



## Accountability Guide for Project Finance Agreements 2020 Call for Proposals

*Strengthening Community-Based Organizations Working in the Response to HIV in Latin America and the Caribbean in the context of the COVID-19 Pandemic*

The Joint United Nations Programme on HIV/AIDS was established in 1994 by a resolution of the United Nations Economic and Social Council and began operations in January 1996. It is governed by a Programme Coordinating Board (PCB) consisting of representatives of 22 governments from all regions, the UNAIDS cosponsors and five representatives of non-governmental organizations, including representatives of associations of people living with HIV.

Our objective is to strengthen the central role of communities working with or affected by HIV in the Latin American and the Caribbean region in the context of the response to COVID-19 and, thus, promote the creation of community-led projects and evidence.

You are invited to consult this step by step guide regarding UNAIDS' financial processes, which was created in order to facilitate access to accountability and transparency processes for UNAIDS' partners within the framework of the programme Strengthening Civil Society and Community-Based Organizations working in the Response to HIV in Latin America and the Caribbean, in the context of the COVID-19 Pandemic.

### Terminology

- **Implementation partner:** the civil society organizations, community-based organizations or networks of organizations that will implement the actions foreseen in a **project** document submitted to UNAIDS in order to obtain funding for its implementation. The **implementation partner** must be a legal entity properly registered with a bank account in its name.
- **Project document:** the document that the implementation partner submitted for consideration by UNAIDS for technical support, assistance or funding.
- **Vendor:** form provided by UNAIDS that collects the data required for the registration of the implementation partner in the UNAIDS administrative system. If this form is not completed, an administrative relationship cannot be undertaken.
- **PFA:** short for “Programme Funding Agreement”, the contractual document signed between the implementation partner and UNAIDS.

## Steps to follow by implementation partners for efficient accountability

1.- Every ***implementation partner*** undertaking cooperative actions with UNAIDS must have:

- a) a certificate of establishment or bylaws
- b) an active bank account

2.- UNAIDS will request, after the funds are approved, that the Implementation Partner completes a form called "Vendor", where the necessary data must be included for the registration of the entity in the administrative system of UNAIDS, which will allow making the expenditures planned for the implementation of the project. In this document, you will be asked to provide a series of data that must be reliable and verifiable through legal documents.

The following information will be needed: the implementation partner's name, address, country, email, contact person, bank's name, bank's address, city where the bank is located, type of bank account, bank account number, type of currency, name of the account holder, swift code and local bank code.

3.- The contracts that the ***implementation partner*** signs with UNAIDS are called PFAs, and they establish the clauses, legal principles and conditions under which technical or financial cooperation is provided to the ***implementation partner*** based on the project document. The acronym PFA refers to Programme Funding Agreement, i. e. non-commercial contracts.

4.- PFAs must be signed by the legal representative of the implementation partner based on a project document that details: 1) The actions that will be implemented; 2) The itemized budget of those actions identifying the components in which the project will invest the resources provided by UNAIDS through this agreement.

5.- Example:

| Number | Concept   | Unit cost     | Number of times | Total cost in USD |
|--------|---|---------------|-----------------|-------------------|
| 1      | Hosting, domain and platform maintenance for a year | USD\$2.300,00 | 3               | USD\$9.900,00     |
| 2      | Platform development and programming                | USD\$2.000,00 | 1               | USD\$2.000,00     |
| 3      | Audiovisual and communication material production   | USD\$2.000,00 | 1               | USD\$2.000,00     |
|        | Total amount  |               |                 | USD\$13.900,00    |



6.- The sum of these financing items must be calculated both in American dollars (USD) and in the currency of the bank account reported by the Implementation Partner, in which the funds will be received. The dollar exchange rate is defined by the administrative system of the United Nations.

7.- Payments will always be made in three parts:

- First payment: after signing the contract.
- Second payment: after submission of the first (partial) progress report and approval of its content by the UNAIDS programming team.
- Third and final payment: after submission of the final report, implementation of 100% of the project activities and approval of the report content by the UNAIDS programming team.

8.- It is not allowed to buy equipment or food with the UNAIDS funds.

9.- To receive the second expenditure or transfer of funds, the NGO must submit a **progress report** for approval by the UNAIDS programming team. The following information should be included:

**A. A summary of the activities carried out during the project**

- Detail the activities that were presented through the project document.
- Indicate the percentage of implementation achieved on each of the activities up to the date of submission of the progress report.
- If additional activities were carried out, report them and indicate why they were conducted.
- If no activities were carried out, justify the reasons with evidence (see point C of the report).

**B. A technical description of the project's progress**

- Write down the project title
- Specify its total cost in USD.
- Write the amount spent up to the date of submission of the report.
- Write down the total amount remaining to be spent until the end of the project execution period.
- Mention the objective(s) of the project.
- Please indicate the partnerships and alliances that have been effective up to the date of submission of the report.
- Mention the expected results and the activities that were planned at the beginning of the project, and report their progress until the date of presentation of the report using the following scheme:

| <b>Results</b> | <b>Planned activity</b> | <b>Activity carried out up to the date of submission of the report</b> | <b>Progress percentage</b> | <b>Comments</b> |
|----------------|-------------------------|--|----------------------------|-----------------|
|                |                         |  |                            |                 |
|                |                         |  |                            |                 |

**C. Evidence from the Project**

- Provide evidence (photos, videos, records and systematization of activities, etc.) of the activities that were carried out up to the date of submission of the report.
- Provide evidence of the activities that could not be carried out.
- Provide evidence of any additional activities that were carried out, but that were not previously scheduled.
- Provide evidence of the partnerships you established for the implementation of the project.

**D. Suggestions**

- Please explain what additional measures may be required to meet the project objectives in the final period of its implementation.

10. To receive the last expenditure or transfer of funds, the implementation partner must submit a final activity report, for approval by the UNAIDS programme team, which should contain the following information:

**A. A summary of all of the activities carried out during the implementation of the project**

- Detail the activities that were presented through the project document.
- Indicate the percentage of implementation achieved up to the date of submission of the final report.
- If additional activities were carried out, report them and indicate why they were conducted.
- If no activities were carried out, justify the reasons with evidence (see point C of the report).

**B. A technical description of the project progress**

- Write down the project title.
- Specify its total cost in USD.



- Write down the amount spent up to the date of submission of the report.
- Mention the objective(s) of the project.
- Please indicate the partnerships and alliances that were effective up to the date of submission of the report.
- Mention the expected results and the activities that were planned at the beginning of the project, and report their progress until the date of presentation of the report in the following scheme:

| Results | Planned activity | Activity carried out up to the date of submission of the report | Final progress percentage | Comments |
|---------|------------------|---|---------------------------|----------|
|         |                  |   |                           |          |
|         |                  |   |                           |          |

### C. Evidence from the Project

- Provide evidence (photos, videos, records and systematization of activities, etc.) of the activities that were carried out.
- Provide evidence of the activities that could not be carried out and explain why.
- Provide evidence of any additional activities that were carried out, but that were not previously scheduled, and explain why you decided to include them.
- Provide evidence of the partnerships you established for the implementation of the project.

### D. Suggestions/Lessons learned

- Make recommendations to improve the impact of similar projects in the future; and
- please explain what additional measures may be required to meet the project objectives.

10.- Complete and sign the **financial report** to be provided by UNAIDS and approved by the UNAIDS Programme Team.

11. The Programme will not fund:

- Infrastructure costs such as the purchase of land, goods, the acquisition of office space, the construction or repair of existing buildings or offices, including, for example, the construction of services and facilities and the purchase of furniture for such establishments.
- The purchase of any type of vehicle (cars, motorcycles, boats, etc.); or office equipment (computers, printers, desks, chairs, etc.)
- Activities where a substantial part of the budget is allocated to travel and/or conference costs and services.
- Rents and salaries. Only the human resources necessary to carry out the proposed strategy will be financed.



- Projects where equipment purchases amount to more than 10% of the total project cost.

12. The Programme will not finance initiatives:

- That are not in harmony with the strategic lines established in these bases.
- That focus exclusively on research.
- Whose exclusive purpose is to participate in conferences, international courses and/or seminars.
- That grant scholarships for advanced training.