Webinar: The Pooled Fund Grant

How to prepare interim reports

UNOPS

Reporting

2019-2020 SUN Movement Pooled Fund

UNOPS

Reporting and Disbursement Schedule

Milestone	Condition	Amount	Reporting Period	Due Dates of Reports
Milestone 1	Upon signature of this Agreement by both parties.	15% of budget (not to exceed USD 30,000)	Upon signature.	
Milestone 2	Upon receipt and acceptance by UNOPS of the 1st interim progress and financial reports	40% of budget (not to exceed USD 80,000)	Date of Countersignature – 30 Sept 2019	30 October 2019
Milestone 3	Upon receipt and acceptance by UNOPS of the 2nd interim progress and financial reports	40% of budget (not to exceed USD 80,000)	1 October 2019 – 31 Mar 2020	30 April 2020
Milestone 4	Upon receipt and acceptance by UNOPS of the final progress and financial reports	5% of budget (not to exceed USD 10,000)	1 April 2020 – 30 Sept 2020	30 November 2020

Reporting and Disbursement Schedule

5. **Grant Amount and Payments**

5.1 UNOPS hereby grants to the Grantee the total amount of USD 200,000 as shown in the Budget in Annex B.

5.2 Payments to the Grantee shall be made in accordance with the following schedule upon the submission by the Grantee of appropriate milestone reports along with payment requests, subject to the Grantee's continued performance of its obligations under this Agreement:[1]

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Cycle I – Interim Report Checklist

- ✓ **Financial**
  - ❑ Financial Report
  - ❑ Source documentation of expenses (receipts, checks, contracts, participant lists, etc.)
    - ❑ Cycle I – send all of the documents that concern your expenses.
- ✓ **Programmatic**
  - ❑ Narrative Report
  - ❑ Optional: Photographs of the project with a legend telling us what they are (format JPEG).
  - ❑ Optional: Publications, summaries or minutes of workships/meetings, etc.

*The project risks form is not necessary.

Cycle II – Interim Report Checklist

- ✓ **Financial**
  - ❑ Financial Report (Tabs 1 & 2)
  - ❑ Source documentation of expenses (receipts, checks, contracts, participant lists, etc.)
    - ❑ Cycle II – send only documents with a value of USD 1000 or more.
- ✓ **Programmatic**
  - ❑ Narrative Report
  - ❑ Risk Log
  - ❑ Optional: Human Interest Story (Cycle II, 1x during the project)
  - ❑ Optional: Photographs of project activities with a legend telling us what they are (format JPEG).
  - ❑ Optional: Publications, summaries or minutes of workshops/meetings, etc.

Financial Reporting

- Reports must be approved by UNOPS and the SUN Movement Secretariat prior to payment.

- Tell us of any development relevant to or affecting the delivery of the project, such as severe exchange rate fluctuations, etc.

- Even though there is not a minimum threshold of expenses to declare, we will be checking that the expenses relate to project activities and that the funds available are nearly depleted before issuing your next payment.

Allowable, Reasonable & Allocable Costs

- Allowable – A cost in your approved budget that is consistent, documented, reasonable & allocable.
- Reasonable – A cost that does not exceed what a prudent person would do under the circumstances at the time the decision.
  - For example, air travel under the Pooled Fund Grant should only be taken in Economy Class.
- Allocable - Treated consistently with other costs incurred for the same purpose in like circumstances and benefits the award and can be distributed proportionally to the benefits received.
  - For example, the formula for calculated per diem for your employees on travel is the applied consistently to each employee that goes on the project trip.
  - For example, the way you account for gasoline is calculated with the same formula each month.

Financial Reporting

- Financial reporting must be prepared in US Dollars using the Annex I: Financial Reporting Template, contained in the CFP.
  - *Exception : You can fill out your report in local currency only if you have a Purchase Order in local currency.*

- Only actual costs incurred may be reflected. Do not report financial commitments, anticipated inflation, etc.

- Minimum wait time for the report to be approved and payment initiated: 3 weeks.

Preparing the report: Purchase Order

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Purchase Order

Order Number:	3091167
Status:	Ordered(O)
CoRegNo:	
Supplier ID:	2026928
Order date:	20/05/2019
Delivery date:	30/11/2020 00:00:00
Delivery method:	
Delivery term:	
Payment terms:	Immediate
Proc. Official:	Olga Petrova Vyacheslavovna
Ext./Webbuy Ref.:	

Delivery:
UNOPS, International Environment House
11-13 chemin des Anémones CH-1219 Châtel Geneva
Switzerland

No	Article	Description	Quantity	Unit	Unitprice	Currency	Amount	Delivery date
1	OPS00001	Payment no. 1	1.0	LS	30,000.00	USD	30,000.00	20/05/2019
2	OPS00001	Payment no. 2	1.0	LS	80,000.00	USD	80,000.00	30/10/2019
3	OPS00001	Payment no. 3	1.0	LS	80,000.00	USD	80,000.00	30/04/2020
4	OPS00001		1.0	LS	10,000.00	USD	10,000.00	30/11/2020
Total in USD							**200,000.00**	

Preparing the financial report: budget (including revisions)

Transportation Expense	0	0	80	80	
Hotel Accommodation	0	0	800	800	
Per Diem	0	0	350	350	
TOTAL TRAVEL COST	**3,380**	**5,095**	**10,021**	**18,496**	**9%**
C. OPERATIONS COSTS					
Consumables	10,265	4,484	9,445	24,194	
Communication Expense	240	240	240	720	
Function Hall Rental	1,360	630	1,760	3,750	
Meals & Snacks	5,476	1,579	5,696	12,751	
Office Equipment	1,390	0	0	1,390	
Office Supplies	180	180	180	540	
Printing & Publication	970	0	850	1,820	
Representation Expense	30	0	100	130	
Supplies & Materials	619	1,856	619	3,093	
Contracts/ Consultants	5,668	7,605	9,155	22,429	
TOTAL OPERATIONS COSTS	**15,933**	**12,090**	**18,600**	**46,622**	**23%**

Preparing the financial report: Grant Support Agreement

Grant Support Agreement

IN SUPPORT OF

2019 SUN Movement Pooled Fund Grants

GRANTEE NAME: Nutrition International

GRANT NUMBER: SUN_GRANTS_2019_001_12

This Grant Support Agreement (hereinafter referred to as "Agreement') is made between the United Nations Office for Project Services (hereinafter referred to as "UNOPS") and Nutrition International (hereinafter referred to as "Grantee").

WHEREAS UNOPS desires to provide grant support to the Grantee **to work with the SUN CSA Kenya secretariat to facilitate financial and technical support from the SUN CSA in developing the Kenya Nutrition Action Plan (KNAP) 2019-2022, to coordinate technical support to development of at least 20**

Contract number

Preparing the financial report: Grant Support Agreement

Start Date of Project

IN WITNESS WHEREOF, the undersigned, duly appointed representatives of UNOPS and of the Grantee, have on behalf of UNOPS and the Grantee, respectively, signed the present Agreement on the dates indicated below their respective signatures.

FOR UNOPS:	**FOR THE GRANTEE:**
Wahab Moez Deputy Portfolio Manager, ECR – Geneva Office	VP Corporate Services and CFO
Date (**mandatory**): 1 MAY 2019	Date (**mandatory**): 12 April 2019

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Preparing the financial report: Grant Support Agreement

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Milestone 4	Upon receipt and acceptance by UNOPS of the final progress and financial reports	5% of budget (not to exceed USD 10,000)	~~1 April 2020~~ 30 Sept 2020	30 November 2020

Final date of contract/activities

Preparing the financial report: a demonstration

Narrative Reporting

- Include ALL the indicators from your logframe into the narrative report. Separate the indicators by age and by sex where possible.

- Keep UNOPS informed at all times of any development relevant to or affecting the delivery of the project.

- All reports are considered public information and will be shared with donors and those involved in the Pooled Fund governance.

Notes on Reporting

- There is no portal or webpage to upload your reports. Reports will be sent **directly by email** from you to UNOPS (Email: annmarieq@unops.org; tinmemea@unops.org; and mohammadharoona@unops.org).

- Submit reports in **MS Word or MS Excel** (Not PDF).
- Organize your source documents in zip folders according to budget category:

- Every report (both financial and narrative) will be thoroughly reviewed as per UNOPS polices. Reported financial expenditures must match with the project achievements on the ground and narrative report, and they should be verifiable.

Notes on Reporting

- If there are discrepancies or errors, we will contact you by email to correct them. We cannot correct them for you.

- Payment cannot be issued until the report is correct and approved by both UNOPS **AND** the SUN Movement Secretariat.

- Please plan accordingly:
  - **Account for grant expenditures regularly.**
  - Start planning your purchases and collecting quotes.
  - Be available during reporting periods.
  - **Scan and save all expense documents and reports.**

A Note on Photos

- Take lots of photos of your project! They are useful for reports, CSA membership, and nutritional advocacy.
- You may use SUN Movement logos, Twitter handles, and social media tags where they are relevant to the project. **Do not use UNOPS logos!**
- We will send you a document with the SUN Movement logos, size and color specifications with clear guidance about their use.

- Precautions:
  - Do not tag the SUN Movement or use its logos with organizations that violate the WHO policy on marketing breast-milk substitutes.
  - If you take a photo with a child, please get at least one parent's permission to take and use the photo.
  - If you use the SUN Movement logo, the SUN Movement/UNOPS has the rights to use it for their own purposes as well.

Oversight

2019-2020 SUN Movement Pooled Fund

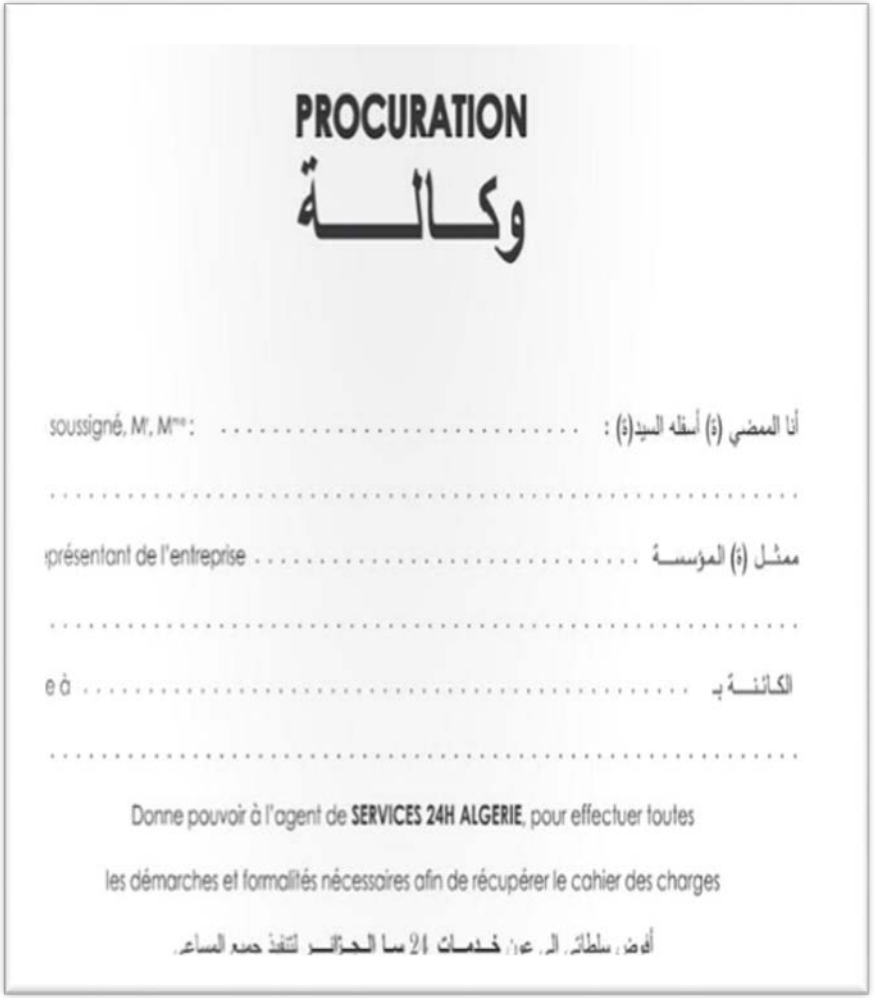
UNOPS

Internal Controls

Internal Controls are the checks and balances on expenses, legal commitments, and activities in an organization.

- We except you to have good internal controls where:
  - There is an employee Code of Conduct/Ethics.
  - Contracts and job descriptions for employees are written down and signed by the employee.
  - You report periodically to your Board Members AND your periodically Board Members meet.
  - You have a hiring and salary policy for employees.
  - You have a policy for employees to report fraud and safeguards to protect them from retaliation.
  - There is a clear chain of command or manager/supervisor/executive line.
  - You have a written procurement, travel, and accounting procedures.

Documenting Expenses



PROCURATION

وكالـــــة

soussigné, Mr, Mme : ..... : أنا الممضي (ة) أسفله السيد(ة)

.....

présentant de l'entreprise ..... ممثـل (ة) المؤسسـة

.....

e à ..... الكائنـة بـ

.....

Donne pouvoir à l'agent de **SERVICES 24H ALGERIE**, pour effectuer toutes

les démarches et formalités nécessaires afin de récupérer le cahier des charges

أفوض سلطاتي إلى عون خدمات 24 سا الجزائر لتنفذ جميع المساعي

- Documenting expenses allows you to prepare for audits, follow the stages of a purchase, validate accounting records, and show proof of what you have accomplished.

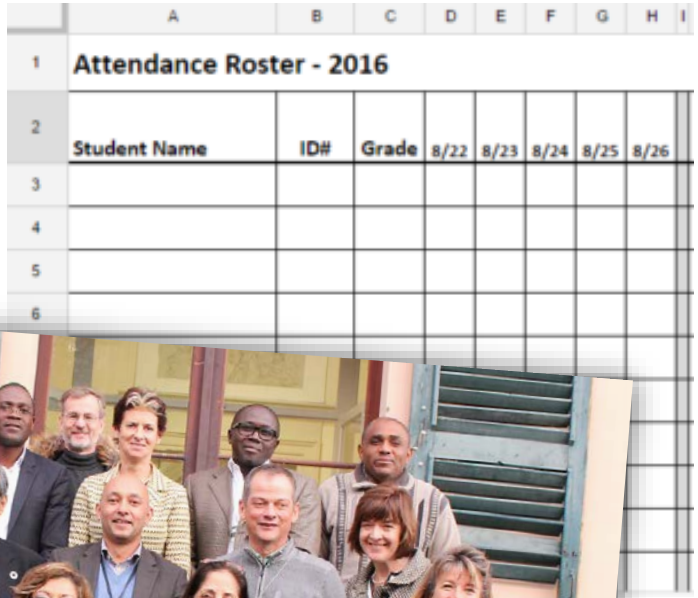
- Examples: Key Documentation
  - Payroll
    - Signed timesheets with supervisory approval
    - Payroll register
    - Personnel file with salary/wage information
    - Employment contracts
    - Cancelled checks

Documenting Expenses (continued…)

- Procurement
  - Quotes for goods/services (normally 3)
  - Contract (if necessary)
  - Invoice
  - Receipt (multiple if paid in instalments)
  - Photos/certificates/or other proof of delivery
- Travel
  - Airline/train tickets
  - Contract/receipt for drivers
  - Itemized hotel bill
  - Cancelled check/direct deposit of DSA.
  - Travel summary form (that shows purpose of travel, dates, # of meals included, etc.)

Documenting Expenses (continued…)

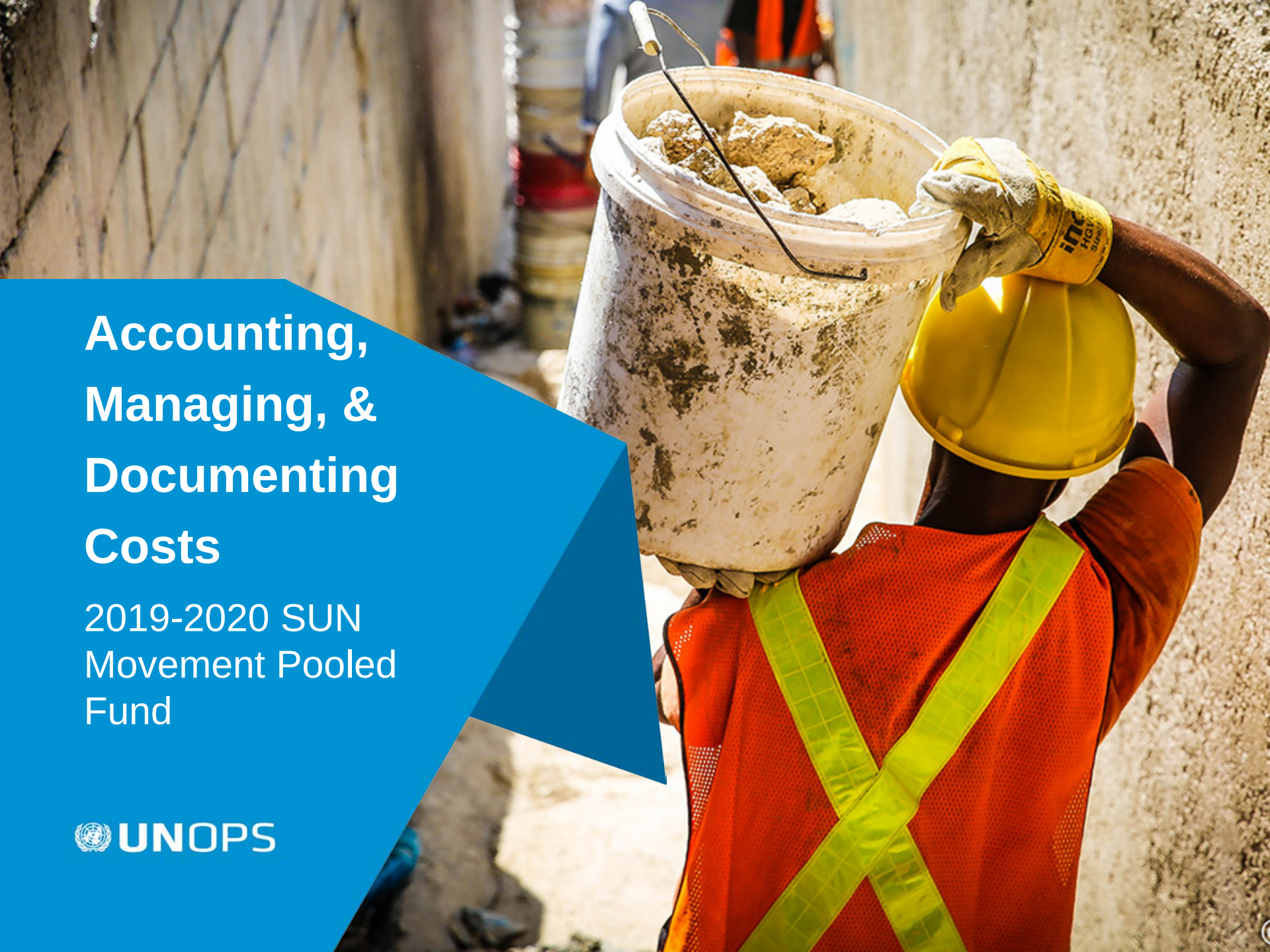
- Activities
  - Attendance rosters
  - Photos
  - News articles



	A	B	C	D	E	F	G	H	I
1	Attendance Roster - 2016								
2	Student Name	ID#	Grade	8/22	8/23	8/24	8/25	8/26	
3									
4									
5									
6									

Accounting, Managing, & Documenting Costs

2019-2020 SUN Movement Pooled Fund



UNOPS

Contact

- Hours:
  - 08:00 – 18:00 (Geneva or London Time)

- Marek Gajdos (Monthly Updates – all countries):
  marek.gajdos@scalingupnutrition.org
- Haroon Ahmadzai (Interim Reports – all countries):
  mohammadharoona@unops.org
- Tin Me Me Aung (Anglophone Africa / Asia):
  tinmemea@unops.org
- Ann-Marie Quinn (Francophone Africa / Americas):
  annmarieq@unops.org

/unops.org

/company/unops

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/unops_official

Question & Answer

- **If we are to do our financial reports in USD, how should we treat exchange rate and exchange losses?**
  - The total grant amount under this Agreement is not subject to any adjustment or revision because of price or currency fluctuations or the actual costs incurred by the Grantee in the performance of the activities under this Agreement.
  - Continued on next slide…

Question & Answer

- For standard grant agreements, you may use the following treatment of exchange rates:
  - The Grantee shall convert expenditure in non-USD to USD using the exchange rate applied by the local bank when receiving the different tranche payments of the grant, using the following method:
    - The expenditure will be converted using the exchange rate at the date the 1st tranche payment was received by the grantee until the funds received through the 1st tranche payment are exhausted. Then the grantee will use the exchange rate at the date of the 2nd tranche payment until the funds received through the 2nd tranche payment are exhausted, and so on.
  - In certain cases, grantees may request a waiver of this provision if it supplies documentation of its own standard organizational method for converting expenditures into USD.

Question & Answer

treasury.un.org/operationalrates/OperationalRates.php

sage Center | UNOPS Intranet | Staff Pension Fund | UN Life/Insurance P... | Lignes-direcrices-O...

United Nations

Treasury - UN Operational Rates of Exchange

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- Operational Rates
  - Current
- Tools
- Help

UN Operational Rates of Exchange

Operational exchange rates for one United States Dollar (USD) listed by country. You can navigate the list by clicking on a letter.

Filter: None ◉ Rates changed since 01 Oct 2019 ○

A B C D E F G H I J K L M N O P Q R S T U V W Z

Export to: XML Excel

Country	Currency Code	Currency	Operational Rate	Effective Date	
Afghanistan	AFN	Afghanistan Afghani	78.1	01 Oct 2019	History
Albania	ALL	Albania Lek(e)	108.43	01 Oct 2019	History
Algeria	DZD	Algerian Dinar	120.657	01 Oct 2019	History
American Samoa	USD	US Dollar	1	01 Oct 2019	History
Andorra	EUR	Euro	0.914	01 Oct 2019	History
Angola	AOA	Angolan Kwanza	365.46	01 Oct 2019	History
Anguilla	XCD	E.C. Dollar	2.7	01 Oct 2019	History
Antigua and Barbuda	XCD	E.C. Dollar	2.7	01 Oct 2019	History
Argentina	ARS	Argentine Peso	57.313	01 Oct 2019	History
Armenia	AMD	Armenian Dram	475.5	01 Oct 2019	History
Aruba	AWG	Aruban Guilder	1.79	01 Oct 2019	History
Australia	AUD	Australian Dollar	1.478	01 Oct 2019	History
Austria	EUR	Euro	0.914	01 Oct 2019	History

Question & Answer

- **We signed our grant weeks after the 1 April 2019 date that is stipulated in the contract. Will we have to complete our project in 17 months to meet the 30 September 2020 deadline?**
  - Yes, you have less time to complete your activities. We cannot guarantee no-cost extensions at this time. This is also a grant for the SUN Movement and it must end on 31 December 2020.

- **Are there copies of the narrative report forms?**
  - Yes, the forms were sent to you by the Monitoring & Evaluation Specialist. We will also send out copies of these materials again after the webinar.