Docusign Envelope ID: DBD2DF2D-59A7-4E31-8CB9-8D2F1CA27161

FUNDING AUTHORIZATION AND CERTIFICATE OF EXPENDITURE |FACE| CHECKLIST

Name of the Project :Regional Engagement Programme

Project and Output ID : 1000546

Requesting Programme unit: IET

Type of Request : X Direct Cash Transfer (DCT) ☐ Reimbursement ☐ Direct Payment X Liquidation

Reporting period
Year _____
1st Quarter ☐
2nd Quarter ☐
3rd Quarter ☒
4th Quarter ☐

Verification	Programme Unit	PDRM(PISO FOCAL)	Finance Unit	If No explain why
	Please select (Yes or No)			
AUTHORIZATION APPLICABLE FOR ADVANCE REQUEST AND LIQUIDATION				
FACE & Cover letter properly signed and stamped by the authorized signatory. The signatures on the FACE form corresponds to the specimen signatures of the authorized personnel of IP	Yes	Yes		
The activities, budget and amount correctly completed in line with AWP	Yes	Yes		
The IP has been micro assessed and the risk for fund transfer is acceptable		Yes		
Required supporting documents are attached for Direct payment requests (approval, contract document, invoice, vendor details, etc.)	NA	NA	NA	
Piror-approval made by UNDP inline with approved work plan and supporting document review has been made for reimbursement requests.	No	NO	NA	
Standing note to file attached if the FACE is scanned copy	NA	NA	NA	
Ensure that the standard FACE form is used without any customization	Yes	Yes	Yes	
ADVANCE REQUESTS				
Verify and ensure that the Authorized Amount indicated in column F FACE are properly reviewed by the project manager and approved by the requesting unit team leader.	Yes	Yes	Yes	
Verify and ensure that the total Outstanding Authorized Amount indicated in column G FACE incorporate current period advance on column F and any unsettled previous balance reported under column D	Yes	Yes	Yes	
The amount of the budget and resources available allows the requested advance to be paid	Yes	Yes		
The FACE is supported by an Itemized Cost Estimate [ICE] as per the Budget breakdown and for GEF project the code is as per the PIMS data (**Attachment needed**)	Yes	Yes		
Advance paid in previous quarter is 80% cleared [last three months]	Yes	Yes	Yes	
Advance paid in earlier quarters is 100% cleared [two quarters, but less than six months]	Yes	Yes	Yes	
Confirm IP has made monthly bank reconciliation for the bank account used to manage project fund transfer. If the IP doesn't have a separate bank account, subsidiary ledger should be maintained for each project at IP level.	Yes	Yes		
Confirm that detailed payment instructions (bank account where advances should be deposited) are included and verified against those in project files and letter	Yes	Yes	Yes	
Quantum Distribution Combination (COA) are according to the project budget	Yes	Yes		
Ensure that all liqudation of advances are made within a maximum of 15 days after the completion of the previous quarter	Yes	Yes		
Ensure accurate UN Operational Rates of Exchange (UNORE) for the period the advance is requested is communicated to the IP	Yes	Yes	Yes	
REPORTING AND SETTLEMENT (LIQUIDATION)				
Ensure that the total authorized amount of FACE [Column A] corresponds to the amount indicated in NEX Aging report and agree with remaining balance reported on Quantum at IP level	Yes	Yes		
Verify and ensure that the total amount authorized indicated in column A FACE corresponds to the amounts indicated in column G FACE for the previous quarter.	Yes	Yes	Yes	
Review expenditures are incurred in accordance with workplan, and ensure it is reasonable & consistent with programme activities and Statement of Expenditure report	Yes	Yes		
For expenditure incurred in excess of the authorized amount of AWP at activity level, budget reallocation approval made by authorized personnel.	NA	NA		
Reprogramming approval made by the RR or delegated staff and by counterpart for expenditure incurred for activities which is not included in approved AWP.	NA	NA		
Quantum Distribution Combination (COA) used to settle the advance exactly match with COA used to advance payment (**Attahced the Quantum invoice**)	Yes	Yes	Yes	ETH-00007662
A separate expenditure breakdown signed by IP attached with FACE report (**Attahcement needed**)	Yes	Yes	Yes	attached
Ensure that the last date of the previous quarter end date is selected on Quantum when liquidation process (exception: for mid-year June 29 and for year-end December 30).	Yes	Yes	Yes	

Programme unit: DocuSigned by: Selamawit Alebachew 4C2E8546E36D437... Date: 17-Oct-2024

PDRM: Bezabih A. Date: 17/10/2024

Finance: Date: 25/10/24

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Amhara National Regional State Bureau of Finance

Ref.ANRS-BOFED RP2.5/421

Date October14, 2024

UNDP

Addis Ababa

Subject:- Submission of 2nd & 3rd qureter Financial Report and fourth quarter Advance request

Attached hear with please find one (1) page of expenditure cost catagori, and one (1) page of FACE format report containing of Birr **8,880,706.08 (Eight million eight hundered eighty thousand seven huandered six birr & 08/100**) and Advance Requset of 4th quarter birr **7,981,495.19 (Seven million nine huandered eighty one thousand four huandered ninty five birr and 19/100**) for UNDP supported 2024 of regional engagent program implemented by Bureau of Finance .

The budget released by the following Bank account:-

Bank Name	Commrcial Bank of Ethiopia
Bank Account Name	ANRS BoF Support Project
Bank Account No	1000625571786
Bank branch	Bahir dar Branch

With regards.

In the Federal Democratic Republic of Ethiopia the Amhara National Regional State Bureau of Finance

Melaku Alemante
For External resource directorate director

DS SA

DS GS

CC

UN finance officer

Docusign Envelope ID: DBD2DF2D-59A7-4E31-8CB9-8D2F1CA27161

UN Agency: UNDP

Date: 14/10/2024

Country: Ethiopia
Programme Code: Regional Engagement Programme
Project Code: 01000546
Responsible Person: Mr Abebe Negash
Implementing Partner: Amhara Bureau of Finance

Type of Request:
X Direct Cash Transfer (DCT)
□ Reimbursement
□ Direct Payment

Currency: Birr

Activity Description from AWP with Duration	Coding for UNDP, UNFPA and WFP		REPORTING				REQUESTS / AUTHORIZATIONS		
			Authorised Amount	Actual Project Expenditure	Expenditures accepted by Agency	Balance	New Request Period & Amount	Authorised Amount	Outstanding Authorised Amount
			January- September 2024				Oct.-Dec. 2024		
	Account	Fund	A	B	C	D = A - C	E	F	G = D + F
Activity 1.4: Support the digitalization and standardization of document registration and authentication service at different Woredas…		TRAC	902,015.03	902,015.03	902,015.03	-			
Activity 1.5: Support the customization/development of manuals on the contents of public contract for warranty, Guideline for Investigation and prosecution of crimes and establishment of center for alternative dispute resolution		TRAC	1,542.00	1,542.00	1,542.00	-			
Activity 3.1: Design job creation strategy for rehabilitation and sustainable livelihood development		TRAC	287,010.00	287,010.00	287,010.-	-			
Activity 4.2: Capacitate the regional expert skills (on hazard analysis using GIS, on economic shock mitigation strategies, on mainstreaming population dynamics into regional development plan) in order to take proactive measures for any uncertainty/shocks		TRAC	699,730.38	699,730.38	699,730.38	-			
Activity 4.3: Conducting five years strategic planning training for regional stakeholders and sectors bureaus and their structure		TRAC				-	4,721,651.19	4,721,651	4,721,651.19
Activity 4.4: Conducting Capacity building training for union board, PC management committee, Zone and woreda cooperative experts		TRAC	1,157,740.94	1,152,583.67	1,152,583.67	-	-	-	-
Activity 4.5: Conduct assessment to enhance effectiveness of agro processing and mechanization performance		TRAC	553,125.67	455,000.00	455,000.-	98,125.67	-	-	98,125.67
Activity 4.6: Develop new cooperative directives and guidelines for agro processing & mechanization and delivering training based on directives.		TRAC	1,148,040.00	1,148,040.00	1,148,040.-		-	-	-
Activity 4.7: Conduct workshops to create awareness on cooperative reform		TRAC	491,935.14	488,800.00	488,800.-	3,135.14	-	-	3,135.14
Activity 4.8: Organize consultative workshop to create favorable environment for market linkage to producer, trader, buyer institution and consumer		TRAC	991,217.74	271,000.00	271,000.-	720,217.74	-	-	720,217.74
Activity 4.9: Conduct assessment, collect experience and organize workshop to modernize and digitalizing saving and credit cooperatives		TRAC	688,824.00	-	-	688,824.-	-	-	688,824.-
Activity 4.10: Training of Zone, Woreda and DA Experts on dairy production & poultry production Packages		TRAC	3,157,110.00	3,157,110.00	3,157,110.-	-	-	-	-

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Activity 4.11: Artificial propagation under indoor aquarium to increase the fingerling multiplication and Lake Tana enhancement		TRAC			-	-	2,677,729.00	2,677,729.-	2,677,729.-
M&E		TRAC	317,875.00	317,875.00	317,875.-	-	582,115.00	582,115.-	582,115.-
Grand Total			**10,396,165.89**	**8,880,706.08**	8,880,706.08	1,515,459.81	7,981,495.19	7,981,495.19	9,496,955.00

CERTIFICATION

The undersigned authorized officer of the above-mentioned implementing institution hereby certifies that:

X The funding request shown above represents estimated expenditures as per AWP and itemized cost estimates attached.

X The actual expenditures for the period stated herein has been disbursed in accordance with the AWP and request with itemized cost estimates. The detailed accounting documents for these expenditures can be made available for examination, when required, for examination

Name _____ Title _____ Signature _____

Sahlework Mulat Simie
External Resource Coordination Directorate
Director

* Shaded areas to be completed by the UN Agency and non-shaded areas to be completed by the counterpart

Approved by Chomu Bijt
Name: Deputy Res. Rep(P)
Title: October 25, 2024

FOR UNICEF USE ONLY		
Account Charges		Liquidation Information
Cash Transfer Reference:		DCT Reference:
GL codes:		DCT Amount -
Training	0	Less:
Travel	0	Liquidation
Meetings & Conferences	0	Amount -
Other Cash Transfers	0	

FOR UNDP/UNFPA USE ONLY	
New Funding Release	
Activity 2	-

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Etagegne Wolde
25/10/24

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