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10 Nov 08

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**Co-financing agreement checklist/fund code request**

<b>Fund code:</b>	CAJ04		
<b>Fund code long description:</b>	Canada-Joint Programming -Agr. 04		
<b>Donor:</b>	Canada (pass-through modality with UNICEF, PAHO/WHO)		
<b>Country:</b>	Haiti		
<b>Donor project no.:</b>	7051477		
<b>UNFPA project no.:</b>	To be advised		
<b>Project title:</b>	Amelioration de l'état de la santé de la reproduction en Haiti		
<b>Pledged amount:</b>	US\$ 1,300,954.03 (to be distributed between UNFPA, UNICEF & PAHO/WHO)		
<b>Start date</b>	November 2008	<b>End date</b>	31 December 2013

<b>Donor type</b>	<input type="checkbox"/> Americans for UNFPA	<input type="checkbox"/> Multi-donor Trust Fund
	<input type="checkbox"/> Business sector	<input type="checkbox"/> NGO
	<input checked="" type="checkbox"/> DAC government	<input type="checkbox"/> Non-DAC government
	<input type="checkbox"/> Development bank	<input type="checkbox"/> Private Individual
	<input type="checkbox"/> European Commission	<input type="checkbox"/> Programme country
	<input type="checkbox"/> Foundation	<input type="checkbox"/> UN agency
	<input type="checkbox"/> International funding institution	<input type="checkbox"/> Other, please specify

<b>Funding type</b>	<input type="checkbox"/> Co-financing (Standard)	<input type="checkbox"/> JP, UNFPA as MA
	<input type="checkbox"/> Humanitarian	<input checked="" type="checkbox"/> JP, UNFPA as AA and PA
	<input type="checkbox"/> Thematic	<input type="checkbox"/> JP, UNFPA as PA only
	<input type="checkbox"/> Other Multi-donor (not Humanitarian/JP/Thematic)	

<b>Pooled funding</b>	Will the contribution be managed under a pooled funding arrangement with other donors' contributions?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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<b>Indirect costs</b>	Does the UNFPA standard indirect cost apply? If yes, please also check applicable rate:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input checked="" type="checkbox"/> 7% for all other donors <input type="checkbox"/> 5 % for Programme country/UNFIP	
	If no, please indicate approved rate (waived/lowered)	

<b>Interest</b>	<input checked="" type="checkbox"/> Interest not identified	<input type="checkbox"/> Report and await donor decision
	<input type="checkbox"/> Reported and credit	<input type="checkbox"/> Report and return to donor

<b>Unspent funds upon expiry</b>	<input checked="" type="checkbox"/> Refund to donor	<input type="checkbox"/> Reprogramming
	<input type="checkbox"/> Await donor decision	

**Remark** *Please indicate below consultations, clearances, particular issues, etc.*

*MoU & JAA used prior to 30 Oct 2008 when new versions were used. Hence the different necessary changes for participating Agencies*

<b>RMB Focal Point</b>	Ingalill Colbro, Resource Mobilization Specialist		
<i>Please sign here</i>	<i>Ingalill Colbro</i>	<b>Date</b>	06 November 2008

**STANDARD ADMINISTRATIVE ARRANGEMENT FOR  
JOINT PROGRAMMES USING PASS-THROUGH FUND  
MANAGEMENT**

**Between**

**Her Majesty the Queen in right of Canada ("Her Majesty"), represented by the  
Minister for International Cooperation acting through the Canadian  
International Development Agency ("CIDA")**

**and**

**the United Nations Population Fund**

**WHEREAS**, the United Nations Population Fund (UNFPA), the Pan American Health Organization (PAHO) and the United Nations Children's Fund (UNICEF) (hereinafter referred to collectively as the "Participating UN Organizations") have developed a Joint Project entitled "Amélioration de l'état de la santé de la reproduction en Haïti" (hereinafter referred to as the "Joint Project") as part of their respective development cooperation with the Government of Haiti, as more fully described in the detailed Joint Project Document (hereinafter referred to as the "Joint Project Document"<sup>1</sup>), "Amélioration de l'état de la santé de la reproduction en Haïti" a copy of which is attached hereto as **ANNEX A**, and have agreed to establish a coordination mechanism (hereinafter referred to as the "Joint Project Steering Committee"<sup>2</sup>) to facilitate the effective and efficient collaboration between the Participating UN Organizations and the host Government for the implementation of the Joint Project;

**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 Joint Project and have developed a Joint Project Document to use as the basis for mobilizing resources for the Joint Project, and have further agreed that they should offer donors the opportunity to fund the Joint Project and receive reports on the Joint Project through a single channel;

**WHEREAS**, the Participating UN Organizations have appointed the United Nations Population Fund (hereinafter referred to as the "Administrative Agent") (which is also a Participating UN Organization in connection with this Joint Project) in a Memorandum of Understanding (MOU) concluded between the Administrative Agent and Participating

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<sup>1</sup> The Joint Project document contains at a minimum a common work plan, a budget, the coordination and management mechanism.

<sup>2</sup> The composition of the Joint Project Steering Committee is as described in the Joint Project Document. It includes CIDA, the Ministry of Public Health and Population, the Ministry of Women's Conditions and Rights and the three participating agencies. It may also include other donors in the field of reproductive health in Haiti.

UN Organizations on 4 Sept 08, to serve as their administrative interface between donors and the Participating UN Organizations for these purposes and 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 Joint Project through the Administrative Agent (hereinafter, the "Joint Project Account"); and

**WHEREAS**, CIDA (hereinafter referred to as the "Donor") wishes to provide financial support to the Joint Project on the basis of the Joint Project Document, as part of its development cooperation with the Government of Haiti 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 agree as follows:

**Section I**  
**Disbursement of Funds to the Administrative Agent**  
**and the Joint Project Account**

1. The Donor agrees to make a contribution of up to eighteen million nine hundred and eighty four thousand Canadian dollars (CAD 18,984,000) and such further amounts as it may decide (hereinafter referred to as the "Contribution") to support the Joint Project. The Contribution will be a contribution to the Participating UN Organizations to support the Joint Project in accordance with the Joint Project Document, as amended from time to time in writing by the Joint Project Steering Committee. The Donor authorizes the Administrative Agent to use the Contribution for the purposes of the Joint Project and in accordance with this Standard Administrative Arrangement. The Donor acknowledges that the Contribution will be mingled with other contributions to the Joint Project Account and that it will not be separately identified or administered.

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

Bank Name: Bank of America Canada  
Bank Address: 200, Front Street West, 26<sup>th</sup> Floor, Toronto (Ontario) M5V 3L2  
Account Name: UNFPA Contributions CAD Account  
Account No: 711442252204  
SWIFT Code: BOFACATT  
Transit No: 56792  
Bank key: 241

3. When making a transfer to the Administrative Agent, the Donor will notify the Administrative Agent's Treasury Operations at Resource Mobilization Branch, UNFPA, [ishikawa@unfpa.org](mailto:ishikawa@unfpa.org) with a copy to [patriota@unfpa.org](mailto:patriota@unfpa.org) and [laurenceau@unfpa.org](mailto:laurenceau@unfpa.org) of

the following: (a) the amount transferred, (b) the value date of the transfer; and (c) that the transfer is from CIDA in respect of the Joint Project in Haiti pursuant to this Arrangement. The Administrative Agent will promptly acknowledge receipt of funds in writing.

4. The 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.

5. The Joint Project Account 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 Joint Project 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.

6. The Administrative Agent will be entitled to allocate an administrative fee of US\$ 100,000 of the amount contributed by the Donor, as indicated in Article I, paragraph 6 of the Memorandum of Understanding concluded between the Administrative Agent and Participating UN Organizations, to cover the Administrative Agent's costs of performing the Administrative Agent's functions.

7. Upon securing approval from the Joint Project Steering Committee, the Administrative Agent may also deduct from the Joint Project the actual costs of the staffing support as may be requested by the Joint Project Steering Committee pursuant to Article I, paragraph 2(f) of the Memorandum of Understanding between the Administrative Agent and the Participating UN Organizations regarding the Operational Aspects of the Joint Project.

8. All financial accounts and statements will be expressed in United States dollars.

**Section II**  
**Disbursement of Funds to the Participating UN Organizations**  
**and a Separate Ledger Account**

1. The Administrative Agent will make disbursements from the Joint Project Account in accordance with instructions from the Joint Project Steering Committee, in line with the Joint Project Document, as amended in writing from time to time by the Joint Project Steering Committee. The Administrative Agent will promptly notify the Donor of any amendment to the budget made by the Joint Project Steering Committee. The disbursement to the Participating UN Organizations, will consist of direct and indirect costs as set out in the Joint Project budget in Annex B.

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 Joint Project Account. Each Participating UN Organization assumes full programmatic and financial accountability for the funds disbursed to it 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.<sup>3</sup>

3. Where the balance in the Joint Project Account on the date of a scheduled disbursement is insufficient to make that disbursement, the Administrative Agent will consult with the Joint Project Steering Committee and make a disbursement, if any, in accordance with the Joint Project Steering Committee's instructions. The Administrative Agent will promptly notify the Donor in such circumstances and will advise the Donor of the Joint Project Steering Committee's decision in that regard.

### **Section III** **Implementation of the Joint Project**

1. The implementation of the Joint Project, which the Donor assists in financing under this Standard Administrative 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 Annex B of this arrangement, as amended from time to time by the Joint Project Steering 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 UNFPA and UNICEF will be 7% each, and for WHO/PAHO will be 13%, in accordance with respective agency regulations.

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

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<sup>3</sup> Where the Administrative Agent is also a Participating UN Organization, it will need to open its own separate ledger account and transfer funds from the Joint Project Account to its separate ledger account.

5. The Participating UN Organizations will not make any commitments above the budgeted amounts in the Joint Project Document, as amended from time to time by the Joint Project Steering Committee.

6. If unforeseen expenditures arise, the Joint Project Steering 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 Joint Project 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 provided in the Joint Project Account.

7. The Donor reserves the right to discontinue future transfers if reporting obligations are not met as set forth in this Arrangement; or if there are substantial deviations from agreed plans and budgets. If there is evidence of improper use of funds agreed among the Donor, the Administrative Agent and the concerned Participating UN Organizations under the Arrangement, the Participating UN Organizations will use their best efforts, consistent with their regulations, rules, policies and procedures to recover any funds misused. The Participating UN Organizations will, in consultation with the Donor and the Administrative Agent, credit any funds so recovered to the Joint Project Account. Before withholding disbursements or requesting recovery of funds and credit to the Joint Project Account, the Administrative Agent, the concerned Participating UN Organizations 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 practices. To this end, as set out in the Memorandum of Understanding between the Administrative Agent and Participating UN Organizations regarding the Operational Aspects of the Joint Project, each Participating UN Organization will maintain standards of conduct that govern the performance of its staff, including the prohibition of corrupt 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**

On the termination or expiration of this Standard Administrative 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 Organizations, including where applicable its basic agreement with the Government of Haiti.

#### **Section V** **Reporting**

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

- (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 applicable reporting period;
- (b) Annual consolidated financial reports, based on annual financial statements and reports as of 31 December received from Participating UN Organizations with respect to the funds disbursed to them from the Joint Project Account, to be provided no later than five months (31 May) after the end of the applicable reporting period;
- (c) A final consolidated narrative report, based on final narrative reports received from Participating UN Organizations after the completion of the Joint Project and including the final year of the Joint Project, to be provided no later than six months (30 June) of the year following the financial closing of the Joint Project. The final consolidated narrative report will contain a summary of the results and achievements compared to the goals and objectives of the Joint Project;
- (d) A final consolidated financial report, based on certified final financial statements and reports received from Participating UN Organizations after the completion of the Joint Project and including the final year of the Joint Project, to be provided no later than seven months (31 July) of the year following the financial closing of the Joint Project.

2. The Administrative Agent will provide the Donor, Joint Project Steering 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") 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 six months (30 June) of the year following the financial closing of the Joint Project.

3. Consolidated Joint Project reports and related documents will be posted on the websites of the Participating UN Organizations in Haiti at [www.unfpahaiti.org](http://www.unfpahaiti.org)

#### **Section VI** **Monitoring and Evaluation**

1. Monitoring and evaluation of the Joint Project including, as necessary and appropriate, joint evaluation by the Participating UN Organizations, the Administrative Agent, the Donor, the Government of Haiti and other partners will be undertaken in accordance with the Joint Project Document and this standard arrangement. Both a mid-term evaluation and a final evaluation of the project will be undertaken by an external evaluator or evaluation team, based on terms of references to be jointly determined by the Participating UN Organizations, the Administrative Agent and the Donor. A copy of such reports will be sent to the Donor.
2. The Donor, the Administrative Agent and the Participating UN Organizations will hold annual consultations as appropriate to review the status of the Joint Project.

#### **Section VII** **Joint Communication**

1. Information given to the press, to the beneficiaries of the Joint Project, all related publicity material, official notices, reports and publications, will acknowledge the role of the Government of Canada, 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 Joint Project as well as periodic reports on the progress of implementation of the Joint Project and associated external evaluations are posted, where appropriate, for public information on the websites of the UN in Haiti and the Administrative Agent at [www.unfpahaiti.org](http://www.unfpahaiti.org). Such reports and documents may include Steering Committee approved projects and projects awaiting approval, fund level, annual financial and progress reports and external evaluations, as appropriate.

#### **Section VIII** **Expiration, Modification and Termination of the Arrangement**

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 Joint Project 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, which includes Annexes A, B and C, 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 Joint Project Account or in the individual Participating UN Organizations' separate ledger accounts upon completion of the Joint Project will be returned to the Donor in proportion to their contribution to the Joint Project.

#### Section IX Notices

1. Any action required or permitted to be taken under this Arrangement may be taken on behalf of CIDA by the Minister for International Cooperation or his or her designated representative and on behalf of the Administrative Agent by Tania Cooper Patriota, UNFPA Resident Representative, 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 participant to which it is required to be given or made, at such participant's address specified below or at such other address as the participant will have specified in writing to the participant giving such notice or making such request.

*For the Donor:*

Name: Louis Verret  
Title: Director, Haiti Program  
Address: 200, Promenade du Portage, Gatineau, Canada (K1A 0G1)  
Telephone: (819) 994 -5711  
Facsimile: (819) 997- 0429  
Electronic mail: louis.verret@acdi-cida.gc.ca

*For the Administrative Agent:*

Name: Tania Cooper Patriota  
Title: Resident Representative  
Address: 387, Avenue John Brown – Bourdon  
P.O. Box 557, Port-au-Prince, Haïti  
Telephone: (509) 2229 1679  
Facsimile: (509) 2229 1698  
Electronic mail: patriota@unfpa.org

**Section X**  
**Entry into Effect**

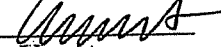
This Arrangement will come into effect upon the last signature thereof by the Participants and will continue in effect until it is expired or terminated.

**Section XI**  
**Settlement of Disputes**

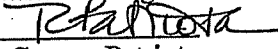
Any dispute arising out of the Donor's Contribution to the Joint Project will be resolved amicably among the Donor, the Administrative Agent and the concerned Participating UN Organization.

**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: Louis Verret  
Title: Director, Haiti Program  
Place: Gatineau, Canada  
Date: 22.09.09

*For the Administrative Agent:*

Signature:   
Name: Tania Cooper Patriota  
Title: UNFPA Representative  
Place: Port-au-Prince, Haïti  
Date: 15 September 2008

ANNEX A: Joint Project Document - « Amélioration de l'état de la santé de la reproduction en Haïti » MSPP/UNICEF/OPS-OMS/UNFPA 2008-2013 (Nov. 2007)

ANNEX B: Budget and Schedule of Payments

ANNEX C: Description of Project Support Structure (Structure d'Appui au Projet)

ANNEX A – JOINT PROJECT DOCUMENT  
Amélioration de l'état de la santé de la reproduction en Haïti  
MSP/UNICEF/OPS-OMS/UNFPA 2008-2013 (Nov. 2007)

ANNEX B  
BUDGET IN CANADIAN DOLLARS

	UNFPA	UNICEF	OPS/OMS	TOTAL
<b>Structure d'Appui</b>	2,660,000	270,000	270,000	3,200,000
<b>Phase Préparatoire</b>	400,000	0	0	400,000
<b>Composante 1</b>	2,000,000	0	0	2,000,000
<b>Composante 2</b>	1,300,000	0	4,500,000	5,800,000
<b>Composante 3</b>	0	0	4,000,000	4,000,000
<b>Composante 4</b>	0	1,100,000	0	1,100,000
<b>Activités Transversales</b>	656,822		0	656,822
<b>Total Activités</b>	<b>7,016,822</b>	<b>1,370,000</b>	<b>8,770,000</b>	<b>17,156,822</b>
<b>Coûts indirects</b>	491,178	95,900	1,140,100	1,727,178
<b>Frais Agent Administratif</b>	100,000	0	0	100,000
<b>TOTAL</b>	<b>7,608,000</b>	<b>1,465,900</b>	<b>9,910,100</b>	<b>18,984,000</b>

**SCHEDULE OF PAYMENTS IN CANADIAN DOLLARS**

<b>Agency \ Years</b>	<b>2008-2009</b>	<b>2009-2010</b>	<b>2010-2011</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>TOTAL</b>
<b>UNFPA</b>	<b>400,000</b>	<b>2,800,000</b>	<b>1,900,000</b>	<b>1,300,000</b>	<b>1,208,000</b>	<b>7,608,000</b>
<b>UNICEF</b>	<b>300,000</b>	<b>300,000</b>	<b>300,000</b>	<b>300,000</b>	<b>265,900</b>	<b>1,465,900</b>
<b>OPS/OMS</b>	<b>800,000</b>	<b>5,000,000</b>	<b>1,500,000</b>	<b>1,300,000</b>	<b>1,310,100</b>	<b>9,910,100</b>
<b>TOTAL</b>	<b>1,500,000</b>	<b>8,100,000</b>	<b>3,700,000</b>	<b>2,900,000</b>	<b>2,784,000</b>	<b>18,984,000</b>

Any payment to be made under this Arrangement is subject to there being an appropriation by the Parliament of Canada for the fiscal year in which the payment is to be made. If Canada's appropriation is changed by the Parliament of Canada, Canada may reduce the Contribution, or terminate this Arrangement.

## ANNEX C – DESCRIPTION OF PROJECT SUPPORT STRUCTURE (Structure d'Appui au Projet)

Une structure d'appui au projet, en termes de ressources humaines et logistiques, a été prévue pour assurer : a) le renforcement de l'expertise technique disponible au niveau de chaque agence; b) la présence d'une expertise technique au niveau des deux départements ciblés par les composantes 1 et 4; c) une gestion optimale des ressources par l'agence chargée de canaliser les fonds du bailleur vers les autres agences; d) l'assurance des besoins en termes de matériels, transports, communications et autres.

La coordination technique du projet sera la responsabilité d'un Comité Technique de Coordination intégré par un cadre technique provenant de chaque agence, et sera responsable de : a) assurer la mise en œuvre des activités du projet; b) fournir l'assistance technique nécessaire au gouvernement dans le cadre du projet; c) définir et organiser un système de suivi continu sur la base d'indicateurs vérifiables; d) préparer des rapports narratifs et financiers de qualité; e) assurer une information complète et continue vis-à-vis du Comité de Pilotage (gouvernement et bailleur) et finalement maintenir un contact continu avec d'autres bailleurs et partenaires nationaux et internationaux, actifs dans le domaine de santé de la reproduction, maximiser les synergies et permettre une articulation et une communication optimales.

Le cadre technique international de UNFPA financé par le projet aura comme responsabilités, outre sa participation au niveau du Comité Technique de Coordination, celles de : a) assurer le Secrétariat Technique du Comité de Pilotage; b) assurer le Secrétariat Technique des réunions du Comité Technique de Coordination ; c) assurer la préparation des rapports consolidés narratifs et financiers ; d) assurer une communication systématique entre tous les acteurs impliqués dans le projet et le partage d'informations sur l'avancement des activités des différentes composantes.

Afin d'assurer une exécution administrative et financière rigoureuse, un assistant administratif national sera engagé par UNFPA pour l'enregistrement et l'accompagnement des informations financières sur le système informatisé de gestion de projets, ainsi que pour fournir un appui aux partenaires nationaux dans l'exécution d'achats internationaux (intrants de santé de la reproduction, équipement médical).

Par ailleurs, l'UNICEF et l'OPS/OMS engageront respectivement un cadre technique national à plein temps sur le projet, afin d'assurer un appui technique et le suivi des activités de leurs composantes respectives.

Sans pour autant constituer une structure parallèle et indépendante de celle du Ministère de la Santé, tant au niveau central qu'au niveau départemental, cette structure d'appui doit permettre d'assurer un important accompagnement technique de proximité, par des professionnels nationaux, au niveau des départements des Nippes et du Sud-est où seront concentrés une grande partie des activités du projet. À cette fin, deux conseillers techniques nationaux se verront assignés cette responsabilité.

Les nombreuses activités du projet exigeant des déplacements de suivi et d'approvisionnement en matériel et intrants fréquents (en plus de visites de suivi), justifient la disponibilité de deux véhicules par département et de deux véhicules au niveau central, pour les déplacements du personnel du projet à Port-au-Prince d'une part et de la capitale vers l'ensemble du territoire national d'autre part. Un chauffeur aura la responsabilité d'assurer la maintenance et les réparations, ainsi que veiller au bon fonctionnement du système de radio communication (normes de sécurité obligatoires pour les agences des Nations Unies en Haïti) attaché à chaque véhicule.

La structure d'appui prévoit également des frais de location de bureaux (au niveau des départements) dont la disponibilité et les modalités restent à être confirmées, de matériel de bureau, y compris technologique, et des frais d'entretien et de fonctionnement. Il est également prévu des frais de déplacement (essence ou autre) au niveau national et international (réunion liée à la thématique du projet ou pour présenter celui-ci au niveau d'un séminaire ou conférence).