



## Asset Guidelines

Projects funded through the HPF often involve the purchase of assets in support of the delivery of project objectives. Implementing Partners<sup>1</sup> (IP) must adhere to the following guidelines to ensure proper reporting and management of assets purchased under a HPF project:

### 1. Procurement

- a. As a general rule, all asset purchases must be incurred as per the approved HPF project budget and within the approved timeframe in order to be considered as eligible costs.
- b. Assets purchased one (1) month before the end of the project or later are in most cases considered as not necessary for the project and will be declared ineligible unless duly justified operationally. In this case, the partner needs to notify the OCHA Humanitarian Financing Unit (HFU) through an email to obtain approval for late asset procurement.
- c. To the extent possible, the HPF advises the implementing partner to consider using their own assets rather than purchasing new ones, and can charge the depreciation cost of their own assets to the HPF project.

### 2. Ownership and Management

- a. Any asset purchased under a HPF project is considered property of the implementing partner and will remain with the partner.
- b. The partner is responsible to manage the asset and fulfil any obligations arising from the ownership of the asset e.g. taxes, insurance and any registrations required by the laws of the local government.
- c. The partner is expected to apply its own asset management rules and regulations towards depreciation, donation or write-off of an asset.
- d. The OCHA HFU must be notified on the end use or disposal of the asset through the asset register, provided by the HFU for HPF partners to list and report on the assets.
- e. Use of the asset is solely limited to humanitarian work, and cannot be used or donated for profit-making purposes. If an implementing partner sells an asset from an ongoing project, this must be clearly documented and captured in the asset register.

### 3. Reporting

- a. The partner must submit the Asset Register along with the final financial report through the HPF Grant Management System (GMS). The report should be uploaded under the document centre on the GMS.
- b. Only assets of a value equivalent to or above US\$500 should be listed in the asset register for reporting to the HPF.
- c. The Asset Register will feed into the budget review process of subsequent allocation rounds from the HPF thereby ensuring value for money.

### 4. Records and Audit

- a. OCHA reserves the right to inquire about the HPF funded asset and request relevant documentation at any time.
- b. All supporting documents for the procurement and end use of an asset (e.g. invoice, purchase order, payment voucher, bid analysis, donation certificate, government licencing and registration, and disposal approval) as reported to the HFU should be maintained for the purpose of external auditing commissioned by OCHA for all HPF projects.
- c. The partner will need to demonstrate during the project audit the proper use of the asset for the implementation of the funded project.

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<sup>1</sup> IP refers only to NGOs and not UN agencies.