

Procedures for accessing Window II

At the request of the IF Focal Point, the UNDP Country Office (UNDP/CO) will facilitate the processes of formulation, appraisal, allocation and disbursement of funds from the IF Trust Fund. Throughout this process, the UNDP/CO should adequately consult with the NFP and the NSC. In appraising the proposed projects, the Local Project Appraisal Committee (LPAC), will consider the content of the projects, their relevance, their priority within the Action Matrix, and their costing and implementation arrangements, including the proposed executing agency.

The steps for reviewing a project proposal, approbation and disbursement are as follows:

- The National Focal Point, working in close collaboration with the UNDP CO and other IF cooperating partners, will be responsible for project formulation. To ensure compliance with the UNDP format and procedures, the Country Office will facilitate and guide, with advisory services available from the Trade and Human Development Unit of UNDP Geneva, the process of the Window II project formulation and appraisal and, facilitate the resource awarding process.
- Prior to submission of projects to the LPAC, the NFP should be assisted by the UNDP CO to: rank project proposals for financing by the IFTF by order of priority; ensure that Window II project proposals for consideration by LPAC fully meet the agreed project document format (concise project description, results and resources framework with clearly stated activities, execution/implementation modalities, activity-based budget, etc.).

Following the constitution of the LPAC in line with its terms of reference the committee shall:

- Review and approve/reject project proposals submitted by the National Focal Point.
- The appraisal consists of the review of the draft project document, and the Project Results and Resources Framework. Persons who are not directly involved in the formulation must participate in the appraisal.
- Through the minutes of the meeting, the LPAC advises the Resident Representative on the soundness of the design of the project and the decision made (either approval, rejection or need for further revision taking into account comments from the LPAC). Minutes of the LPAC meetings must be maintained on file for later review by audit.
- It is recommended that the Country Office also hold one or more internal pre-LPAC meetings in ensuring the best formulation possible.

Following approval of projects by the LPAC, UNDP CO will assist the NFP in the following:

- The allocation of project numbers or project ID for approved project proposals before submission to the Trust Fund Manager (UNDP/HQ) for funding confirmation and authorization.
- Sending minutes of the LPAC and the signed project documents with their project IDs to UNDP/HQ with a copy to the IF Secretariat at the WTO.

- Once UNDP/HQ has allocated funds for the implementation of the project, the Government and the UNDP CO shall officially sign the project documents and distribute copies to all concerned parties.
- Uploading copies of the signed project documents into Atlas¹.

Project Approval

The authority to approve projects at the country level will be specifically delegated to the UNDP Resident Representative by the IF Steering Committee once the Action Matrix has been endorsed at the national level. The authority to approve project documents applies to IF Window II funds. Approval may not exceed the funds released by HQ for those funds for the given year/s.

In exercising this authority, the Resident Representative will be guided by the recommendations of the LPAC, and will seek the guidance of the IF Facilitator. The UNDP Resident Representative will have overall responsibility for all IF-supported activities under Window II. The maximum period covered by a project document is three years.

¹ UNDP uses a PeopleSoft based global integrated financial information management system for projects called Atlas. Atlas is designed to facilitate accountability, the management and monitoring of project budgets, expenditure and financial reporting by UNDP country offices. The system electronically allocates funds to projects, provides project IDs (numbers), tracks the use of resources, provides information on the availability of funds and produces the Project Delivery Reports (PDR). Atlas also maintains requests for advances and direct payments and electronically transfers authorized payments through an inter-agency voucher system.