OCHA Humanitarian Financing Unit (HFU), within the joint Technical Secretariat

The HFU under the supervision of the OCHA HoO will perform the following functions:

*Management of SSHF operations and policy advice to the HC:*

i. Advise the HC and OCHA HoO on fund strategies and any other policy matters related to SSHF;
ii. Facilitate the development of the SSHF scope and objectives and/or allocation strategy papers, supporting efforts to link the Fund with the Humanitarian Programme Cycle (HPC) and the Humanitarian Response Plan (HRP);
iii. Ensure timely communication to partners on SSHF allocation processes and timelines;
iv. Engage with SSHF donors and coordinate with other humanitarian donors in the country;
v. Support resource mobilisation efforts;
vi. Produce reports, analysis and other documents as necessary to support decision-making, coordination, communication and resource mobilisation activities;
vii. Promote the complementary use of the SSHF with funding from other sources, in particular the CERF;
viii. Perform Secretariat functions for the SSHF Advisory Board;
ix. Facilitate public information sharing with all stakeholders.

*Project Cycle Management:*

i. Facilitate and train stakeholders on the use of the Grant Management System (GMS);
ii. Develop, and ensure compliance with, processes, systems, templates and tools as outlined in the Operational Manual;
iii. Provide support to all SSHF funding applicants and recipients throughout the project cycle, and promote feedback systems for continuous learning and refinement of processes;
iv. Coordinate, facilitate and oversee all activities associated with the Strategic and Technical Review of project proposals
v. Oversee approval processes and administrative aspects for those projects which are selected for funding;
vi. Liaise with the Administrative Agent for fund disbursement and other fund administration matters;
vii. Ensure narrative and financial reporting compliance;
viii. Manage project revision requests (e.g. follow-up and support on budget revisions, reprogramming, no-cost extensions, etc.);
ix. Ensure reporting to OCHA’s global Financial Tracking Service (FTS) as required.

*Implementation of the SSHF Accountability Framework:*

i. Support and advise the HC and OCHA HoO in the development and implementation of the Accountability Framework;
ii. Coordinate and develop systems for the assessment of implementing partners’ capacity and performance, for Fund-level risk management, and for monitoring and reporting;
iii. Ensure compliance with minimum requirements for Operational Modalities as described in the Operational Manual;
iv. Facilitate periodic external evaluations in line with the global agreements on evaluation requirements for CBPFs;
v. Compile the consolidated annual report of SSHF operations.

**UNDP SSHF Unit (as Managing Agent), within the joint Technical Secretariat**

UNDP will serve as the PUNO to enable funds to be channeled to NGO partners, fulfilling the role of Managing Agent (MA) for NGO projects through its country Office in South Sudan. UNDP’s responsibilities as the MA will be carried out in accordance with the provisions outlined in this Operational Manual, and in line with UNDP’s global guidance for undertaking the MA role\(^1\). UNDP’s policy of maintaining clear separation between the dual functions of Administrative Agent and PUNO will apply\(^2\). UNDP will undertake the following functions in its role as MA, integrated within the joint OCHA-UNDP Technical Secretariat.

**Management of SSHF operations and policy advice to the HC:**

i. Provide technical advice and guidance to the HC and AB and undertake appropriate follow up in cases of alleged or proven fraud, misappropriation, confiscation or any other type of irregularity which may have a bearing on the proper and accountable use of resources allocated to NGOs;

ii. Ensure reporting of suspected / actual fraud cases, and losses as a result of aid diversion including looting, confiscation, theft or any other circumstances.

**Project Cycle Management:**

i. Support Technical Review of projects prior to their final approval for funding;

ii. Prepare and sign Project Partnership Agreements (PPAs) and Project Documents for NGO implemented projects, in accordance with allocation decisions of the HC;

iii. Ensure timely fund disbursement to NGOs in line with agreed disbursement schedules;

iv. Carry out project closure in line with PPAs, including the recovery of any unspent balances from funds allocated;

v. Together with HFU, undertake orientation and training for NGOs with regard to the administrative, programmatic and financial procedures applicable to the SSHF. Maintain information and ensure communication with NGOs about all aspects within the MA role;

**Implementation of the SSHF Accountability Framework:**

i. Undertake due diligence requirements and capacity assessments of NGO partners

ii. Assume programmatic and financial accountability for funds received from the Administrative Agent for NGO projects;

iii. Support project monitoring activities undertaken by the Technical Secretariat. In particular, undertake all required activities for the proper financial oversight of NGO projects, including regular collection and analysis of financial reports, financial spot checks and audits;

iv. Execute audits of NGO projects; ensure compliance with audit requirements and follow up on recommendations from audits and monitoring findings;

v. Provide financial reports to the Administrative Agent in accordance with the SSHF MOU;

vi. Provide consolidated financial data related to NGO projects for the compilation of the SSHF Annual Report, and at other times as useful for the effective management and oversight of the Fund.

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1. *UNDP Guidelines for Engagement with NGOs under Country Based Pooled Funds (November 2016)*

2. See "UNDP’s Accountability when acting as Administrative Agent in MDTFs and/or UN Joint Programmes using the pass-through fund management modality”", <http://mdtf.undp.org/document/download/4552 >.