

**STANDARD ADMINISTRATIVE ARRANGEMENT FOR  
JOINT PROGRAMME ON FEMALE GENITAL  
MUTILATION/CUTTING  
USING PASS-THROUGH FUND MANAGEMENT<sup>1</sup>**

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<sup>1</sup> This Standard Administrative Arrangement has been agreed upon by the members of the United Nations Development Group (UNDG). Any substantial ('substantial' would imply changes that are linked to the legal relationships described in the Standard Administrative Arrangement, the governance mechanisms, reporting arrangements or equivalent) modification to the Standard Administrative Arrangement requires the prior written agreement of the Participating UN Organizations and Administrative Agent of the particular MDTF, and needs be cleared by the UNDG Advisory Group through the UN Development Operations Coordination Office (DOCO).

**Standard Administrative Arrangement**  
**between**  
**The Government of the United Kingdom of Great Britain and Northern Ireland**  
**through the Department for International Development**  
**and**  
**The United Nations Population Fund**

**WHEREAS, UNICEF and UNFPA**, Participating United Nations Organizations that have signed a Memorandum of Understanding (hereinafter referred to collectively as the “Participating UN Organizations”) have developed a third phase of the Joint Programme on Female Genital Mutilation/Cutting (hereinafter referred to as the “Programme”) starting on 1 November 2018 and ending on 31 March 2019<sup>2</sup> (hereinafter “End Date”), as may be amended from time to time, as more fully described in the Joint Programme Document “**Abandonment of Female Genital Mutilation/Cutting: Accelerating Change**” a copy of which is attached hereto as **ANNEX A**; and have agreed to establish a coordination mechanism (hereinafter referred to as the “Steering Committee”) <sup>3</sup> to facilitate the effective and efficient collaboration between the Participating UN Organizations for the implementation of the Joint Programme;

**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 Programme and have developed a Joint Programme Document 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 Programme 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 Organization in connection with the Programme)<sup>4</sup> in a Memorandum of Understanding (hereinafter referred to as the “MoU”) concluded between, the Administrative Agent and Participating UN Organizations on **5 December 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 “Programme Account”);

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<sup>2</sup> This is the date that the Fund is expected to come to operational closure as stipulated in the TOR and all programmatic activities are expected to be completed.

<sup>3</sup> The composition and role of the Steering Committee will be determined in line with the applicable UN rules and policies, and guidance for the Fund, namely the UNDG Guidance on MDTFs, and the UNDG Standard Operating Procedures for countries adopting the “Delivering as One” approach (SOPs).

<sup>4</sup> In most cases, the Administrative Agent will also be a Participating UN Organization. However, where the Administrative Agent is not a Participating UN Organization, this provision can be deleted.



**WHEREAS, The Government of the United Kingdom of Great Britain and Northern Ireland through the Department for International Development** (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 with the Host Government (if applicable) and wishes to do so through the Administrative Agent as proposed by the Participating UN Organizations; and

**WHEREAS,** this Standard Administrative Arrangement between the Donor and the Administrative Agent stipulates the terms and conditions of the financial support to the Fund, [and is not considered an international treaty and is not enforceable under international law]<sup>5</sup>;

**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 Account**

1. The Donor makes a contribution of **five hundred thousand British pounds £500,000.00** (hereinafter referred to as the “Contribution”) to support the Programme. The Contribution will enable the Participating UN Organizations to support the Fund in accordance with the TOR, as may be amended from time to time. 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 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 schedule of payments set out in ANNEX B to this Arrangement, in convertible currencies of unrestricted use, to the following account:

Name of Account:	UNFPA Contributions GBP Account
Account Number:	600862722048
Account Name:	UNFPA Contributions GBP Account
Name of Bank:	Bank of America UK
Address of Bank:	5 Canada Square London E14 5AQ United Kingdom
SWIFT Address:	BOFAGB22
Sort Code	301635
IBAN#:	GB36BOFA16505062722048 (Supplier code 31818)

<sup>5</sup> DRAFTING NOTE: Some donor governments require this language in the Arrangement. Therefore bracketed language should be deleted if not applicable.

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 **DFID** in respect of the Joint Programme pursuant to this Arrangement. The Administrative Agent will promptly acknowledge receipt of funds in writing indicating the amount received in United States dollars and the date of receipt of the Contribution.

4. All financial accounts and statements related to the Contribution will be expressed in United States dollars.

5. The United States dollar value of a Contribution payment, if made in a currency 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 Programme Account will be administered by the Administrative Agent in accordance with the regulations, rules, policies and procedures applicable to it, including those relating to interest.

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 Programme not related to the Administrative Agent functions detailed in Section I, paragraph 2 of the MoU 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 Programme as direct costs.

9. The Administrative Agent will be entitled to charge to the Programme Account a direct cost charge in an amount(s) consistent with then-current UNDG guidance to cover the cost of continuing to render Administrative Agent functions if and when the Steering Committee agrees to extend the Programme beyond the End Date with no further contribution(s) to the Fund.

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

1. The Administrative Agent will make disbursements from the Programme Account in accordance with decisions from the Steering Committee, in line with the approved



programmatic document<sup>6</sup>. The disbursements to the Participating UN Organizations will consist of direct and indirect costs as set out in the Fund 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, policies and procedures, including those relating to interest.<sup>7</sup>

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

4. The Donor reserves the right to discontinue future deposits of its Contribution further to Annex B if there is: (i) failure to fulfil any obligations under this Arrangement; (ii) if there are substantial revisions of the TOR; or (iii) if there are credible allegations of improper use of the funds in accordance with Section VIII of this Arrangement; provided however that before doing so, the Administrative Agent, the Steering Committee and the Donor will consult with a view to promptly resolving the matter.

### **Section III** **Activities of the Participating UN Organization**

#### **Implementation of the Fund**

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 those relating to procurement as well as the selection and assessment of implementing partners. 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, policies and procedures. The Donor will not be responsible or liable for the activities of the Participating UN Organizations or the Administrative Agent as a result of this Arrangement.

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<sup>6</sup> As used in this document, an approved programmatic document refers to an annual work plan or a programme/project document, etc., which is approved by the Steering Committee of a MDTF for fund allocation purposes.

<sup>7</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 Fund Account to its separate ledger account.

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. Any modifications to the scope of the approved programmatic document, including as to its nature, content, sequencing or the duration thereof by the concerned Participating UN Organization(s), will be subject to the approval of the Steering Committee. The Participating UN Organization will promptly notify the Administrative Agent through the Steering Committee of any change in the budget as set out in the approved programmatic document.

3. Indirect costs of the Participating UN Organizations recovered through programme support costs will be seven percent (7%). All other costs incurred by each Participating UN Organization in carrying out the activities for which it is responsible under the Programme 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 the approved programmatic document.

6. If unforeseen expenditures arise, the 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 approved programmatic document may be reduced or, if necessary, terminated by the Participating UN Organizations.

7. As an exceptional measure, particularly during the start-up phase of the Joint Programme, subject to conformity with their financial regulations, rules and policies, Participating UN Organizations may elect to start implementation of programme activities in advance of receipt of initial or subsequent transfers from the Fund Account by using their own resources. Such advance activities will be undertaken in agreement with the Steering Committee on the basis of funds it has allocated or approved for implementation by the particular Participating UN Organization following receipt by the Administrative Agent of signed Administrative Arrangements from donors contributing to the Programme. Participating UN Organizations will be solely responsible for decisions to initiate such advance activities or other activities outside the parameters set forth above.

8. Each Participating UN Organization will establish appropriate programmatic safeguard measures in the design and implementation of its Fund activities, thereby promoting the shared values, norms and standards of the United Nations system. These measures may include, as applicable, the respect of international conventions on the environment, on children's rights, and internationally agreed core labour standards.

245



### Special Provisions regarding Financing of Terrorism

9. Consistent with UN Security Council Resolutions relating to terrorism, including UN Security Council Resolution 1373 (2001) and 1267 (1999) and related resolutions, the Participants are firmly committed to the international fight against terrorism, and in particular, against the financing of terrorism. Similarly, the Participants and the Participating UN Organizations recognize their obligation to comply with any applicable sanctions imposed by the UN Security Council. Each of the Participating UN Organizations will use all reasonable efforts to ensure that the funds transferred to it in accordance with the MoU are not used to provide support or assistance to individuals or entities associated with terrorism as designated by any UN Security Council sanctions regime. If, during the term of this Arrangement, a Participating UN Organization determines there are credible allegations that funds transferred to it in accordance with this Arrangement have been used to provide support or assistance to individuals or entities associated with terrorism as designated by any UN Security Council sanctions regime, it will as soon as it becomes aware of it inform the Steering Committee, the Administrative Agent and the Donor and, in consultation with the donors as appropriate, determine an appropriate response.

### Section IV Equipment and Supplies

Ownership of equipment and supplies procured, and intellectual property rights associated with works produced, using funds transferred to the Participating UN Organization under the MoU, will be determined in accordance with the regulations, rules, policies 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 Steering 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, to be provided no later than five months (31 May) after the end of the calendar year;
- (b) Annual consolidated financial reports, as of 31 December with respect to the funds disbursed from the Programme Account, to be provided no later than five months (31 May) after the end of the calendar year;

- (c) Final consolidated narrative report, after the completion of the activities in the approved programmatic document, including the final year of the activities in the approved programmatic document, to be provided no later than six months (30 June) after the end of the calendar year in which the operational closure of the Programme occurs;
  - (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, including the final year of the activities in the approved programmatic document, to be provided no later than five months (31 May) after the end of the calendar year in which the financial closing of the Programme occurs.
2. Annual and final reporting will be results-oriented and evidence based. Annual and final narrative reports will compare actual results with expected results at the output and outcome level, and explain the reasons for over or underachievement. The final narrative report will also contain an analysis of how the outputs and outcomes have contributed to the overall impact of the Fund. The financial reports will provide information on the use of financial resources against the outputs and outcomes in the agreed upon results framework.
3. The Administrative Agent will provide the Donor, 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" 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 five months (31 May) after the end of the calendar year in which the financial closing of the Programme occurs.
4. Consolidated reports and related documents will be posted on the websites of the Administrative Agent [www.unfpa.org](http://www.unfpa.org).

## **Section VI**

### **Monitoring and Evaluation**

#### **Monitoring**

1. Monitoring of the Programme will be undertaken in accordance with the TOR. The Donor, the Administrative Agent and the Participating UN Organizations will hold consultations at least annually, as appropriate, to review the status of the Fund. In



addition, the Donor, the Administrative Agent and the Participating UN Organizations will discuss any substantive revisions to the Programme, and promptly inform each other about any significant circumstances and major risks, which interfere or threaten to interfere with the successful achievement of the outcomes outlined in the TOR, financed in full or in part through the Contribution.

### Evaluation

2. Evaluation of the Programme 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.

3. The Steering Committee and/or Participating UN Organizations will recommend a joint evaluation if there is a need for a broad assessment of results at the level of the Fund or at the level of an outcome within the Fund. The joint evaluation report will be posted on the website of the Administrative Agent [[www.unfpa.org](http://www.unfpa.org)].

4. In addition, the Donor may, separately or jointly with other partners, take the initiative to evaluate or review its cooperation with the Administrative Agent and the Participating UN Organizations under this Arrangement, with a view to determining whether results are being or have been achieved and whether contributions have been used for their intended purposes. The Administrative Agent and the Participating UN Organizations will be informed about such initiatives, will be consulted on the scope and conduct of such evaluations or reviews and will be invited to join. Participating UN Organizations will upon request assist in providing relevant information within the limits of their regulations, rules, policies and procedures. All costs will be borne by the respective Donor, unless otherwise agreed. It is understood by the Participants that such evaluation or review will not constitute a financial, compliance or other audit of the Fund including any programmes, projects or activities funded under this Arrangement.

## Section VII Audit

### External and Internal Audit

1. The activities of the Administrative Agent and each Participating UN Organization in relation to the Programme will be exclusively audited by their respective internal and external auditors in accordance with their own financial regulations and rules. The corresponding external and internal audit reports will be disclosed publicly unless the relevant policies and procedures of the Administrative Agent or each Participating UN Organization provide otherwise

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### Joint Internal Audits

2. The Internal Audit Services of the UN organizations involved in the Fund may consider conducting joint internal audits thereof in accordance with the Framework for Joint Internal Audits of UN Joint Activities, including its risk-based approach and provisions for disclosure of internal audit reports related to the Programme. In doing so, the Internal Audit Services of the Administrative Agent and the Participating UN Organizations will consult with the Steering Committee

### Cost of Internal Audits

3. The total costs of internal audit activities in relation to the Fund will be borne by the Programme.

### Audits of Implementing Partners

4. The part of the Contribution transferred by a Participating UN Organization to its implementing partners for activities towards the implementation of the Programme will be audited as provided under that Participating UN Organization's financial regulations and rules, as well as its policies and procedures. The disclosure of the corresponding audit reports will be made according to the policies and procedures of that Participating UN Organization.

## **Section VIII**

### **Fraud, Corruption and Unethical Behaviour**

1. The Participants are firmly committed to take all necessary precautions to avoid and address corrupt, fraudulent, collusive, coercive, unethical, or obstructive practices. The Administrative Agent and the Participating UN Organizations recognize that it is important that all United Nations staff, individual contractors, implementing partners, vendors and any third parties which are involved either in joint activities or in those of the Administrative Agent or Participating UN Organization (such individuals and entities being hereinafter referred to, together as the "Individuals/Entities", and individually as the "Individual/Entity") must adhere to the highest standard of integrity as defined by each relevant UN organization. To this end, the Administrative Agent and each Participating UN Organization will maintain standards of conduct that govern the performance of the Individuals/Entities, to prohibit practices which are contrary to this highest standard in any activity related to the Fund/Programme. If an Individual/Entity is a UN organization, the Participating UN Organization engaging that Individual/Entity will rely upon that Individual's/Entity's standard of integrity. The Individuals/Entities must not engage in corrupt, fraudulent, collusive, coercive, unethical, or obstructive practices, as defined below.

2. In this Arrangement,



(a) “Corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another individual or entity;

(b) “Fraudulent practice” means any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, an individual or an entity to obtain a financial or other benefit, or to avoid an obligation;

(c) “Collusive practice” means an arrangement between two or more individuals and/or entities designed to achieve an improper purpose, including influencing improperly the actions of another individual or entity;

(d) “Coercive practice” means impairing or harming, or threatening to impair or harm, directly or indirectly, any individual or entity or the property of the individual or entity to influence improperly the actions of an individual or entity;

(e) “Unethical practice” means the conduct of behavior that is contrary to staff or supplier codes of conduct such as those relating to conflict of interest, gifts and hospitality, and post-employment provisions; and

(f) “Obstructive practice” means acts or omissions intended to materially impede the exercise of contractual rights of audit, investigation and access to information, including destruction, falsification, alteration or concealment of evidence material to an investigation into allegations of fraud and corruption.

### Investigations

3. (a) Investigations of allegations of wrongdoing by Individuals/Entities involved in the Fund which are contracted by the Administrative Agent or a Participating UN Organization will be carried out by the Investigation Service of the UN organization with which the potential subject of investigation is contracted (Administrative Agent or Participating UN Organization), in accordance with that UN organization’s internal policies and procedures.

(b)

(i) In the event that the Investigation Service of the Administrative Agent determines that an allegation in relation to the implementation of the activities for which the Administrative Agent is accountable is credible enough to warrant an investigation, the Administrative Agent will promptly notify the Steering Committee to the extent that such notification does not jeopardize the conduct of the investigation, including but not limited to the prospects of recovery of funds or the safety or security of persons or assets.

(ii) In the event that the Investigation Service of a Participating UN Organization determines that an allegation in relation to the implementation of the

activities for which that Participating UN Organization is accountable is credible enough to warrant an investigation, it will promptly notify the Steering Committee and the Administrative Agent of the Programme, to the extent that such notification does not jeopardize the conduct of the investigation, including but not limited to the prospects of recovery of funds or the safety or security of persons or assets.

(iii) In the case of such notification, it is the responsibility of the Steering Committee and the Administrative Agent to communicate promptly with the relevant anti-fraud offices (or equivalent) of the Donor.

(iv) In case of a credible allegation, the relevant UN organization(s) will take timely and appropriate action in accordance with its regulations, rules, policies and procedures, which may include withholding further disbursements to the Individual(s)/Entity(ies) allegedly involved in the corrupt, fraudulent, collusive, coercive, unethical or obstructive practices as defined above.

(c)

(i) The UN organization's Investigation Service reviewing the credibility of an allegation or conducting the investigation will share information as appropriate with counterpart Investigation Services of the other UN organizations involved in the Fund (Administrative Agent or Participating UN Organization) to determine the best path towards resolution of the investigation and whether the alleged wrongdoing is limited to such UN organization or whether one or more other UN organizations involved in the Programme (Administrative Agent or one or more Participating UN Organizations) may also be affected. If the relevant Investigation Services determine that more than one UN organization could be affected by the alleged wrongdoing, they will follow the procedure described below in clause (ii).

(ii) Where a potential subject of an investigation is contracted by more than one UN organization involved in the Fund, the Investigation Services of the UN organizations concerned (Administrative Agent or Participating UN Organization) may consider conducting joint or coordinated investigations, determining which investigation framework to use.

(d) Upon completion of the internal reporting on their investigation by the Participating UN Organization(s) concerned as established in their respective internal policies and procedures, the Participating UN Organization(s) will provide information on the results of their investigation(s) to the Administrative Agent and the Steering Committee. In the case of the Administrative Agent, upon completion of its internal reporting, it will provide the information on the results of its investigation to the Steering Committee. Following such receipt of information on the results of the investigation(s), it is the responsibility of the Steering Committee and the Administrative Agent to communicate promptly with the relevant anti-fraud offices (or equivalent) of the Donor.



(e) Each UN organization(s) concerned (Administrative Agent or Participating UN Organization) will determine what disciplinary and/or administrative measures, including referral to national authorities, may be taken as a result of the investigation, according to its internal policies and procedures on disciplinary and/or administrative measures, including vendor sanction mechanism, as appropriate. The Participating UN Organization(s) concerned will share information on measures taken as a result of the investigation(s) with the Administrative Agent and the Steering Committee of the Programme. The Administrative Agent will share information on measures taken as a result of its own investigation with the Steering Committee. Following such receipt of information on measures taken as a result of the investigation(s), it is the responsibility of the Steering Committee and the Administrative Agent to communicate promptly with the relevant anti-fraud offices (or equivalent) of the Donor.

#### Recovery of Funds

4. If there is evidence of improper use of funds as determined after an investigation, the UN organization(s) concerned (Administrative Agent or Participating UN Organization) will use their best efforts, consistent with their respective regulations, rules, policies and procedures to recover any funds misused. With respect to any funds recovered, the Participating UN Organization will consult with the Steering Committee, the Administrative Agent and the Donor. The Donor may request that such funds be returned to it in proportion to its Contribution to the Programme, in which case the Participating UN Organization would credit that portion of the funds so recovered to the Fund Account and the Administrative Agent would return that portion of such funds to the Donor in accordance with Section X, paragraph 6. For any such funds the Donor does not request to be returned to it, such funds will either be credited to the Programme Account or used by the Participating UN Organization for a purpose mutually agreed upon.

5. The Administrative Agent and the Participating UN Organizations will apply the provisions of Section VIII, paragraphs 1 to 4 above in accordance with their respective accountability and oversight framework as well as relevant regulations, rules, policies and procedures.

### **Section IX**

#### **Communication and Transparency**

1. Subject to the regulations, rules, policies and procedures of the Participating UN Organization, information given to the press, to the beneficiaries of the Fund, all related publicity material, official notices, reports and publications, will highlight the results achieved and acknowledge the role of the Host Government, the Donor, 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 are posted, where appropriate, for public information on the websites of the Administrative Agent [www.unfpa.org]. Such reports and documents may include Steering Committee approved programmes and programmes awaiting approval, fund level annual financial and progress reports and external evaluations, as appropriate.

3. The Donor, the Administrative Agent and the Participating UN Organizations are committed to principles of transparency with regard to the implementation of the Programme, consistent with their respective regulations, rules, policies and procedures. The Donor, the Administrative Agent, Participating UN Organizations and the Host Government, if applicable, will endeavor to consult prior to publication or release of any information regarded as sensitive.

#### **Section X**

#### **Expiration, Modification, Termination and Unspent Balances**

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 Joint Programme Document have been completed and the Programme is operationally closed.

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 written notice to the other Participant, subject to the continuance in force of paragraph 4 below for the purpose therein stated.

4. Notwithstanding the termination of this Arrangement, the amount of the Contribution transferred to the Administrative Agent up to and including the date of termination of this Arrangement will continue to be used to support the Programme until completion of the Programme at which point, any remaining balances will be dealt with according to paragraph 5 below.

5. Any balance remaining in the Programme Account upon completion of the Programme will be used for a purpose mutually agreed upon or returned to the Donor in proportion to its contribution to the Programme as decided upon by the Donor and the Steering Committee.

6. When returning funds to the Donor in accordance with paragraph 5 above or Section VIII, paragraph 4, the Administrative Agent will notify the Donor of the following: (a) the amount transferred, (b) the value date of the transfer, and (c) that the



transfer is from UNFPA in respect of the Programme pursuant to this Arrangement. The Donor will promptly acknowledge receipt of funds in writing.

7. This Arrangement will expire upon the delivery to the Donor of the certified final financial statement pursuant to Section V, paragraph 3(b).

## **Section XI**

### **Notices**

1. Any action required or permitted to be taken under this Arrangement may be taken on behalf of the Donor, by Will Niblett or his or her designated representative, and on behalf of the Administrative Agent, by Mr. Arthur Erken, Director, Division of Communications and Strategic Partnerships 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 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 [all issues except those related to fraud and investigation]:*

Name: Will Niblett

Title: Team Leader SRHR, Human Development Department

Address: Department for International Development

22 Whitehall, London SW1A 2EG

Telephone: (+44 (0) 207 023 1669)

Electronic mail: [w-niblett@dfid.gov.uk](mailto:w-niblett@dfid.gov.uk)

*For the Administrative Agent:*

Name: Mr. Arthur Erken

Title: Director, Division of Communications and Strategic Partnerships

Address: United Nations Population Fund

605 Third Avenue

New York 10158

Telephone: +1 212 297 5095

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

25

**Section XII**  
**Entry into Effect**

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

**Section XIII**  
**Settlement of Disputes**

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

**Section XIV**  
**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: [REDACTED]

Name: Will Niblett

Title: Team Leader SRHR, Human Development Department

Place: 22 Whitehall, London SW1A 2EG

Date: 6 November 2018

*For the Administrative Agent:*

Signature: [REDACTED]

Name: Mr. Arthur Erken

Title: Director, Division of Communications and Strategic Partnerships

Place: United Nations Population Fund, New York

Date: 21 November 2018



ANNEX A: TOR

ANNEX B: Schedule of Payments

ANNEX C: Standard MOU between Participating UN Organisations and Administrative Agent

25

**ANNEX B**  
**SCHEDULE OF PAYMENTS**

**Schedule of Payments<sup>8</sup>:**

**Amount:**

Payment 1 by December 2018

£250,000.00

Payment 2 by March 2019

£250,000.00

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<sup>8</sup> Optional footnote: subject to Parliamentary appropriations



## **Annex A: UNFPA-UNICEF Joint Programme on Female Genital Mutilation**

### **Proposal submitted to Department for International Development (DFID)**

<b>Name of Agencies</b>	UNFPA and UNICEF
<b>Name of project</b>	UNFPA -UNICEF Joint Programme on Elimination of Female Genital Mutilation (FGM): Accelerating Change
<b>Project cost</b>	GBP 500,000
<b>Project purpose</b>	Strengthen monitoring and evaluation, and results-based management in the UNFPA-UNICEF Joint Programme on FGM
<b>Project summary</b>	<p>The DFID funded project aims to strengthen the monitoring and evaluation component of the Joint Programme on FGM. The project will focus on the following main areas:</p> <ul style="list-style-type: none"><li>a) Expand use of a web-based planning, monitoring and reporting platform for the UNFPA-UNICEF Joint Programme on FGM;</li><li>b) Finalize baselines and targets for the results framework of Phase III of the UNFPA-UNICEF Joint Programme on FGM; and</li><li>c) Develop a compendium of indicators for the monitoring and evaluation of FGM programmes.</li></ul>

## Rationale

The **UNFPA-UNICEF Joint Programme on Female Genital Mutilation: Accelerating Change** is the largest global programme seeking to accelerate the abandonment of female genital mutilation (FGM). Working in partnership with governments, civil society and social movements, religious leaders, and communities, the Joint Programme supports community-led social norms change leading to the abandonment of FGM. The Joint Programme also supports the development and implementation of policy and legislation for the elimination of FGM as a harmful traditional practice, and access to comprehensive services for girls and women at risk of and affected by FGM. Launched in 2008, the Joint Programme began implementing Phase III (2018 -2021) in January 2018, building on many of the lessons identified in Phase II including the need to further galvanize regional political action and strengthen monitoring and evaluation (M&E), and reporting.

The lack of rigorous evaluations on FGM programmes is often cited in literature reviews as a gap in FGM programmes within the development community<sup>1</sup>. Recognizing the need to generate more rigorous evaluations, the Joint Programme has introduced, as an example, improvements in measuring social norms change which proved challenging during Phase II by investing resources in supporting cutting-edge research. The Joint Programme has been working on the development of a social norms framework with indicators and measurement tools that are being piloted in Phase III. In addition to improving the measurement of social norms, the Joint Programme has also committed to strengthening M&E and reporting as a way to improve the programme's effectiveness and efficiency, and knowledge management. Efforts include ensuring the alignment the Joint Programme's M&E with results-based management (a UN strategy for assessing programme effectiveness).

## Alignment of Joint Programme M&E with UN Results-Based Management Strategy

Phase III Joint Programme interventions are managed using results-based planning, monitoring and evaluation, and learning activities based on the theory of change approach. Results-based management and learning may be characterized as follows:

- **Iterative and participatory**, involving local and national government authorities, civil society, communities, Country Offices, Regional Offices and Headquarters, with the aim of developing their capacity to identify goals and manage to achieve them in a sustainable manner;
- **Thoroughly based on evidence**, quantitative and qualitative, sourced from the Joint Programme activities, partners and stakeholders at the community, country, regional, and global levels;
- **Real-time learning** in which everyone shares and communicates data, evidence, experience, and knowledge and reflects analytically on emerging opportunities to exploit and on how to creatively address bottlenecks step by step;
- Everyone is held **accountable for collaboration, coordination, and contribution** towards results; and

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<sup>1</sup> Feldman-Jacobs 2013; Johansen et al 2013; ICRW 2016; Berg and Denison 2013; and Shell-Duncan et al 2016.



- **Stakeholders and communities are enabled to see their potential for change**, what is already changing, where change is stuck, and how they can facilitate change in the direction they want to achieve their objectives.

In order to ensure results-based management and learning in Phase III of the Joint Programme on FGM, two key challenges must be addressed which were identified in Phase II:

*Weak information systems:* Policymakers and other programme managers often face challenges in developing effective FGM policies and programmes due to M&E systems that rely on weak management information systems, and the lack of relevant indicators and non-standardized definitions. While the Data for All platform was introduced in Phase II, a more efficient use of the platform for planning, monitoring and report requires enhancing the features of system and additional training for users.

*Contextualization of global results frameworks for countries and regions:* FGM programmes including the Joint Programme use data gathered through surveys of sample populations such as the Demographic and Health Survey (DHS), Multiple Indicator Cluster Surveys (MICS) and other national surveys to monitor impact and outcome indicators. However, national level data does not always reflect community level changes in prevalence rates. Based on the Joint Programme's experience with M&E in Phase II, UNFPA conducted a projection of girls at risk of undergoing FGM based on prevalence levels and the annual average of reduction in prevalence. Based on these projections, an indicator capturing the "number of girls saved" was added to the results frameworks to enable countries closely monitor this trend based on Joint Programme interventions. While introducing this indicator is a positive development for Phase III, emphasis on evidence-based programme planning, monitoring and evaluation requires administrative and community level data, including qualitative information, to assess the reach and effectiveness of the Joint Programme on FGM.

Described below are steps being taken by the Joint Programme on FGM in Phase III to address the challenges outlined above.

#### **i) Enhance use of Data-for-All web-based planning, monitoring and reporting platform**

In Phase II, the Joint Programme introduced an online framework to systematize data collection from all the countries in line with the programme's results-based framework. The system is housed within the global DevInfo initiative, the database system endorsed and widely used by the United Nations. DiMonitoring was the initial version of the framework, which has been functional since the end of 2016. In operationalizing the framework, more than 1,830 programme managers and experts from UNFPA, UNICEF, government and partner civil society organizations (CSO) were trained in using the platform, and 17 nested databases were linked to the global database.

The Joint Programme has continued its efforts further enhancing the framework and introduced a second version of Data for All (DFA). DFA has additional features on data quality assurance and a dashboard to graphically present the information captured in the framework and, more importantly, financial information at the outcome and output level. This greatly strengthened

target setting and results reporting for the Joint Programme in Phase II. However, country offices faced challenges in ensuring that the right systems and human resources were in place to produce accurate data for the effective utilization of the tool.

## **ii) Contextualize global results framework for countries and regions**

Since the launch of Phase III, participating countries and the regional offices have been in the process of operationalizing and adjusting the global results framework to ensure relevance based on the local context, and accountability, while aligning with the overall theory of change. Based on the feedback from countries, efforts are being made to further refine the indicators and develop metadata to ensure a common understanding of the indicators and improve reporting of Joint Programme achievements.

Despite these efforts, there remain several challenges in the baselines and targets for the indicators for Phase III of the Joint Programme including:

- Completeness of baselines, milestones and end targets: no country has reported on all of the indicators.
- Incorrect reporting of indicators: some countries have reported numbers instead of proportions as formulated for some of the related indicators.
- Lack of data: for some of the indicators formulated as proportions, primary data, i.e., the numerator and/or the denominator are not provided such as *"Proportion of communities that made public declaration of abandonment of FGM"*.
- Inconsistency and/or implausibility: some figures seem too low or too high due to a misunderstanding (or definition of concepts) of some of the indicators. In addition, on some interrelated indicators, while *"Proportion of communities where enablers of social norm change are in place: Girls become change agents after completing a capacity development package"* is reported, the country did not report on the *"Proportion of communities implementing a capacity package for girls related to FGM elimination"*.

## **Project description**

Given the contributions of the UNFPA-UNICEF Joint Programme on FGM in supporting the accelerated abandonment of FGM, it is critical that the programme assess the effectiveness of interventions, as well as capture good practices and lessons learnt that could be shared globally. The DFID funded project will enable the Joint Programme to support M&E activities in the Joint Programme not covered by the programme's current budget. The project is expected to build capacity in data collection and analysis including capturing real-time data), and promote innovative and participatory approaches to M&E such as the use of quantitative and qualitative methods, and mobile technology to capture stories, images and video for the monitoring of interventions.



## **Goal**

The overall goal of the project is to contribute to improving accountability and evidence-based programming by strengthening monitoring and evaluation, and results-based management in the UNFPA-UNICEF Joint Programme on FGM.

## **Objectives**

The project will strengthen monitoring and evaluation capacities and systems in the UNFPA-UNICEF Joint Programme for FGM including improve data collection and analysis, and reporting.

## **Key deliverables**

1. Capacity for planning, monitoring and reporting in the Joint Programme on FGM using the Data for All platform improved. Improvement in the use of the Data for All platform will address weaknesses in information management systems at the country level.
2. Baselines and target data analysis reports for the results framework of the Joint Programme on FGM, including country profiles completed. Support for Joint Programme M&E will ensure data is captured and analyzed across countries for effective monitoring of programme interventions.
3. A compendium of indicators for the monitoring and evaluation of FGM programmes developed. The compendium will ensure consistent monitoring of FGM indicators by all partners in the Joint Programme in addition to other programmes supporting the elimination of FGM.

## **Key project activities**

The project will focus on the implementation of the following key activities:

1. **Enhance the “Data for All” planning, monitoring and reporting platform for the Joint Programme on FGM**
  - 1.1. Upgrade Data for All functionalities, including the “Data Capture” component, to improve the quality of reporting for the Joint Programme on FGM
  - 1.2. Train Data for All data users, including in-depth training and training of trainers for the global administration of the Data for All platform, and support focal points in each country are piloting the “Data Capture” component
2. **Develop baselines and target analysis reports for the results framework of the Joint Programme on FGM including country profiles**

2.1. Organize technical support to countries to complete and quality assure the baseline and target data

2.2. Support the countries to conduct complementary baseline data collection to fill the data gap.

2.3. Develop baseline analyses and country profile reports

### 3. Develop a compendium of indicators for monitoring and evaluation of FGM programmes

3.1. Hire a consultant to support the development of a compendium of indicators for the monitoring and evaluation of FGM programmes

3.2. Organize consultative meetings with relevant stakeholders for the validation of the compendium of indicators

## Results Framework

Expected results	Key indicators
<b>Outcome</b>	
Strengthened monitoring & evaluation and the results-based management of the FGM Joint Programme.	1. Proportion of countries supported by the FGM Joint Programme that have reported baseline and target data for at least 90% of relevant indicators
<b>Outputs</b>	
1. "Data for All" planning, monitoring and reporting platform for the Joint Programme on FGM enhanced.	1.1. DFA planning, monitoring and reporting platform includes features that improve the quality of reporting for the Joint Programme on FGM 1.2. The "Data Capture" component of DFA piloted in at least three countries
2. Baselines and target analysis reports for the results framework of the Joint Programme on FGM including country profiles developed.	2.1. Baselines and target analysis reports completed 2.2. Proportion of countries that have baseline and target analysis reports
3. A compendium of indicators for monitoring and evaluation of FGM programmes developed.	3.1. The compendium of FGM indicators document finalized



## Budget

Expected Results	Activities	Budget GBP	Tentative Timeframe
1. "Data for All" planning, monitoring and reporting platform for the Joint Programme on FGM enhanced.	2.1. Upgrade DFA functionalities including the "Capture" component	31,360	Nov - Dec 2018
	2.2. Provide training for the global administrator of the DFA	7,840	Nov-18
	2.3. Train DFA data users for countries piloting the "Capture" component	54,880	Feb-19
	2.4. Pilot the data capture component in three countries	62,720	Feb – Mar 2019
	<b>Total Output 1</b>	<b>156,800</b>	
3. Baselines and target analysis reports for the results framework of the Joint Programme on FGM including country profiles developed.	3.1. Organize technical support for countries to complete and quality assure baseline and target data	78,400	Nov-18
	3.2. Support the countries to collect complementary baseline data	133,577	Nov –Jan 2019
	3.3. Develop a global baseline analysis report and country profiles baseline analysis report		Feb 2019
	3.4 Format and print the baseline analysis reports	7,840	Mar 2019
	<b>Total Output 2</b>	<b>219,817</b>	
4. A compendium of indicators for monitoring and evaluation of FGM programmes developed.	4.1 Hire a consultant for the development of the compendium of indicators	22,500	Nov - Dec 2018
	4.2 Organize consultative meetings with relevant stakeholders for the validation of the compendium of indicators	56,000	Feb 2019
	4.3 Format and print the compendium of indicators document	7,500	Jan - Feb 2019
	<b>Total Output 3</b>	<b>86,000</b>	
<b>Direct Project Budget</b>		<b>462,617</b>	
<b>Indirect Cost (7%)</b>		<b>32,383</b>	
<b>Administrative Agent Fee (1%)</b>		<b>5,000</b>	
<b>Total Project Budget</b>		<b>500,000</b>	

