Fund through the Administrative Agent (hereinafter referred to as the "Fund Account"); and

**WHEREAS**, the Government of the United Kingdom and Northern Ireland, acting through the Department for International Development (DFID) (hereinafter referred to as the "Donor") wishes to provide financial support to the Fund on the basis of the TOR as part of its development cooperation and wishes to do so through the Administrative Agent as proposed by the Participating UN Organizations.

**NOW, THEREFORE**, the Donor and the Administrative Agent (hereinafter referred to collectively as the "Participants") hereby decide as follows:

## Section I

### Disbursement of Funds to the Administrative Agent

#### and the Fund/Programme Account

1. The Donor decides to make an initial contribution of £50 million (Fifty million pounds sterling) upon signature of this agreement and such further amounts as it may decide (hereinafter referred to as the "Contribution") in the future to support the Fund. The Contribution will enable the Participating UN Organizations to support the Fund in accordance with the TOR, as amended from time to time in writing by the Steering Committee. The Donor authorizes the Administrative Agent to use the Contribution for the purposes of the Fund and in accordance with this Standard Administrative Arrangement (hereinafter referred to as "Arrangement"). The Donor acknowledges that the Contribution will be co-mingled with other contributions to the Fund and that it will not be separately identified or administered.

2. The Donor will deposit the Contribution by wire transfer, in accordance with the schedule of payments set out in ANNEX B to this Arrangement, in convertible currencies of unrestricted use, to the following account:

Account Number:	600862722048
Bank Name:	Bank of America
Account name:	UNFPA Contributions GBP Account
SWIFT Code:	BOFAGB22
Sort Code:	301635
Address:	5 Canada Square LONDON E14 5AQ United Kingdom
IBAN#	6B36BOFA16505062722048 (supplier code 31818)

3. When making a transfer to the Administrative Agent, the Donor will notify the Administrative Agent's Treasury Operations of the following: (a) the amount transferred, (b) the value date of the transfer; and (c) that the transfer is from the Department for International Development (DFID) in respect of the Fund pursuant to this Arrangement. The Administrative Agent will promptly acknowledge receipt of funds in writing.
4. All financial accounts and statements will be expressed in United States dollars
5. The US dollar value of a contribution-payment, if made in currencies other than United States dollars, will be determined by applying the United Nations operational rate of exchange in effect on the date of receipt of the Contribution. The Administrative Agent will not absorb gains or losses on currency exchanges. Such amounts will increase or decrease the funds available for disbursements to Participating UN Organizations.
6. The Fund will be administered by the Administrative Agent in accordance with the regulations, rules, directives and procedures applicable to it, including those relating to interest. The Fund/Programme Account will be subject exclusively to the internal and external auditing procedures laid down in the financial regulations, rules, directives and procedures applicable to the Administrative Agent.
7. The Administrative Agent will be entitled to allocate an administrative fee of one percent (1%) of the Contribution by the Donor, to cover the Administrative Agent's costs of performing the Administrative Agent's functions.
8. The Steering Committee may request any of the Participating UN Organizations, to perform additional tasks in support of the Fund not related to the Administrative Agent functions detailed in Section I, Paragraph 2 of the Memorandum of Understanding and subject to the availability of funds. In this case, costs for such tasks will be decided in advance and with the approval of the Steering Committee be charged to the Fund as direct costs.

## **Section II**

### **Disbursement of Funds to the Participating UN Organizations**

#### **and a Separate Ledger Account**

1. The Administrative Agent will make disbursements from the Fund Account in accordance with instructions from the Steering Committee, in line with the approved programmatic document, as amended in writing from time to time by the Steering Committee. The disbursement to the Participating UN Organizations will consist of direct and indirect costs as set out in the Programme budget.
2. Each Participating UN Organization will establish a separate ledger account under its financial regulations and rules for the receipt and administration of the funds disbursed to it from the Fund Account. Each Participating UN Organization assumes full programmatic and financial accountability for the funds disbursed to them by the Administrative Agent. That separate ledger account will be administered by each Participating UN Organization in accordance with its own regulations, rules, directives

and procedures, including those relating to interest. That separate ledger account will be subject exclusively to the internal and external auditing procedures laid down in the financial regulations, rules, directives and procedures applicable to the Participating UN Organization.

3. Where the balance in the Fund Account on the date of a scheduled disbursement is insufficient to make that disbursement, the Administrative Agent will consult with the Allocation Committee and make a disbursement, if any, in accordance with the Allocation Committee's instructions.

### **Section III**

#### **Implementation of the Programme**

1. The implementation of the programmatic activities which the Donor assists in financing under this Arrangement will be the responsibility of the Participating UN Organizations and will be carried out by each Participating UN Organization in accordance with its own applicable regulations, rules, policies and procedures including relating to procurement. The Donor will not be directly responsible or liable for the activities of any person employed by the Participating UN Organizations or the Administrative Agent as a result of this Arrangement,

2. The Participating UN Organizations will carry out the activities for which they are responsible, in line with the budget contained in the approved programmatic document, as amended from time to time by the Allocation Committee in accordance with the regulations, rules, directives and procedures applicable to it. Accordingly, personnel will be engaged and administered, equipment, supplies and services purchased, and contracts entered into in accordance with the provisions of such regulations, rules, directives and procedures.

3. Indirect costs of the Participating UN Organizations recovered through programme support costs will be 7%. In accordance with the UN General Assembly resolution 62/208 (2007 Triennial Comprehensive Policy Review principle of full cost recovery), all other costs incurred by each Participating UN Organization in carrying out the activities for which it is responsible under the Fund will be recovered as direct costs.

4. The Participating UN Organizations will commence and continue to conduct operations for the Programme activities only upon receipt of disbursements as instructed by the Steering Committee.

5. The Participating UN Organizations will not make any commitments above the budgeted amounts in approved programmatic document, as amended from time to time by the Allocation Committee.

6. If unforeseen expenditures arise, the Allocation Committee will submit, through the Administrative Agent, a supplementary budget to the Donor showing the further financing that will be necessary. If no such further financing is available, the activities to be carried out under the approved programmatic document may be reduced or, if necessary, terminated by the Participating UN Organizations. In no event will the Participating UN Organizations assume any liability in excess of the funds transferred from the Fund Account.

7. The Donor reserves the right to discontinue future contributions if reporting obligations are not met as set forth in this Arrangement; or if there are substantial deviations from agreed plans and budgets. If it is agreed among the Donor, the Administrative Agent and the concerned Participating UN Organization under the Arrangement that there is evidence of improper use of funds, the Participating UN Organization will use their best efforts, consistent with their regulations, rules, policies and procedures to recover any funds misused. The Participating UN Organization will, in consultation with the Allocation Committee and the Administrative Agent, credit any funds so recovered to the Fund Account or agree with the Allocation Committee to use these funds for a purpose mutually agreed upon. Before withholding future contributions or requesting recovery of funds and credit to the Fund, the Administrative Agent, the concerned Participating UN Organization and the Donor will consult with a view to promptly resolving the matter.

8. The Participants recognize that it is important to take all necessary precautions to avoid corrupt, fraudulent, collusive or coercive practices. To this end, as set out in the MoU between the Administrative Agent and Participating UN Organizations regarding the Operational Aspects of the RMNCH Fund, each Participating UN Organization will maintain standards of conduct that govern the performance of its staff, including the prohibition of corrupt, fraudulent, collusive or coercive practices in connection with the award and administration of contracts, grants, or other benefits, as set forth in their Staff Regulations and Rules and the Financial Regulations and Rules, including regarding procurement.

#### **Section IV**

##### **Equipment and Supplies**

1. On the termination or expiration of this Arrangement, the matter of ownership of equipment and supplies will be determined in accordance with the regulations, rules, directives and procedures applicable to such Participating UN Organization, including any agreement with the relevant host Government if applicable.

#### **Section V**

##### **Reporting**

1. The Administrative Agent will provide the Donor and the Allocation Committee with the following statements and reports, based on submissions provided to the Administrative Agent by each Participating UN Organization prepared in accordance with the accounting and reporting procedures applicable to it, as set forth in the TOR:

- (a) Annual consolidated narrative progress reports, based on annual narrative progress reports received from Participating UN Organizations, to be provided no later than five months (31 May) after the end of the calendar year;
- (b) Annual consolidated financial reports, based on annual financial statements and reports, to be received from the Participating UN Organizations, as of 31 December with respect to the funds disbursed to

them from the Fund, to be provided no later than five months (31 May) after the end of the calendar year;

- (c) Final consolidated narrative report, based on final narrative reports received from Participating UN Organizations 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 seven months (31 July) of the year following the financial closing of the Fund/Programme. The final consolidated narrative report will contain a summary of the results and achievements compared to the goals and objectives of the Fund.
- (d) Final consolidated financial report, based on certified final financial statements and final financial reports received from Participating UN Organizations 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 seven months (31 July) of the year following the financial closing of the Fund.

2. The Administrative Agent will provide the Donor, Allocation Committee and Participating UN Organizations with the following reports on its activities as Administrative Agent:

- (a) Certified annual financial statement ("Source and Use of Funds" as defined by UNDG guidelines) to be provided no later than five months (31 May) after the end of the calendar year; and
- (b) Certified final financial statement ("Source and Use of Funds") to be provided no later than seven months (31 July) of the year following the financial closing of the Fund.

3. Consolidated reports and related documents will be posted on the website of the Administrative Agent ([www.unfpa.org](http://www.unfpa.org)).

## **Section VI**

### **Monitoring and Evaluation**

1. Monitoring and evaluation of the Fund including, as necessary and appropriate, joint evaluation by the Participating UN Organizations, the Administrative Agent, the Donor, the host Government (if applicable) and other partners will be undertaken in accordance with the TOR.

2. The Donor, the Administrative Agent and the Participating UN Organizations will hold annual consultations as appropriate to review the status of the Fund.



## Section VII

### Joint Communication

1. Information given to the press, to the beneficiaries of the Fund, all related publicity material, official notices, reports and publications, will acknowledge the role of the Government of **the United Kingdom** and other donors, the Participating UN Organizations, the Administrative Agent and any other relevant entities.
2. The Administrative Agent in consultation with the Participating UN Organizations will ensure that decisions regarding the review and approval of the Fund as well as periodic reports on the progress of implementation of the Fund, associated external evaluations are posted, where appropriate, for public information on the appropriate websites. Such reports and documents may include Allocation Committee approved programmes and programmes awaiting approval, fund level annual financial and progress reports and external evaluations, as appropriate.

## Section VIII

### Expiration, Modification and Termination

1. The Administrative Agent will notify the Donor when it has received notice from all Participating UN Organizations that the activities for which they are responsible under the approved programmatic document have been completed. The date of the last notification received from a Participating UN Organization will be deemed to be the date of expiration of this Arrangement, subject to the continuance in force of paragraph 4 below for the purposes therein stated.
2. This Arrangement may be modified only by written agreement between the Participants.
3. This Arrangement may be terminated by either Participant on thirty (30) days of a written notice to the other Participants, subject to the continuance in force of paragraph 4 below for the purpose therein stated.
4. Commitments assumed by the Donor and the Administrative Agent under this Arrangement will survive the expiration or termination of this Arrangement to the extent necessary to permit the orderly conclusion of activities, the withdrawal of personnel, funds and property, the settlement of accounts between the Participants hereto and the Participating UN Organizations and the settlement of contractual liabilities required in respect of any subcontractors, consultants or suppliers. Any balance remaining in the Fund or in the individual Participating UN Organizations' separate ledger accounts upon completion of the Fund will be used for a purpose mutually agreed upon or returned to the donor(s) in proportion to their contribution to the Fund as decided upon by the donor(s) and the Allocation Committee.

## Section IX

### Notices

1. Any action required or permitted to be taken under this Arrangement may be taken on behalf of the Donor, by Dr Gillian Mann or his or her designated representative, and on behalf of the Administrative Agent, by the Chief, Resource Mobilization Branch or his or her designated representative.
2. Any notice or request required or permitted to be given or made in this Arrangement will be in writing. Such notice or request will be deemed to be duly given or made when it will have been delivered by hand, mail, or any other agreed means of communication to the party to which it is required to be given or made, at such party's address specified below or at such other address as the party will have specified in writing to the party giving such notice or making such request.

*For the Donor:*

Name: Dr Gillian Mann

Title: Senior Responsible Officer (SRO), HDG Policy Division

Address: c/o DFID, 22 Whitehall, London, SW1A 2EG, UK

Telephone: +44 207 023 1172

Facsimile: +44 207 023 0428

Electronic mail: g-mann@dfid.gov.uk

*For the Administrative Agent:*

Name: Klaus Simoni Pedersen

Title: Officer-in-Charge, Resource Mobilization Branch

Address: 605 Third Avenue, New York, NY 10158

Telephone: +1 212 297 5038

Facsimile: +1 212 297 4918

Electronic mail: simonipedersen@unfpa.org

**Section X**

**Entry into Effect**

This Arrangement will come into effect upon signature thereof by the Participants and will continue in effect until it is expired or terminated.

**Section XI**

**Settlement of Disputes**

1. Any dispute arising out of the Donor's Contribution to the Fund will be resolved amicably through dialogue among the Donor, the Administrative Agent and the concerned Participating UN Organization.

**Section XII**

**Privileges and Immunities**

1. Nothing in this Standard Administrative Arrangement will be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, the Administrative Agent, or each Participating UN Organization.

**IN WITNESS WHEREOF**, the undersigned, being duly authorized by the respective Participants, have signed the present Arrangement in English in two copies.

*For the Donor:*

Signature: 


Name: Dr Gillian Mann

Title: Senior Responsible Officer (SRO), HDG Policy Division

Place: DFID, 22 Whitehall, London SW1A 2EGS

Date: 30/10/2014

*For the Administrative Agent:*

Signature: 

Name: Klaus Simoni Pedersen 10/11/2014

Title: Officer-in-Charge, Resource Mobilization Branch

Address: 605 Third Avenue, New York, NY 10158

Telephone: +1 212 297 5038

Facsimile: +1 212 297 4918

Electronic mail: [simonipedersen@unfpa.org](mailto:simonipedersen@unfpa.org)

## ANNEX A: TOR

### ANNEX A - Terms of Reference

#### Reproductive, Maternal, Newborn and Child Health Financing Mechanism

##### I. Introduction

As we approach 2015 there is a renewed sense of urgency to accelerate progress towards achieving the Millennium Development Goals (MDGs) and an opportunity to more systematically focus on the needs of women and children. With less than a 1000 days left to achieve MDGs 4 and 5, a well-coordinated and appropriately resourced final push will be essential to succeed in averting the deaths of 4.4 million children and 200,000 mothers.

A multi-donor reproductive, maternal, newborn and child health financing mechanism (henceforth RMNCH Fund) is being established in response to the UN Secretary-General's Global Strategy for Women's and Children's Health and the Every Woman Every Child (EWEC) movement for increasing access to life saving services, including essential medicines and medical devices, that effectively address leading avoidable causes of death during pregnancy, childbirth and childhood. This is in line with the World Health Organization's independent Expert Review Group's call for a coordinated global investment framework and financing facility for women's and children's health,

The RMNCH Fund is intended to complement existing initiatives and provide support for specific activities related to the recommendations made by the UN Commission on Life Saving Commodities (UNCoLSC). UNCoLSC identified a list of 13 commodities that are affordable and effective in saving the lives of women and children, yet are often remained unavailable to those who need them most. The Commission also put forth 10 recommendations aimed at improving availability and access to these RMNCH commodities. If implemented it is estimated that more than six million lives will be saved by 2018.

##### II. Purpose, Scope and Principles of the RMNCH Fund

The RMNCH Fund aims to provide financial resources to assist countries in developing and implementing national RMNCH plans to improve access and utilization of life saving RMNCH commodities and services. The emphasis is on alignment with the local situation (epidemiology/ burden of disease, equity, coverage of key RMNCH interventions, and understanding of local bottlenecks and opportunities); harmonization with national priorities, and; addressing gaps that are unfilled by existing domestic resources or development partnerships. The RMNCH Fund seeks to support cross-cutting, innovative and catalytic initiatives that improve access and utilization of commodities and related service delivery programming across the RMNCH continuum of care. If well justified and time-limited, support for commodity procurement will be also considered. Through its high-level Steering Committee and the work of its Strategy and Coordination Team (SCT), the RMNCH Fund also seeks to enhance synergies between related RMNCH initiatives.

The Fund will be guided by the principle of country ownership as outlined in the Paris Declaration and the Busan Partnership for Effective Development.

An initial set of 8 countries will be financially supported as of mid-2013 through the RMNCH Fund. These 'pathfinder' countries have all made formal commitments in Abuja in 2012 to implementing the UNCoLSC recommendations. Additional countries will be included over time.

The specific objectives of the RMNCH Fund are to:

1. Provide financial support to countries to assess, revise and sharpen their national plans as it relates to accelerating progress in RMNCH;
2. Provide financial support for innovative, performance-based service delivery scale-up for the RMNCH continuum of care interventions;
3. Finance specific gaps in the implementation of UNCoLSC recommendations, including transformational gaps in the service delivery of life-saving commodities for EWEC countries;
4. Provide financial support for technical cooperation in countries to facilitate the implementation of evidence-based policies and service delivery, including demand and quality-side factors to accelerate progress in reducing MNC mortality rates;
5. Provide support for monitoring the results of the investments made by the RMNCH Fund

### III. Description of the RMNCH Fund

#### A) Life Cycle of the RMNCH Fund

The RMNCH Fund has been established, in the first instance, to accelerate achievement of MDGs 4 and 5 by December 31, 2015. However, it is envisioned that many countries will require additional resources and technical support beyond this horizon. This includes working to achieve the A Promise Renewed Target of achieving levels of child mortality of 30/1000 by 2035. It is therefore anticipated that the RMNCH Fund will continue to function as a mechanism to provide coordination and technical assistance, while providing a flexible and predictable resource base for country RMNCH plans beyond 2015, contingent on the availability of funding.

#### B) Contributions to the RMNCH Fund

As a general principle, donors to the RMNCH Fund are encouraged to contribute multi-year resources towards supporting country RMNCH plans and associated technical support at the global, regional or country level. The RMNCH Fund will be housed at UNFPA, who will be the Administrative Agent (AA) overseeing all contributions. UNFPA will generate a Standard Administrative Arrangement (SAA) with each donor to the RMNCH Fund. The SAA applies in all multi-donor trust funds within the UN and sets out the terms and conditions governing the receipt and administration of the contribution by the Administrative Agent, the transfer to the Participating UN Organizations and the related reporting requirements. The specific roles and responsibilities of the above stakeholders are specified in the standard UNDG MOU and SAA.

#### C) Eligibility for RMNCH funding

Additional EWEC countries may be eligible to receive support from the RMNCH Fund, conditional on the availability of resources. Operating on the principles of joint programming, the RMNCH Fund aims to provide flexible, coordinated and predictable funding to support the achievement of nationally determined priorities. By channeling donor contributions through one mechanism, the RMNCH Fund aims to facilitate and streamline donor contributions and align donor reporting.

#### D) Flow of funds to the country level

Funds will flow from the Administrative Agent (UNFPA) to the Participating UN Organizations that will be channeling resources to implementing partners at the country level. Potential implementing partners include governmental institutions, academic institutions, NGOs or other partners as agreed to in the national plan.

On basis of clearly agreed established financial responsibilities, procedures and controls, the RMNCH Fund will also include non-UN entities as direct recipients. A mechanism will be established to 'pre-qualify' NGOs that meet certain agreed upon criteria. Should the number of non-UN direct recipients grow, the Trust Fund will increase its administrative fee, as per the Standard Administrative Agreement.

#### E) Utilization of the RMNCH Fund resources

Through the RMNCH Strategy and Coordination Team (SCT), and the H4+ and partners, a process of engagement will take place in each country. This will include performing necessary technical tasks such as analysing trends in epidemiological context in order to identify and prioritise strategic interventions, programs and strategies. The Ministry of Health should take the lead in initiating a national, evidence-based, multi-stakeholder process to assess and sharpen national RMNCH plans, generate submissions to the RMNCH Fund, and coordinate monitoring & evaluation (M&E) activities. Existing domestic and partner RMNCH contributions should be highlighted in country submissions, with clear identification of critical gaps.

A portion of the RMNCH Fund will be set aside for global level activities such as the work of the global Technical Reference Teams under the UNCoLSC; other cross-country partners/consortiums that can support relevant pieces of work in relation to increasing access to RMNCH services; and to supplement the technical support that countries may benefit from on a demand-driven basis with the aim of developing high quality plans or concept notes for consideration by the RMNCH Fund.

The RMNCH Fund will support the costs associated with the Strategy and Coordination Team and Steering Committee from 2014 onwards.

UNFPA will be entitled to allocate an administrative fee of one percent (1%) of the amount contributed by each donor signing an Administrative Arrangement, to meet the Administrative Agent's costs of performing the relevant functions described in the SAA. Indirect costs of the Participating UN Organizations recovered through programme support costs will be 7%. In accordance with the UN General Assembly resolution 62/208 (2007 Triennial Comprehensive Policy Review principle of full cost recovery). All other costs incurred by each Participating UN Organization in carrying out the activities for which it is responsible under the RMNCH Fund/Programme will be recovered as direct costs.

### IV. Governance Arrangements

#### A) RMNCH Steering Committee (SC)

An RMNCH Steering Committee has been established to enhance coordination among RMNCH actors; establish goals, priorities and strategies for the RMNCH Fund in line with internationally agreed frameworks, and; to provide a platform to harmonize and align funding for RMNCH (the RMNCH Fund, HRITF, IDA, bilaterals, etc) with country plans, processes and resources. The SC will make broad recommendations as to how

its collective members can respond to the country needs and gaps, including on the most effective and strategic uses of the RMNCH Fund's resources. The SC will be represented through selected members in the RMNCH Fund Allocation Committee (see IV.B)

#### B) RMNCH Fund Allocation Committee (AC)

The RMNCH Fund Allocation Committee will make funding decisions with regards to the RMNCH Fund. The Allocation Committee will communicate to the RMNCH Fund, through the Strategy and Coordination Team, its funding decisions.

The Allocation Committee will be made up of a subset of RMNCH SC members: donors that are directly contributing into the RMNCH Fund and UN Participating Organizations.

In its decisions, the Allocation Committee will take into consideration the recommendations and deliberations of the RMNCH Steering Committee. Similarly, in cases where needs must be addressed rapidly, the RMNCH Fund Allocation Committee can make decisions without consulting the broader RMNCH Steering Committee. The RMNCH Steering Committee, through the Strategy and Coordination Team, will be kept informed of such instances and their rationale.

#### C) Strategy and Coordination Team (SCT)

A Strategy and Coordination Team (SCT) has been established, hosted by UNICEF. This is a multi-agency team, with seconded staff from UNICEF, UNFPA and WHO. Amongst other responsibilities, the SCT is responsible for providing administrative and technical support to the Steering Committee and the Allocation Committee. The functions of the SCT are coordination, oversight, tracking and reporting to the Steering Committee. As such, they are also responsible for quality assurance of country and global plans.

#### D) Administrative Agent (AA)

UNFPA is acting as the administrative agent. As such, it will be the agency entering into an agreement with the donor and receiving resources from the donor. Upon receipt from the SCT of the Allocation Committee's decision, it will make timely disbursement of resources to RMNCH Fund recipients. It will be responsible to provide timely reporting (as described in Reporting section below) on the use of resources.

#### E) Process for considering funding requests

Funding request will come in two forms: country plans, or global funding requests.

For Country Plans: it is anticipated that these will be received by the SCT in a near-final form. They will have been developed in-country based directly on existing national plans (or sub-plans) and will clearly articulate a funding need based on a comprehensive gap analysis. The drafting of submissions should be led by National Ministries with support from the H4+ agencies and other technical partners, globally and/or in-country as needed. A broadly consultative process is envisioned, contingent on the robustness of existing partnerships and the priorities contained in the submission.

The SCT will review plans based on a simplified set of criteria and either make recommendations to the Allocation Committee for consideration, or revert back to Ministries with comments as appropriate.



Criteria will include:

- Whether the submission adequately profiles the current national RMNCH situation including: national burden of disease; status of RMNCH programs/key indicators; progress towards national targets; contribution of intervention scale-up towards potential lives saved
- Whether the submission reviews specific contextual barriers in relation to the 13 commodities including: policies; regulation; procurement and distribution; training; demand generation needs, and access barriers
- Does the submission clearly identify national RMNCH priorities? This includes participation in a mapping exercise to establish baselines and inform a results framework
- Does the submission note the contribution of available domestic and international technical and financial resources to support these priorities?
- Are proposed budget disbursements appropriately linked to the objectives and timelines within a logical framework?
- Does the plan indicate clearly who the in-country fund recipients should be?

Based on the RMNCH Fund Allocation Committee decisions, the SCT will instruct the Administrative Agent to disburse the resources.

Global funding requests: may, for example, come from one of the global Technical Reference Team of the UNCoLSC. These will be reviewed and managed by the Strategy and Coordination Team. It is proposed that 10-20% of funds are earmarked for global support activities; and that these be held by the SCT as part of its operating budget to expedite needed support needs. The SCT will report to the Administrative Agent, the Allocation Committee and to the Steering Committee on its use.

## V. Monitoring and Evaluation

In order to support evidence-informed submissions to the RMNCH Fund and facilitate a standardized and practical approach to reporting, the RMNCH Fund will be monitored and evaluated in accordance to a specific framework developed by the SCT with the input of technical partners and the UNCoLSC global Technical Working Groups. At the same time, Participating UN Organizations assume full programmatic and financial accountability for the funds disbursed to them by the Administrative Agent and will undertake M&E in accordance with their own regulations, rules, directives and procedures. The M&E Framework for the RMNCH Fund will be coordinated by the SCT, will be compatible with the Participating Organizations M&E procedures and will rely heavily on maximizing the use of existing information and available data sources. Information will be drawn from four levels – global, national, facilities and populations.

This framework will be presented to the Steering Committee for endorsement prior to the first allocation decisions.

## VI. Budget

It is anticipated that the RMNCH Fund resources will primarily be transferred to countries to support implementation of RMNCH Plans, Concept Notes or other expressions of country needs and gaps. Approximately 90% of the disbursed funds will directly support country level implementation. Between 10-20% will support ad hoc global requests by the Technical Reference Groups and the expanding portfolio of activities of the Strategy and Coordination Team. As outlined above, 1% will be drawn by UNFPA as an administrative fee for performing functions described in the MOU with the donor. Indirect costs of the Participating UN Organizations recovered through programme support costs will be 7%.

## VII. Audit

The Administrative Agent and the Participating UN Organizations will be audited in accordance with their own Financial Regulations and Rules and, in case of MDTFs, in accordance with the Framework for auditing multi-donor trust funds which has been agreed to by the Internal Audit Services of participating UN organizations and endorsed by the UNDG in September 2007.

## VIII. Reporting

Effective January 1 2013, UN harmonized categories for expenditure was implemented. Each participating UN Organization that channels funds at the country level will provide UNFPA as the Administrative Agent with the following statements and reports prepared in accordance with the accounting and reporting procedures applicable to the Participating UN Organization concerned

(a) Annual narrative progress reports, to be provided no later than three months (31 March) after the end of the calendar year;

(b) Annual financial statements and reports as of 31 December with respect to the resources disbursed to it from the RMNCH Fund/Programme Account, to be provided no later than four months (30 April) after the end of the calendar year;

(c) Final narrative reports, after the completion of the activities and including the final year of the activities, to be provided no later than four months (30 April) of the year following the financial closing of the RMNCH Fund. The final report will give a summary of results and achievements compared to the goals and objectives of the RMNCH Fund; and

(d) Certified final financial statements and final financial reports after the completion of the activities and including the final year of the activities, to be provided no later than six months (30 June) of the year following the financial closing of the RMNCH Fund.

UNFPA as the Administrative Agent will prepare consolidated financial reports, based on the reports referred to in paragraph 1 (a) to (d) above, and will provide those consolidated reports to each donor that has contributed to the RMNCH Fund, as well as the Steering Committee, in accordance with the timetable established in the Administrative Arrangement.

The Strategy and Coordination Team will prepare consolidated programmatic reports, based on the reports referred to in paragraph 1 (a) to (d) above, and will provide those consolidated reports to each donor that has contributed to the RMNCH Fund, as well as the Steering Committee, in accordance with the timetable established in the Administrative Arrangement.

UNFPA as the Administrative Agent will also provide the donors, Steering Committee and Participating UN Organizations with the following statements on its activities as Administrative Agent:

(a) Certified annual financial statement ("Source and Use of Funds" as defined by UNDG guidelines) to be provided no later than five months (31 May) after the end of the calendar year; and

(b) Certified final financial statement ("Source and Use of Funds") to be provided no later than seven months (31 July) of the year following the financial closing of the RMNCH Fund/Programme, contingent on the UN Agencies' rules for financial closure.

#### IX. Termination of the RMNCH Fund

The RMNCH Fund and Administrative Agent's appointment may be terminated by the Administrative Agent (on the one hand) or by the mutual agreement of all participating UN Organizations (on the other hand) on thirty (30) days' written notice to the other party. In the event of such termination, the Participants will agree on measures to bring all activities to an orderly and prompt conclusion so as to minimize costs and expense.

Commitments assumed by the withdrawing or terminating Participants will survive the expiration or termination to the extent necessary to permit the orderly conclusion of the activities and the completion of final reports, the withdrawal of personnel, funds and property, the settlement of accounts between the Participants hereto and the settlement of contractual liabilities that are required in respect of any subcontractors, consultants or suppliers. Any balance remaining in the RMNCH Fund/Programme Account or in the individual Participating UN Organizations' separate ledger accounts upon completion of the RMNCH Fund/Programme will be used for a purpose mutually agreed upon or returned to the donor(s) in proportion to their contribution to the RMNCH Fund/Programme as agreed upon by the donors and the Steering Committee.

ANNEX B

SCHEDULE OF PAYMENTS

**Schedule of Payments:**

**Amount:**

Upon Signature

£50 million (Sterling)