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PROJECT DOCUMENT**Haiti Malaria Global Fund Grant****Project Title:** Towards Malaria Elimination in Haiti**Project Number:****Implementing Partner:** UCMIT (MOH)**Start Date:** January 1st, 2021 **End Date:** December 31st, 2021**PAC Meeting date:** March 2nd, 2021**Brief Description**

The United Nations Development Program (UNDP-Haiti) has been named Principal Recipient by Haiti's Country Coordination Mechanism (CCM) to manage Global Fund resources for Malaria and ensure successful result of the grant from 2021 to 2023. The Malaria test positivity rate has been reported at 3.1 percent in 2018 and 4.1 percent in 2019. The country has recently revised the malaria stratification system by commune to four strata and it plans to distribute Long Lasting Insecticidal Nets (LLINs) by routine distribution and through mass campaigns in the two highest burden strata while doing larval source management in those two strata. The programme also includes expansion of access to improve case management through community health workers (ASCP) as well as streamlining of surveillance systems. These health activities are being implemented in a very constrained and unstable context with further challenged by the COVID-19 pandemic. After extensive programmatic analysis and also based on recommendation from the Ministry of Health of the Haitian Government, UNDP-Haiti has selected UCMIT (Unité de Coordination des Maladies Infectieuses et Transmissibles) as the main Sub-Recipient (SR) and key partner to ensure successful implementation of activities under this grant.

Transmission is localized with particular challenges in the south-west region of the country (Grand Anse Department, where the Malaria Zero project has been testing Indoor Residual Spray and Mass Drug Administration) as well as in other foci in Artibonite and the north-east regions of the country.

UNDP Haiti will be coordination interventions with all partners and ensure successful completion of the grant.

Contributing Outcome (UNDAF/CPD, RPD or GPD):

Project targets General population, People infected with malaria, Pregnant women, Children.

Indicative Output(s) with gender marker²: GEN1 (Project has limited contribution to gender equality), It is not specifically tailored to address gender but through UNDP's implementation actions, Gender equality will be fostered with implementing partner.

Total resources required:	
Total resources allocated:	USD16,777,027
	UNDP TRAC: -
	Donor: 16,777,027
	Government: -
	In-Kind: -
Unfunded:	USD 1,433,277.17

Agreed by (signatures)¹:

Government	UNDP	Implementing Partner
Haitian Ministry of Health	Resident Representative of UNDP-Haiti	Unité de Coordination des Maladies Infectieuses et Transmissibles (UCMIT)
Print Name : Dr Marie Greta-Roy Clément	Print Name: Fernando Hiraldo Del Castillo	Print Name : Dr Pavel Desrosiers
Date:	Date:	Date:

¹ Note: Adjust signatures as needed

² The Gender Marker measures how much a project invests in gender equality and women's empowerment. Select one for each output: GEN3 (Gender equality as a principle objective); GEN2 (Gender equality as a significant objective); GEN1 (Limited contribution to gender equality); GEN0 (No contribution to gender quality)

I. DEVELOPMENT CHALLENGE

Globally, elimination of malaria is a work in progress. In fact, more and more countries are moving towards zero indigenous malaria cases. In 2018, 49 countries reported fewer than 10,000 cases of indigenous malaria, compared with only 46 in 2017 and 40 in 2010. The number of countries with less than 100 cases of indigenous malaria, a good indicator that the elimination of the disease is near, went from 17 in 2010 to 25 in 2017, then to 27 in 2018. Paraguay and Uzbekistan were certified malaria-free by the WHO in 2018, while Algeria and Argentina obtained this certification in early 2019. In 2018, China, El Salvador, Iran, Malaysia and Timor-Leste reported zero cases of indigenous malaria.

In the WHO Americas region, the incidence of malaria increased in 2018, mainly due to increased transmission in three countries in the region: Brazil, Colombia and Venezuela (Bolivarian Republic) - who represent 80% of all estimated cases.

However, the goal of the 19 endemic countries in the Region including Haiti is to eliminate malaria. Nine countries in Central America and the island of Hispaniola are participating in the sub-regional initiative to eliminate malaria by 2020. Although Costa Rica reported zero indigenous cases between 2013 and 2015, there are had a resurgence of cases in recent years, with eight cases reported in 2016 and 70 cases in 2018, largely linked to increased imports of cases from neighbouring countries and, as a result, the reestablishment of transmission. In Haiti, the mapping of areas according to the level of transmission risk shows that the majority of transmission is strongly focused on the coastal and contiguous municipalities in the departments of Grand Anse, South and Nippes.

Haiti and the Dominican Republic, the two countries on the island of Hispaniola are the only countries in the Caribbean where malaria is still endemic. About 95% of cases on the island of Hispaniola are detected in Haiti. In 2019, Haiti reported 10,418 confirmed cases respectively while the Dominican Republic reported 1,303 cases respectively.

Haiti has a general population of 12,893,402 distributed over 10 geographical departments with 5 of them being areas with most cases: Grand-Anse, South, Southeast, Nippes and West. The program ensures that test and treatment are available at all times to all population groups regardless of their specific location.

The Population at risk is according to latest report from PAHO and the National Malaria Program is estimated at 4,623,646 individuals considered at risk in strata 3 and 4 areas. The program ensures that all of those would be covered by bednet distribution in routine fashion and through mass campaign.

Pregnant women are another group (250,422) considered at risk and quantification has been made to ensure they all receive a bednet at prenatal clinics while treatment is expected to cover 243 infected pregnant women.

Children are also considered at risk of malaria infection (1,739,045 of them). The funding is expected to provide treatment to cover 10,418 who are expected to be infected over the next 3 years.

In 2019, it was estimated that:

- 7.1% of the Haitian population lives in areas at high risk of transmission (incidence greater than 1 case per 1000 inhabitants and positivity index greater than or equal to 5%);
- 3.1% live in areas at medium risk of transmission (1 case per 1000 inhabitants and positivity index less than 5%); and
- The rest of the population (89.8%) live in areas at low risk of transmission (less than 1 case per 1000 inhabitants).

The total population of the country is estimated at 12,893,402 inhabitants in 2019. Adults, in general and particularly those aged 24 to 49, are the most affected group. The National Malaria Control Program and Population Services International (PSI) carried out four surveys (TRaC studies) in households between 2011 and 2017. These studies, which showed a reduction in the prevalence of malaria in the general population by 4, 9% in the 2007 national survey to 0.5% in 2012 and 0.3% in 2017. In 2017, the prevalence was 0.2% among children under 5 and 0.6% among pregnant women. It was higher in rural areas (0.4%) and in areas at high risk of transmission (1.5%). The incidence is often relatively low

Evolution of Malaria cases among children aged less than 5 years, Haiti 2012-2018

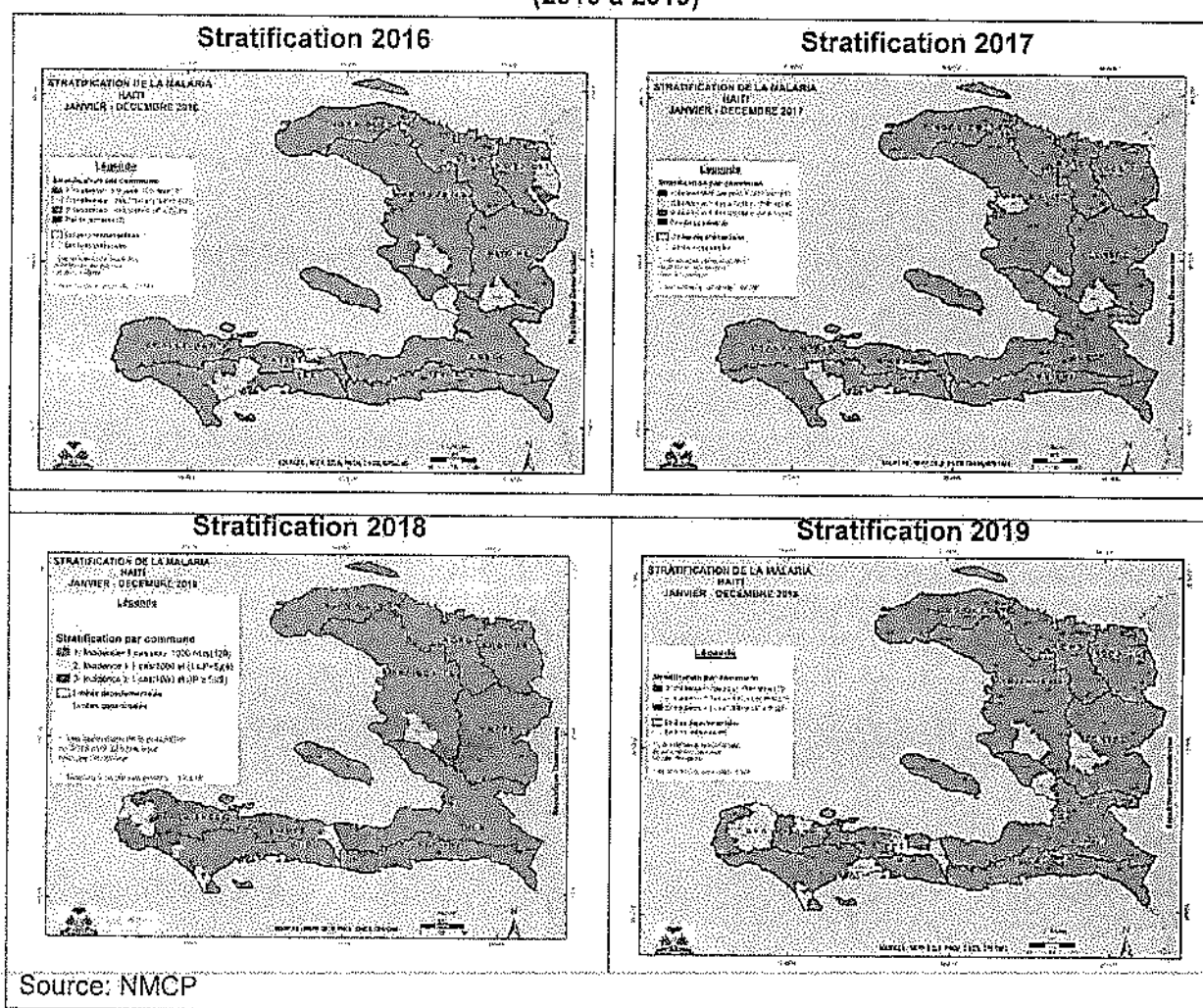
Year	Number of children tested	Number of confirmed cases	Positivity rate	Incidence
2012	23433	6834	0.29	3.8
2013	22283	4972	0.22	2.9
2014	104561	3961	0.04	1.5
2015	39356	3154	0.08	1.0
2016	46954	3356	0.07	1.0
2017	46955	2203	0.05	0.7
2018	46955	998	0.02	0.3

Source: MOH/NMCP-DELR

Furthermore, the entire population in affected areas such as malaria foci is considered at risk of malaria as outlined in malaria elimination programs. It affects both women and men equally but the program covers pregnant women to protect the young kids with Nets distribution. Cultural habits have shown that young children tend to sleep alongside their mother, this is why the Bed nets distribution targets women.

The burden of malaria has decreased considerably because in 2019, 117 out of 140 municipalities would belong to stratum 1 with 84% of municipalities with an incidence of <1 confirmed case per 1,000 inhabitants per year, thanks to community effort in outreach program to test and treat.

Evolution of stratification of yearly risks of Malaria in Haiti based on combined positivity rate (2016 à 2019)



The main challenges on the program are now the supply and availability of the test kits and treatments mixed with proper reporting. These are further challenged by the fact that political, environmental context can impact this situation quickly.

II. STRATEGY

Despite promising results, the stakes towards Malaria elimination in Haiti are high. The common adopted strategy is twofold:

Overcome the lack of focus on malaria elimination through:

- Expansion of a community health worker action in case management and reporting in order to ensure that transmission is kept at low and declining levels
- Regular therapeutic efficacy studies comparing chloroquine with other antimalarials such as SP and ACT
- Extend Rapid Diagnostic and Treatments with case detection and quality control with microscopy
- Support capacity building of staff at central and peripheral level through trainings and refresher courses
- Ensure data quality control through regular supervision and spot check

Enhance vector control strategy:

- Active surveillance and rapid case/foci investigation and response as a major part of the mix of interventions. The plan will include:

- ✓ Micro stratification: identify all foci/malaria hot spots in each commune
- ✓ Foci investigation: generate information that will guide response in the foci and improve access to care
- ✓ Micro planning: based on steps 1 and 2, set up a network of ASCP and community health nurse supervisors with tools to detect/diagnose cases quickly using passive case detection, treat immediately, conduct basic case investigation and report them immediately using line lists in hard copies or DHIS2.

This will improve coverage and access as well

- Active treatment of larva sites
- Develop an action plan in preparation of the mass campaign
- Organize and conduct routine and Mass Campaign distribution of LLINs to population at risk

The strategy to achieve result is based on:

ensuring 100% of suspected malaria cases receive a parasitological test

- Ensuring 100% of confirmed malaria cases are treated according to national guidelines, aligned to WHO recommendations
- Reach universal access to vector control measures, especially LLINs for the population at risk
- Continuously improve knowledge and practices for malaria prevention through information, education and communication (IEC) strategies for populations at risk
- Strengthen epidemiologic and entomologic surveillance, as well as monitoring and evaluation of the national strategy
- Identifying and appropriately treating all malaria outbreaks
- Enhancing access to community testing and treatment
- Leveraging the private sector in the elimination efforts
- Relying upon lessons learned from the multi-donor Malaria Zero project

Some of the Planned Activities are:

Case management:

1. Expansion of community and institutional malaria diagnosis through the use of Rapid Diagnostic Tests (RDTs), including public and private sector
2. Provision of universal access to antimalarials at the community, public and private institutions
3. External quality assurance of malaria diagnosis methods available in Haiti
4. Expansion of a community health worker action in case management and reporting in order to ensure that transmission is kept at low and declining levels
5. Regular therapeutic efficacy studies comparing chloroquine with other antimalarials such as Sulfadoxine/pyrimethamine (SP) and ACT
6. Support capacity building of staff at central and peripheral level through trainings and refresher courses
7. Ensure data quality control through regular supervision and spot checks

Epidemiologic surveillance:

1. Strengthen active surveillance through community case investigation and proactive detection in strata 1, 2 and 3
2. Strengthen outbreak response ensuring epidemiologic investigation and response as per national guidelines
3. Strengthen foci definition and investigation, through microstratification and microplanning
4. Analytical capacity building at all management levels for program reviews and population-based surveys to inform effective coverage of vector control interventions and improve data availability for M&E

Vector Control:

1. LLIN mass distribution in strata 4 and neighbouring strata 3 communities, as per country's updated stratification
2. LLIN routine distribution for the population at risk in strata 4 and 3: pregnant women and their infants
3. Targeted larval source management in higher impact areas

Entomologic surveillance:

Targeted support to comprehensive entomologic surveillance activities adapted to the stratification

Detail the project's selected approach and explain how it is expected to lead to change at the output level. Clearly link the project's ToC to the programme/CPD's ToC by stating how the project will contribute to the UNDAF/CPD outcome. State key assumptions about what will change, for whom, and how this will happen. Assumptions should include consideration of internal factors (relating to project design and implementation) and external factors (relating to other partners, stakeholders and context) that will be critical for achieving expected changes. Cite best available evidence which supports these key assumptions in the ToC, including findings from evaluation and other credible research, as well as knowledge, good practices and lessons learned from previous work by UNDP and others, in this country and in other relevant contexts.

It is good practice to include a theory of change diagram in the annex showing the linkages between the development challenge and the immediate, underlying and root causes.

III. RESULTS AND PARTNERSHIPS

Expected Results

- 100% of populations in affected areas have access to early diagnosis supported by a quality assurance program and have access to effective treatment without delay
- Strengthen malaria surveillance and program monitoring and evaluation at all levels, including institutional and community levels
- 100% of malaria outbreaks would have access to effective malaria protection measures
- Contribute through effective communication interventions to the elimination of local transmission of malaria in Haiti by December 2025

Resources Required to Achieve the Expected Results

Resources needed to achieve expected results go from assembling a highly qualified PMU staff dedicated to the Malaria project conduction and management with a total of 12 people. Resources also covers slightly more than 200 staff in the implementing partner UCMIT covering both central and regional appointees.

Other resources will cover storage and distribution of health products from Central level to CDAI at departmental level. Moreover, third party logistics would intervene for last mile delivery ensuring tests and treatment go from CDAI to health facilities in each departments and districts. 1/3 of the resources will support procurement of health products for the malaria grant another third will handle activities to be conducted and the last portion cover management cost including human resources and running costs with travel and supervision fees.

Partnerships

Partnership for this Malaria grant covers liaison with other key implementing partners and donors involved in the fight against Malaria. Among these are the multisectoral agent which is the CCM with oversight role over the general conduction of the grant, Local actors responsible for strategies, vision and programmatic aspect of the grant: MOH with all its entities : UCMIT (Unité de Coordination des Maladies Infectieuses et Transmissibles), PNCM (Programme National de contrôle de la Malaria, intégré désormais à UCMIT), DELR (Direction d'Epidémiologie de Laboratoire et de Recherche), LSNP (Laboratoire National de Santé Publique), UEP (Unité d'Evaluation des Programmes) and DPSPE (Direction de la Promotion de la Santé et Promotion de l'Environnement). Other multilateral partners involve in Malaria in Haiti are also working in coordination with UNDP:

- PAHO, who provide WHO's guidance and recommendation, and also supports quantification exercise.
- CDC Malaria Zero project with whom many meetings, workshops and collaborative efforts have been shared,
- Clinton Health Access Initiative CHAI with whom UNDP worked to develop the quantification and build a common agenda for 2021
- PSI who's is the outgoing PR managing the current GF grant from whom UNDP will take over. They will also be transferring many assets from the current grant to UNDP or the National implementing entity UCMIT.

Risks and Assumptions

Risk analysis for this grant reach a significative level when it comes to ensuring the supply Chain of both health products and bed nets. Based on OIG report from 2019, management of both routine and mass campaign distribution of nets are considered highly risky.

Other risk considered for this grant are around the political/civil unrest that might happen in the country especially considering 2021 is supposed to be election year. Also, historically, the country is generally suffering from environmental disaster like storms, floods and earthquake.

Weak reporting system also puts data at risk. The project has underperformed in the previous years and the political complexity of the situation creates an additional burden to getting the report

with complete and timely fashion. (Please refer to table of risk at the end of the document for more details and analysis)

Stakeholder Engagement

Implementation of activities under the current grant will be conducted by UCMIT which is the MOH designated SR. To ensure the entity is capable of executing the tasks properly, UNDP has engaged an independent assessment firm who has extensively assessed UCMIT and submitted a report. Based on this report, some key findings have been translated into precedent and special conditions and included in the SR agreement to mitigate risks. Activities already listed under this Malaria grant targets specific population groups:

- General population
- People infected with malaria
- Pregnant women
- Children

The strategy to access these specific population groups is spread between Community testing and treatment through ASCP (Polyvalent Health Community Agents), Prenatal care Facilities where pregnant women and children receive care and routine bed nets. The last strategy to cover general population is through the mass campaign when population living in district tagged as strata 3 and 4 (high burden) get bed nets in a door-to-door fashion.

Since the last activity (Mass Campaign is set for 2023), UNDP will assess and determine which organization will implement this big component of the grant.

South-South and Triangular Cooperation (SSC/TrC)

The project intends to establish a yearly discussion with Dominican Republic National counterpart and align vision and strategies, especially considering the fact that they already eliminated Malaria.

Knowledge

The project intends to create biannual report called PU (Progress Update) and PUDR (Progress Update and Disbursement Request). There are also a number of studies and analysis to be conducted:

- Therapeutic Efficacy Surveillance (250,001 USD)
- Population Based survey Post Mass Campaign 2020 (84,480 USD)
- Finalization of the M&E plan (58,092 USD)
- Periodic Spot Check Data quality control (39,432.12 USD)
- Access Coverage and stratification trends (Analyse de la couverture, l'accès et l'épi stratification) (79,296 USD)

The project also plans to hold quarterly workshop with all stakeholders to discuss results and set corrective measure. In terms of visibility, PMU staff will ensure they can attend as many activities as possible and support the national partner UCMIT through implementation. Results are also set to be posted on annual basis in the overall country result combined with other projects. Lessons learned are set to be analyzed and written down with sharing intent.

Sustainability and Scaling Up

All UNDP reporting for this project will be based solely on national DHS2 and tracker system. PMU will be working with UCMIT and other key entities within the ministry of Health to ensure both systems are sound and reliable. New timeline has already been set for reporting. Joint verification and validation exercises with UCMIT M&E counterparts are set to take place as described in the project document. UNDP M&E colleagues will ensure coaching and mentorship of national staff both at central and peripheral levels.

IV. PROJECT MANAGEMENT

Cost Efficiency and Effectiveness

Development of the detailed budget for the project has been made on best efficiency strategies while keeping targeted results as agreed with Global Fund. UNDP PMU is building from existing structure and systems in place with approach tailored bridge the gap identified. To this aim, UNDP will continue foster collaboration with other multilateral and national organizations.

Building on the experience available from other UNDP similar implementation roles in other countries and with support with GHST based in New York, Geneva and Copenhagen, resources will be shared through TA lines in the budget to harmonize strategies or develop new ones.

Project Management

The project team will be based at the same location where previous TV and HIV grants were sited. Arrangement has already been made to smoothly receive support for UNDP country procurement team.

Project budget supports audit for both UNDP PMU and the implementing partner UCMIT. As will be show in the next detailed budget table, all provisions have been made including direct country Office cost and support.

V. RESULTS FRAMEWORK²

Intended Outcome as stated in the UNDAF/Country [or Global/Regional] Programme Results and Resource Framework:											
Outcome indicators as stated in the Country Programme [or Global/Regional] Results and Resources Framework, including baseline and targets:											
Applicable Output(s) from the UNDP Strategic Plan:											
Project title and Atlas Project Number: Toward Malaria Elimination in Haiti											
EXPECTED OUTPUTS	OUTPUT INDICATORS ³	DATA SOURCE	BASELINE		TARGETS (by frequency of data Reporting to GF)						DATA COLLECTION METHODS & RISKS
			Value	Year	Jan-Jun 21	Jul-Dec 21	Jan-Jun 22	Jul-Dec 22	Jan-Jun 23	Jul-Dec 23	
Output 1 Impact Indicators	1.1 Malaria 1-10 ⁴⁰ Annual parasite incidence: Confirmed malaria cases (microscopy or RDT): rate per 1000 persons per year (Elimination settings)	Annual Report of the national malaria program (PNCM/ MCFN)	-			TBD		TBD		TBD	Global to Determine target for this indicator based on first year report
	1.2 Malaria 1-4 Malaria test positivity rate	Annual Report of the national malaria program (PNCM/ MCFN)	4.01%	2019		1.65%		0.67%		0.26%	PNCM Excel Database
	1.3 Malaria 1-9 ⁴⁰ Number of active foci of malaria		-			TBD		TBD		TBD	Global to Determine target for this indicator based on first year report

² UNDP publishes its project information (Indicators, baselines, targets and results) to meet the International Aid Transparency Initiative (IATI) standards. Make sure that indicators are S.M.A.R.T. (Specific, Measurable, Attainable, Relevant and Time-bound), provide accurate baselines and targets underpinned by reliable evidence and data, and avoid acronyms so that external audience clearly understand the results of the project.

³ It is recommended that projects use output indicators from the Strategic Plan IRRF, as relevant, in addition to project-specific results indicators. Indicators should be disaggregated by sex or for other targeted groups where relevant.

Output 2 Coverage Indicators	2.1 CM-1a ^(M) Proportion of suspected malaria cases that receive a parasitological test at public sector health facilities	Excel Database of the NMCP	101.1%	2019	100%	100%	100%	100%	100%	100%	DHIS2 Tracker
	2.2 CM-1b ^(M) Proportion of suspected malaria cases that receive a parasitological test in the community	Excel Database of the NMCP	4.6%	2019	100%	100%	100%	100%	100%	100%	DHIS2 Tracker
	2.3 CM-1c ^(M) Proportion of suspected malaria cases that receive a parasitological test at private sector sites	Excel Database of the NMCP	92.64%	2019	100%	100%	100%	100%	100%	100%	DHIS2 Tracker
	2.4 CM-2a ^(M) Proportion of confirmed malaria cases that received first-line antimalarial treatment at public sector health facilities	Excel Database of the NMCP	93.11%	2019	100%	100%	100%	100%	100%	100%	DHIS2 Tracker
	2.5 CM-2b ^(M) Proportion of confirmed malaria cases that received first-line antimalarial treatment in the community	Excel Database of the NMCP	97.47%	2019	100%	100%	100%	100%	100%	100%	DHIS2 Tracker
	2.6 CM-2c ^(M) Proportion of confirmed malaria cases that received first-line antimalarial treatment at private sector sites	Excel Database of the NMCP	81.34%	2019	100%	100%	100%	100%	100%	100%	DHIS2 Tracker
	2.7 CM-5 ^(M) Percentage of confirmed cases fully investigated and classified	DELRS-Malaria Case-based surveillance system	21.95%	2019	90%	90%	90%	90%	100%	100%	DHIS2 Tracker
	2.8 CM-6 ^(M) Percentage of malaria foci fully investigated and classified		-	2019	-	-	-	-	-	-	DHIS2 Tracker
	2.9 VC-1 ^(M) Number of long-lasting insecticidal nets distributed to at-risk populations through mass campaigns		-	2019	-	-	-	-	-	-	DHIS2 Tracker
	2.10 M&E-2a Completeness of facility reporting: Percentage of expected facility monthly reports (for the reporting period) that are actually received	DHIS2-SISNU	95.31%	2019	95%	95%	95%	95%	95%	95%	DHIS2 Tracker

Output 3 Outcome Indicators	2.11 VC-3 ^{4a)} Number of long-lasting insecticidal nets distributed to targeted risk groups through continuous distribution		-	2019	-	-	-	-	-	-	DHIS2 Tracker
	2.12 M&E-2b Timeliness of facility reporting: Percentage of submitted facility monthly reports (for the reporting period) that are received on time per the national guidelines	DHIS2-SISNU	35.08%	2019	40%	50%	60%	70%	80%	85%	DHIS2 Tracker
	3.1 Malaria O-9 ^{4a)} Annual blood examination rate, per 100 population per year (Elimination settings)	Numerator: PNCM database and Denominator: population-at-risk estimates for strata 2, 3 and 4 populations	2.28%	2019	-	3.08%	-	6.46%	-	7.29%	DHIS2 Tracker
	3.2 Malaria O-3 Proportion of population using an insecticide-treated net among those with access to an insecticide-treated net		-			TBD		TBD		TBD	Global to Determine target for this indicator based on first year report
	3.3 Malaria O-4 Proportion of households with at least one insecticide-treated net for every two people and/or sprayed by IRS within the last 12 months		-			TBD		TBD		TBD	Global to Determine target for this indicator based on first year report

VI. MONITORING AND EVALUATION

In accordance with UNDP's programming policies and procedures, the project will be monitored through the following monitoring and evaluation plans:

Monitoring Plan

Monitoring Activity	Purpose	Frequency	Expected Action	Partners (if joint)	Cost (if any)
Track results progress	Progress data against the results indicators in the RRF will be collected and analysed to assess the progress of the project in achieving the agreed outputs.	Quarterly, or in the frequency required for each indicator.	Slower than expected progress will be addressed by project management.	UNDP PMU - UCMIT & DELR	USD 141,689 + 71,630.58
Monitor and Manage Risk	Identify specific risks that may threaten achievement of intended results. Identify and monitor risk management actions using a risk log. This includes monitoring measures and plans that may have been required as per UNDP's Social and Environmental Standards. Audits will be conducted in accordance with UNDP's audit policy to manage financial risk.	Quarterly	Risks are identified by project management and actions are taken to manage risk. The risk log is actively maintained to keep track of identified risks and actions taken.	UNDP PMU	-
Learn	Knowledge, good practices and lessons will be captured regularly, as well as actively sourced from other projects and partners and integrated back into the project.	Quarterly	Relevant lessons are captured by the project team and used to inform management decisions.	UNDP PMU - UCMIT - CHAI - CDC Malaria Zero	USD 81,600
Annual Project Quality Assurance	The quality of the project will be assessed against UNDP's quality standards to identify project strengths and weaknesses and to inform management decision making to improve the project.	Annually	Areas of strength and weakness will be reviewed by project management and used to inform decisions to improve project performance.	UNDP PMU UNDP GHST	-
Review and Make Course Corrections	Internal review of data and evidence from all monitoring actions to inform decision making.	At least annually	Performance data, risks, lessons and quality will be discussed by the project board and used to make course corrections.	UNDP PMU UNDP GHST	-
Project Report	A progress report will be presented to the Project Board and key stakeholders.	Annually, and at the end of the		UNDP PMU	-

	consisting of progress data showing the results achieved against pre-defined annual targets at the output level, the annual project quality rating summary, an updated risk long with mitigation measures, and any evaluation or review reports prepared over the period.	project (final report)			
Project Review (Project Board)	The project's governance mechanism (i.e., project board) will hold regular project reviews to assess the performance of the project and review the Multi-Year Work Plan to ensure realistic budgeting over the life of the project. In the project's final year, the Project Board shall hold an end-of project review to capture lessons learned and discuss opportunities for scaling up and to socialize project results and lessons learned with relevant audiences.	Specify frequency (i.e., at least annually)	Any quality concerns or slower than expected progress should be discussed by the project board and management actions agreed to address the issues identified.		-

Evaluation Plan⁴

Evaluation Title	Partners (if joint)	Related Strategic Plan Output	UNDAF/CPD Outcome	Planned Completion Date	Key Evaluation Stakeholders	Cost and Source of Funding
e.g., Mid-Term Evaluation						

⁴ Optional, if needed

VII. MULTI-YEAR WORK PLAN ⁵⁶

All anticipated programmatic and operational costs to support the project, including development effectiveness and implementation support arrangements, need to be identified, estimated and fully costed in the project budget under the relevant output(s). This includes activities that directly support the project, such as communication, human resources, procurement, finance, audit, policy advisory, quality assurance, reporting, management, etc. All services which are directly related to the project need to be disclosed transparently in the project document.

EXPECTED OUTPUTS	PLANNED INTERVENTIONS	Planned Budget by Year			ENTITY RESPONSIBLE	PLANNED BUDGET		
		Y1 (2021)	Y2 (2022)	Y3 (2023)		Funding Source	Budget Description	Amount
Module 1: Program Management	1.1 Grant Management	1,601,251.90	1,715,816.62	1,688,059.52	UNDP-UCMIT	Global Fund	Salary, Office costs, Insurance	5,011,127.75
	1.2 Coordination and Management of the National Malaria Program	275,477.96	203,700.38	204,502.50	UNDP-UCMIT	Global Fund	Office materials, Consultant daily fees, Salaries	683,680.84
	Sub-Total for Module 1							5,694,808.59
Module 2: Case Management	2.1 Active testing and investigation	173,408.44	69,910.34	45,151.50	UNDP-UCMIT	Global Fund	Material reprint and daily fees for training	288,470.28
	2.2 Information, Education & Communication for behavioural change	180,840.80	13,499.79	47,660.56	UCMIT	Global Fund	LLIN procurement & Daily fees for distribution	1,136,975.36
	2.3 Case Management in Private Settings	163,816.64	10,008.14	12,134.66	UCMIT	Global Fund	Quality control & daily fees for distribution	185,959.45

⁵ Cost definitions and classifications for programme and development effectiveness costs to be charged to the project are defined in the Executive Board decision DP/2010/32

⁶ Changes to a project budget affecting the scope (outputs), completion date, or total estimated project costs require a formal budget revision that must be signed by the project board. In other cases, the UNDP programme manager alone may sign the revision provided the other signatories have no objection. This procedure may be applied for example when the purpose of the revision is only to re-phase activities among years.

	2.4 Case Management in Hospital Settings	336,157.32	427,496.93	373,321.32	UNDP-UCMIT	Global Fund	Test and Txt procurement & distribution costs	1,135,975.56
	Sub-Total for Module 2							1,853,390.55
Module 3: <i>Vector Control</i>	3.1 Other Vector control measures	366,568.72	252,405.77	202,911.18	UNDP	Global Fund	Procurement & daily fees for study	821,885.67
	3.2 Mass Campaign LLINs distribution	12,687.46	1,856,590.08	2,252,343.58	UNDP	Global Fund	Procurement and communication fees	4,121,621.01
	3.3 Routine LLINs distribution	247,084.50	371,927.32	348,751.57	UNDP	Global Fund	Procurement and storage fees	967,763.39
	3.4 Entomologic surveillance	907,664.84	898,912.24	898,197.24	UCMIT	Global Fund	Staff salary at regional level	2,704,774.31
	Sub Total for Module 3							8,616,044.38
Module 4: <i>Resilient and Sustainable System for Health (RSSH)</i>	4.1 Analysis, Assessment review and Accountability	55,397.56	54,150.24	49,211.35	UNDP-UCMIT	Global Fund	Consultant Daily fees	158,759.16
	4.2 Quality of Programmatic Data	69,754.14	-	-	UNDP	Global Fund	Consultant Daily fees	69,754.14
	4.3 Routine data reporting	127,364.52	127,364.52	127,364.52	UNDP-UCMIT	Global Fund	Salaries & Daily fees	382,093.57
	4.4 Quality management system	725.71	725.71	725.71	UCMIT	Global Fund	Consultant Daily Fees	2,177.14
	Sub-Total for Module 4							612,784.01
TOTAL								16,777,027

VIII. GOVERNANCE AND MANAGEMENT ARRANGEMENTS

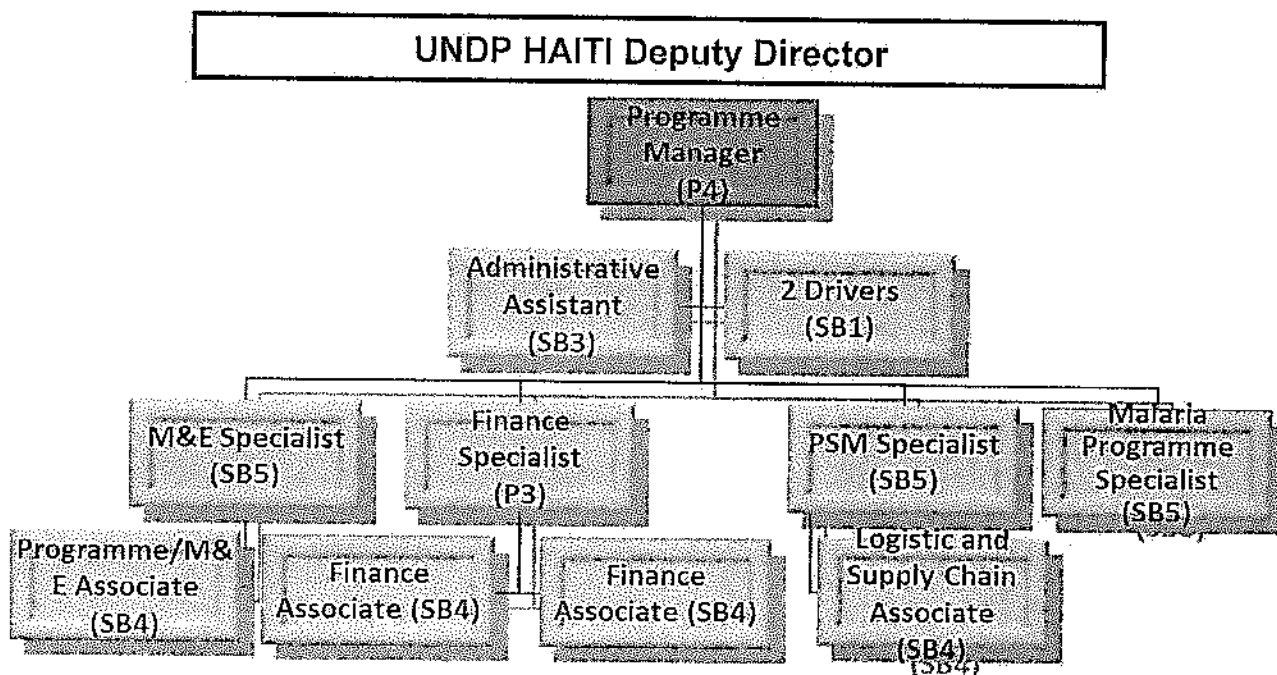
Under the oversight of UNDP's Country Deputy Director, the Program Manager will lead a team of 11 staff fully dedicated to the project result. The staff counts: 1 Malaria Programme Specialist (SB5), 1 Finance Specialist (P3), 1 M&E Specialist (SB5), 1 PSM Specialist (SB5).

All of which work directly under the PMU Program Manager or Coordinator. He/She will be assisted by 1 Administrative Assistant (SB3) leading 2 Drivers (SB1).

The M&E Specialist will supervise an M&E Advisor / Officer (SB5), the Finance Specialist will supervise 2 Finance Associates (SB4).

The PSM specialist will manage the procurement unit with a Logistic and Supply Associate (SB4)

Minimum requirements for a project's governance arrangements include stakeholder representation (i.e., UNDP, national partners, beneficiary representatives, donors, etc.) with authority to make decisions regarding the project. Describe how target groups will be engaged in decision making for the project, to ensure their voice and participation. The project's management arrangements must include, at minimum, a project manager and project assurance that advises the project governance mechanism. This section should specify the minimum frequency the governance mechanism will convene (i.e., at least annually.)



Malaria Program Specialist

Under the supervision of the PMU coordinator, the Malaria Program Specialist performs the following functions:

1. Support the day-to-day management of the Global Fund's malaria program in Haiti:
 - Supports the FM program manager in all programmatic and operational issues of the malaria grant;
 - Advises on efficient management of resources and effective planning;
 - Ensures that FM programs are implemented in accordance with FM requirements and UNDP regulations and procedures;
 - Ensures an efficient financial flow process within the framework of the Global Fund requirements;
 - Review the planned actions of individual sub-recipients involved in implementation to ensure compliance and execution in accordance with national response strategies and Global Fund requirements;
 - Monitoring of projects and results of activities against planned objectives, and with expenditure against planned costs;
 - Financial and substantive monitoring and evaluation of projects, identification of operational and financial problems, development of solutions;
 - Work closely with the PMU M&E team to implement and monitor the M&E action plan;
 - Ensure that the ATLAS project management module is updated quarterly;
 - Improves the use of results-based management tools through continuous training of project staff.
2. Provide technical advice to program staff for the implementation of the GF Malaria grant:
 - Provide adequate technical support to government counterparts and implementing partners; including identification and coordination with UNDP corporate services to deploy the necessary technical support;
 - Coordinate timely and appropriate reporting to the Global Fund;
 - Ensure that implementing partners comply with international and national policies and standards for service delivery through the coordination of technical assistance;
 - Access global best practices, share them with other local and international stakeholders and ensure their integration into the health portfolio and project design process;
 - Coaches and guides project staff to build their capacity to deliver results.
3. Supports the program manager to ensure effective cooperation with implementing partners and sub-recipients:
 - Provide programmatic inputs and participate in the selection of implementing partners through open, transparent and competitive processes in accordance with UNDP corporate policy and FM regulations, including drafting selection criteria for review and approval ;
 - Supports the program manager to ensure effective communication and information flow between financial and non-financial actors (National Coordination Mechanism (CCM), Principal Recipient, Local Fund Agent and Sub-Recipient level) to link effectively programmatic results to expenditure, as required by the Global Fund;
 - Review the partnership and all project related arrangements (agreements) to ensure compliance with company standards and requirements;
 - Ensure the administration of contracts with implementing partners within the framework of the GF grants, including the supervision of the preparation of letters of agreement / project cooperation agreements, in accordance with the general framework agreement of the UNDP with the FM, the UNDP operations manual for projects financed by the FM, the specific grant agreements and the general UNDP procurement and contracting policy;

- Ensure adherence to annual UNDP and Global Fund audit requirements and manage follow-ups to address gaps, including timely annual audits of sub-recipients;
- Liaise with World Vision (PR for HIV / TB grant) and Malaria Zero Consortium to promote coordination and collaboration in planning and achieving results;
- Serve as an assistant to the program coordinator, as and when required.

4. Ensures knowledge sharing and capacity building:

- Ensures knowledge sharing and capacity building through training, synthesis of lessons learned / best practices, and strong contributions to UNDP knowledge networks and communities of practice;
- Works closely with government, CSOs, international organizations and donors to promote health systems strengthening.
- Any other task assigned by the Program Specialist
- Strengthening of health systems and operational effectiveness and efficiency. Contribution to Global Fund program goals, objectives and targets.

M&E Specialist

Under the direct supervision of the Project Coordinator, the Monitoring and Evaluation Specialist for the Malaria grant financed by the Global Fund will have to assume the following responsibilities:

1. Ensure the implementation of monitoring and evaluation policies and strategies, with emphasis on the following:

- Lead the finalization of the Global Fund's monitoring and evaluation framework and ensure its implementation if necessary;
- Ensure the update of the performance framework of the Global Fund project;
- Develop monitoring and evaluation tools and processes for the Global Fund grant;
- Define a system for reporting sub-recipients to UNDP, for processing data in accordance with agreed procedures and producing the necessary information;
- Ensure regular monitoring of programmatic activities carried out in the field through the supervision provided by the SRs;
- Provide technical support to sub-recipients to strengthen their monitoring and evaluation systems;
- Coordinate with SRs to ensure the finalization and update of the Monitoring and Evaluation plan of the National Strategic Plan;
- Strengthen training systems, tools and materials to train staff of the Ministry of Health and other implementing partners;
- Carry out an assessment of the M&E capacity of sub-recipients, and develop and lead the implementation of a capacity development plan;
- Provide technical advice for the implementation of the M&E plan, through training and other types of support;
- Facilitate the review of progress on a quarterly basis and ensure resolution of issues through corrective actions;
- Ensure that any disparity between expected and actual results is corrected;
- Identify potential implementation difficulties and bottlenecks and recommend appropriate strategies to resolve them;
- Manage and lead the monitoring and evaluation process of the malaria grant;
- Prepare quarterly and annual updates of the project's programmatic progress;
- Coordinate data compilation and report to the project coordinator;
- ~~Ensure detailed documentation of progress and results (report of each activity, study, etc.)~~ and ensure reporting to the Global Fund every 6 months (results, data quality, explanations of performance, and proposals for strengthening if the results are underperforming).

2. Ensure effective management of the monitoring and evaluation process, focusing on the following:

- Ensure that project monitoring processes comply with the Global Fund grant agreement and that the provisions of this grant agreement are fully respected;
- Support activities to strengthen the national health information system, including DHIS2, and support cross-cutting data validation and analysis activities;
- Set up and ensure the management of a project database;
- Identify the strengths and weaknesses, and make consequent proposals for improving the management of the project databases (collection, quality control, processing, archiving and dissemination);
- Check the programmatic reports of the sub-recipients, provide comments on the implementation of their activities and on the quality of the reports presented by the sub-recipients;
- Ensure the implementation of project activities in accordance with work plans, timely identification of delays and solutions to them;
- Participate and contribute to the coordination and harmonization of interventions in the field (mapping);
- Coordinate monitoring / evaluation activities in relation to the National Malaria Control Program (NMCP) and other partners involved;
- Ensure the quarterly programming of Global Fund activities by the Management Unit and all sub-recipients;
- Monitor and evaluate their execution in accordance with the expected results;
- Prepare terms of reference (TOR) for baseline, mid-term and final surveys, including preparation of methodology, selection of samples and training of staff if necessary, and provide general technical direction for the conduct investigations;
- Follow up on the implementation of recommendations from assessments / spot-checks and audits. Also, the M&E officer will have to ensure the follow-up of the implementation of the recommendations addressed by the Global Fund and the UNDP to the sub-recipients;
- Contributes to OAI audit preparation, meetings with auditors, and timely implementation of follow-up recommendations.

3. Ensure the facilitation of knowledge building and knowledge sharing in the field of monitoring and evaluation, focusing on achieving the following results:

- Identify and formulate lessons learned and document best practices of evaluations and studies to be incorporated into project reports;
- Collaborate and coordinate with other United Nations agencies, government agencies, NGOs and other organizations on monitoring and evaluation issues
- Assist PNCM officials in the development of training and capacity building modules at the programmatic and operational levels;
- Document and disseminate the experience acquired in the country in partnership with national programs;
- Ensure the implementation of training in M&E and on the health information system and / or capacity building of the staff of the Ministry of Health, as well as other sub-recipients and implementing partners involved in the implementation. implementation of the Global Fund grant;
- Maintain cooperative relationships with all key stakeholders, including the national coordination mechanism and sub-recipients; policy makers and partners / donors;

4. Provide transversal support to the project, focusing on the following elements:

- Support the development and production of communication and advocacy tools and materials for awareness raising campaigns, including briefing notes, leaflets and press releases
- Facilitate and participate in communication around the project – information extraction;

- Contribute to the creation of strategic partnerships and support the mobilization of resources
- Any other task assigned by the program coordinator
- Impacts and Results
- The key results have an impact on the overall effectiveness of the malaria project, both programmatically and in the success of project implementation
- Good data entry, good analysis and presentation of programmatic results contributes to the creation of a good programmatic project management system

PSM Specialist

Under the leadership of the of the Project Coordinator, the Procurement and Supply Management Specialist for the Malaria grant financed by the Global Fund will have to assume the following responsibilities:

1- Provide strategic management and oversight of the Global Fund's program in the area of procurement and supply chain management, with emphasis on the achievement of the following results:

- Leads strategic planning, oversight and procurement and supply chain management for health commodities in accordance with UNDP rules, policies and procedures, grant agreements and framework agreements with the Global Fund, ensuring the integration between functional areas;
- Develops and implements a purchasing management system for non-pharmaceutical products based on expressed needs, including processing and evaluation of offers, evaluation and negotiation of offers, management of contracts and contractors, legal considerations and payment terms and risk assessment;
- Provide oversight of the logistics associate and ensure coordination of GAS activities to achieve program objectives, ensuring the development of internal standard operating procedures, control and harmonization of workflows in the PMU and the country office;
- Coordinates procurement and supply chain management for healthcare products and proactively conducts analyzes of supply chain underperformance and bottlenecks and implements preventive or corrective actions to ensure an efficient supply of health products in close collaboration with the Copenhagen-based Global Purchasing Center;
- Ensures close collaboration with UNDP Regional Office and Headquarters, Bureau of Management Services and GF / HIST (particularly with PSM Coordinator) in the area of procurement and supply chain management.

2. Ensures proactive and effective procurement and supply chain management, oversight and controls, and proactively conducts risk assessments with a focus on achieving the following outcomes:

- Ensures the preparation of quality documents and reports on procurement and supply chain management required by the donor, including procurement plans, quality control plans and supports the program coordinator in negotiation grant agreements and reprogramming requests and timely identification of savings;
- Ensures compliance of procurement and supply chain management activities (including quality control) in accordance with UNDP rules, policies and procedures, and ensures that PSOs are monitored and validated by internal reviews ;
- Ensures appropriate monitoring and control of purchasing processes, in particular the organization of calls for tenders, receipt of quotes, offers or proposals, their evaluation, negotiation of certain contract conditions in accordance with the rules and UNDP procedures;
- Ensures the review and certification of submissions to the Committee on Contracts, Assets and Procurement (CAP) and the Advisory Committee on Public Procurement (ACP);
- Supervises and coordinates the logistical aspects of the supply, in particular the selection of the most appropriate mode of transport, the choice of incoterms, the preparation of

- documentation to ensure a rapid customs clearance process on arrival in the country, declaration of assurance obligations and communication with the freight forwarder;
 - Manage Atlas tools, including creation of purchase orders, receipt of supplies and payments to suppliers;
 - Ensures the conduct of risk-based assessments in the area of UNDP procurement and supply chain to ensure access to necessary products and services and prevent stockouts and expiration;
 - Develops and implements a risk management matrix / plan
 - Oversees contract compliance, recommends contract modifications and extensions, evaluates and records supplier performance, and advises affected parties with regard to contractual rights / obligations, including service providers and sub-recipients (SR);
 - In coordination with the program coordinator, conducts audits and investigations in the area of procurement and supply chain management and ensures timely follow-up of management actions.
3. Ensures the creation of strategic partnerships and supports the mobilization of resources focused on the achievement of the following results:
- Coordinates, establishes strategic partnerships and maintains strong working relationships with the Ministry of Health, program implementers, national stakeholders, technical partners and United Nations entities to ensure transparent and efficient management health commodity procurement and supply chain;
 - Supports national procurement planning processes (including quantification) for the malaria program;
 - Maintains close coordination between the malaria program and other health and development initiatives in the country, to promote the building of partnerships and avoid duplication of procurement and to exchange critical and technical information and resolve implementation issues;
 - Collaborate with the HPM specialist of the Global Fund and develop a solid professional relationship based on mutual trust and respect;
 - Supports the development of funding requests and the development of project documents in the context of health commodity procurement and supply chain management in Haiti.
4. Provided strategic advice and technical guidance in the area of procurement and supply chain management with a focus on achieving the following results:
- Provide strategic and technical advice to national stakeholders, procurement and supply chain management implementing partners at all stages (from procurement to the last mile);
 - Participate in meetings and technical committees of the National Coordination Mechanism (NCM) as needed;
 - Coordinates supply chain studies and reviews with the national malaria control program, in collaboration with implementing partners, ICN, financial and technical partners, United Nations entities and the GF.

Programme and M&E Associate

The Monitoring and Evaluation Officer of the malaria grant funded by the Global Fund will have the following responsibilities:

Provide technical support in monitoring and evaluation, in particular in connection with public health and malaria;

Strengthen the capacities of beneficiaries to ensure the quality, timeliness and completeness of national data, for health indicators as well as at the community level;

Ensure the validation and delivery of results within the allotted time;

Facilitate the acquisition of knowledge and the sharing of knowledge in connection with monitoring and evaluation approaches.

1. Provide technical support in monitoring and evaluation:

- Support the implementation of the Global Fund's monitoring and evaluation framework;
- Ensure regular monitoring of programmatic activities carried out in the field through the supervision provided by the SRs;
- Contribute to the identification of potential implementation difficulties and bottlenecks and support in the implementation of the recommendations appropriate strategies to resolve them;
- Ensure the management of the project database;
- Support activities to strengthen the national health information system and support cross-sectoral data validation and analysis activities;
- In collaboration with the project monitoring and evaluation officer, contribute to the identification of strengths and weaknesses, and the development of consequent proposals for improving the management of project databases (collection, quality control, processing, archiving and dissemination);
- Assist the project monitoring and evaluation officer in preparing the progress report to the Global Fund.

2. Build the capacities of sub-beneficiaries:

- Provide technical support to sub-recipients for the implementation of the monitoring and evaluation plans of the departments;
- Provide technical support to sub-recipients in the implementation of Monitoring and Evaluation activities (routine tools and systems, as well as studies and evaluations) - for health data, as well as community data;
- Receive and verify the program reports of the sub-beneficiaries, provide comments on the implementation of their activities and on the quality of the reports presented by the sub-beneficiaries;
- Support sub-recipients in project management and monitoring activities;
- Assist in the development of training modules in Monitoring and Evaluation;
- Provide technical and / or administrative assistance for the resolution of problems related to activities and strategic orientations in Monitoring and Evaluation.

3. Ensure the delivery of results on time:

- Monitor the implementation of project activities in accordance with work plans, timely identification of delays and solutions to them;
- Ensure the compilation of data and report to the project monitoring and evaluation officer;
- Ensure the collection and archiving of detailed documentation of progress and results (report of each activity, study, etc.);
- Monitor programmatic progress with the Sub-Recipients;
- Monitor the implementation of recommendations from assessments / spot checks and audits. Also, the M&E officer will have to ensure the follow-up of the implementation of the recommendations addressed by the Global Fund and the UNDP to the sub-recipients;
- Take stock of existing data for each indicator (base line);
- Contribute to the standardization and harmonization of data collection tools, indicators and related guides;
- Participate and contribute to the coordination and harmonization of interventions in the field (mapping);
- Contribute to strengthening the collection, processing and analysis of data by the Sub-Beneficiaries;
- Monitor and evaluate the execution of activities in accordance with the expected results.

4. Facilitation of knowledge acquisition and knowledge sharing:

- ~~Assist the UNDP M&E officer and PNGM officials in the development of training and capacity building modules at the programmatic and operational levels;~~
- Contribute to knowledge networks and communities of practice on project activities;

- Any other task assigned by the Monitoring and Evaluation Officer.

Impact of Results:

The key results have an impact on the overall effectiveness of the project, both programmatically and in the success of project implementation.

Good data entry, good analysis and presentation of programmatic results contributes to the creation of a good programmatic project management system.

Finance Associate

1. Ensures the implementation of operational and financial management strategies and adapts processes and procedures focused on achieving the following results:

- Full compliance with UN / UNDP financial rules, regulations and policies, financial recording / reporting system; establishment of effective internal controls, proper functioning of a customer-oriented financial resources management system;
- Continuously review the financial situation and support the Program Management Unit (PMU) in the preparation of forecasts and periodic disbursement requests to be submitted to the Global Fund;
- Review and approve the funding authorization and expenditure certificate (FACE) form for SRs on a quarterly basis;
- Regularly monitor financial exception reports for unusual activities and transactions and investigate anomalies or unusual transactions;
- Inform the supervisor of the results of the investigation when satisfactory answers are not obtained;
- Provide advice and guidance to UNDP country office staff, consultants and SR staff on overall financial management;
- Be a primary point of contact for communication with the Global Fund on financial reporting and providing responses to inquiries (if any) on Global Fund and LFA financial matters;
- Follow up in a timely manner to ensure audit recommendations are properly addressed.

2. Ensure the management of malaria budgets and the functioning of the optimal cost recovery system with a focus on achieving the following results:

- Finalization of the financial sections of the update of the progress report and of the disbursement request (PUDR) and preparation of quarterly and biannual forecasts of cash flows and annual cash flows, and statement of sources and use of funds in accordance with Global Fund requirements for submission to the Global Fund;
- Timely review and finalization of the improved financial report for malaria grants and other ad hoc financial reports as required by the Global Fund;
- Periodic preparation of fund balances for malaria control programs, taking into account data provided by SR fund balances in order to ensure better forecasting of activities, if necessary;
- Timely preparation of malaria program budget reviews and provision of justifications for budget reallocation / reprogramming requests (if applicable) for submission to the Global Fund;
- Preparation and monitoring of budgets; regular analysis and reporting of budget approvals and delivery status;
- Monitor and ensure that Global Fund contributions are properly transferred to UNDP in a timely manner;
- Ensure that prepayments and direct payments for SR providers are properly reviewed and made in a timely manner, and ensure that payment information is correctly recorded in the Atlas system in a timely manner.

3. Ensures adequate control of malaria program accounts by focusing on achieving the following results:

- Analysis and development of proposals for the internal expenditure control system ensuring that the supporting documents processed are matched and completed, that the transactions are correctly recorded and displayed in Atlas;
- Monthly payment orders (MPOs), claims for reimbursement of travel expenses and other entitlements are properly processed and receipt of goods and services and provisioning are properly carried out in accordance with IPSAS and UNDP policies and procedures;
- Full function of Manager level 1 in Atlas;
- Control of the closing of accounts;
- Timely corrective actions on unrecorded vouchers, including vouchers with budget verification errors, match exceptions, unapproved vouchers;
- Timely response to requests from headquarters to resolve financial data issues;
- Control of accounts receivable for malaria control programs and general ledger maintenance;
- Control of all program assets and accountability in accordance with UNDP and Global Fund rules and regulations;
- Asset control and stock transfer once the program is closed.

4. Ensures good cash management of the malaria control program by focusing on achieving the following results:

- Timely review of RS cash accounts to ensure availability of sufficient funds for implementation and appropriate disbursements;
- Timely identification and registration of receipts for income request;
- Initiating bank transfers and transactions, selecting bank transfers and transactions for approval and settlement;
- Timely preparation of monthly cash flow forecasts for use by supervisor;
- Acts as cashier for on-site transactions.

5. Ensure the facilitation of knowledge building and knowledge sharing between the country program and advice to SRs and relevant country office staff on financial matters with a focus on achieving the following results:

- Regular capacity building and financial training of relevant staff in partner countries;
- Conducting training for operations / program / program staff on financial management;
- Synthesis of lessons learned and best practices in finance;
- Strong contributions to knowledge networks and communities of practice;
- Capacity building of UNDP country office staff, consultants and SR staff on overall financial management (from procurement and banking to budgeting, accounting and reporting)

Results and Impacts

The key results have an impact on the overall effectiveness of the project, both in the management of financial resources and in the successful implementation of the project.

Good data entry, good analysis and presentation of financial information contributes to the creation of a good financial management system for the project.

Logistic and Supply Chain Associate

1. Support the process of quantifying medical inputs for malaria control:

- Represent the UNDP on the National Committee for the Quantification of Malaria Health Products and provide technical support to obtain quality quantifications in line with national needs;
- ~~Participate in annual and quarterly quantification exercises;~~
- Ensure that quantification exercises are carried out according to the schedule and alert the hierarchy if deadlines are observed;

- Convene the members of the quantification committee if an ad hoc inventory quantification / monitoring exercise needs to be carried out.

2. Ensure the development, implementation and monitoring of health product purchasing plans

UNDP / Global Fund, in particular:

- In collaboration with the specialist develops and implements the purchasing plan for pharmaceuticals and other medical products on the basis of the contractual planning document (the HPMT) validated by the Global Fund and ensure compliance with the execution deadlines of the purchasing plan;
- Monitor and update purchasing plans;
- Make requisitions for purchases, follow up with suppliers;
- Ensure compliance and application of the quality assurance policy for pharmaceuticals and other health products of the UNDP and the Global Fund and compliance with Haitian regulations;
- Prepare documentation for cases submitted for review by the UNDP Contracts Committee (CAP);
- Development and implementation of the internal control system that ensures that purchase orders (POs) are duly prepared and processed;
- Management of the implementation of the procurement process monitoring system and mechanisms to eliminate anomalies in procurement;
- In collaboration with the specialist, manages Atlas tools, in particular the creation of purchase orders, receipt of supplies and payments to suppliers;
- Report procurement transactions in the Global Fund's price and quality reporting system (PQR);
- Ensure rapid processing of customs clearance procedures and organize the reception of products at the central level;
- In collaboration with the specialist, support the program audit process, from planning to implementation of related recommendations;
- Support the mitigation of risks associated with the procurement and management of health products and implement risk insurance measures.

3. Ensure proactive and regular monitoring of stocks, consumption and orders:

- With the support of the specialist, set up a dashboard of stocks and orders which gives a global visibility on the availability of health products;
- Identify the risk of stock shortage and over-stock and analyze the reasons and notify the specialist;
- Ensure that the malaria technical committee meets regularly to monitor stocks, consumption and orders;
- Analyze inventory reports and distribution reports from warehousing and distribution service providers;
- Develop and implement with the specialist the UNDP / FM quality assurance plan.

4. With specialist support, ensure adequate storage and distribution of malaria health commodities purchased under the grant:

- Prepare contracts and contract amendments for service providers, consultants and UNDP sub-recipients with PSM responsibility;
- Manage calls for tenders for the selection of service providers involved in the supply chain (customs clearance, storage, transport): preparation of RFPs, bid evaluation exercises, liaise with candidates or bidders, procedure Selection;
- Ensure timely payments from service providers and consultants;
- Supervise the services provided for the storage and distribution of health products;
- Evaluate performance and provide feedback to service providers;
- Ensure fluid communication with providers;

- Ensure supervision visits to peripheral storage sites and health facilities in collaboration with the PNCM on aspects relating to the management of health inputs;
- Ensure adequate storage of products in the central store and departmental stores;
- Ensure storage space is available before the arrival of new products;
- Participate and support physical inventories at the central and peripheral level;
- Report to the supervisor any discrepancy relating to the storage and management of input stocks;
- Propose improvement measures in storage and logistics;
- Support and supervise the preparation of orders according to the schedule;
- Ensure that requisitions are made according to schedule and follow up on them;
- Support the National Malaria Control Program (PNCM) for the validation of orders in collaboration with the supervisor;
- Prepare transport plans;
- Supervise the transport of health inputs and ensure the return and archiving of documentation;
- Oversee the mass distribution of LLINs financed by the Global Fund in coordination with the sub-recipients and the service providers concerned;
- Support the collection of samples for quality control according to the established plan;
- Any other task requested by the supervisor.

Impacts and Results

The key results have an impact on the overall effectiveness of the project, both in the management of financial resources and in the successful implementation of the project.

Administrative Assistant

1. Ensures the effective and efficient functioning of the PMU by focusing on the achievement of the following results:

- Manages the project coordinator's schedules / schedule with external and internal parties, including visitors from external organizations, other UN agencies, national institutions, Global Fund, Global Fund support team UNDP and LFA missions to the PMU, HQ and country office staff, as well as internal and external meetings, determining priority requirements;
- Make all travel arrangements for the project coordinator;
- Preparation of information documents for appointments, meetings, missions;
- Maintaining important contact lists and telephone lists;
- Preparation of moderately complex correspondence, on behalf of the Project Coordinator for his signature and following up if necessary;
- Management of email and correspondence flows, ensuring prioritization and effective follow-up.

2. Ensure the provision of an effective communication support to the project coordinator focusing on the achievement of the following results:

- Review of all correspondence for proper authorization prior to signing of the project coordinator; distributes outgoing correspondence cleared or signed by the project coordinator;
- Respond directly to inquiries or redirect them to substantive focal points within the PMU;
- Maintenance of the filing system;
- Coordination of information flow within the PMU and monitoring;
- Facilitation of information sharing between the project coordinator and the senior management of the country office;
- Monitoring of deadlines, commitments made, actions taken;
- Filtering of all incoming calls and correspondence.

3. Provide effective advocacy support for the activities of the PMU of the UNDP and the Global Fund in close consultation with the project coordinator with a focus on achieving the following results:

- Supports the project coordinator by facilitating his interaction with various external partners;
- Maintaining information on the official activities of the project coordinator;
- Update of the UNDP - Global Fund website;
- Research, obtain and secure the project coordinator's basic documentation needs for briefings, meetings, official missions and appointments;
- Preparation of public information documents / leaflets on request;
- Organize official meetings for the project coordinator;
- Provides administrative support to the PMU with a focus on achieving the following results;
- Adequate control of supporting documents for the travel of project managers;
- Maintenance of the internal expenditure control system which ensures that requests and purchase orders are processed in Atlas;
- Purchase of office computers and supplies for the Unit.

4. Provide administrative support to the PMU with a focus on achieving the following results:

- Adequate control of supporting documents for the trips of project managers;
- Maintenance of the internal expenditure control system which ensures that requests and purchase orders are processed in Atlas;
- Purchase of office computers and supplies for the Unit.

5. Ensures the facilitation of knowledge acquisition and management with a focus on achieving the following outcomes:

- Contributions to knowledge networks and communities of practice.
- Any other task assigned by the program coordinator

Impacts and Results

The key results have an impact on the success of the country program according to the specific areas of cooperation.

In particular on the development, operations and programming of activities, the creation of strategic partnerships as well as the achievement of resource mobilization objectives.

Driver

1. Ensures the provision of reliable and secure driving services by:

a) driving office vehicles for the transport of authorized personnel and the delivery and collection of mail, documents and other items and

b) Meetings with official staff and visitors at the airport, visa and customs formalities if necessary.

2. Ensures savings through proper use of vehicle through accurate maintenance of daily vehicle logs, provision of inputs for preparation of vehicle maintenance plans and reports.

3. Ensures good daily maintenance of the assigned vehicle through timely minor repairs, arrangements for major repairs, timely oil changes, checking tires, brakes, washing the car, etc.

4. Make sure all necessary documents / supplies are available, including vehicle insurance, vehicle records, office directory, city / country map, first aid kit, the spare parts required in the assigned vehicle.

5. Ensures that all immediate actions required by rules and regulations are taken in the event of involvement in accidents.

6. Perform other administrative and logistical tasks as required.

Any other task assigned by the program coordinator.

Results and Impacts

The key results have an impact on the success of the country program according to the specific areas of cooperation.

In particular on the development, operations and programming of activities, the creation of strategic partnerships as well as the achievement of resource mobilization objectives.

IX. LEGAL CONTEXT

Option a. Where the country has signed the Standard Basic Assistance Agreement (SBAA)

This project document shall be the instrument referred to as such in Article 1 of the Standard Basic Assistance Agreement between the Government of (country) and UNDP, signed on (date). All references in the SBAA to "Executing Agency" shall be deemed to refer to "Implementing Partner."

This project will be implemented by [name of entity] ("Implementing Partner") in accordance with its financial regulations, rules, practices and procedures only to the extent that they do not contravene the principles of the Financial Regulations and Rules of UNDP. Where the financial governance of an Implementing Partner does not provide the required guidance to ensure best value for money, fairness, integrity, transparency, and effective international competition, the financial governance of UNDP shall apply.

X. RISK MANAGEMENT

Option b. UNDP (DIM)

1. UNDP as the Implementing Partner will comply with the policies, procedures and practices of the United Nations Security Management System (UNSMS.)
2. UNDP as the Implementing Partner will undertake all reasonable efforts to ensure that none of the [project funds]⁷ [UNDP funds received pursuant to the Project Document]⁸ are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document.
3. Social and environmental sustainability will be enhanced through application of the UNDP Social and Environmental Standards (<http://www.undp.org/ses>) and related Accountability Mechanism (<http://www.undp.org/secu-sfm>).
4. UNDP as the Implementing Partner will: (a) conduct project and programme-related activities in a manner consistent with the UNDP Social and Environmental Standards, (b) implement any management or mitigation plan prepared for the project or programme to comply with such standards, and (c) engage in a constructive and timely manner to address any concerns and complaints raised through the Accountability Mechanism. UNDP will seek to ensure that communities and other project stakeholders are informed of and have access to the Accountability Mechanism.
5. In the implementation of the activities under this Project Document, UNDP as the Implementing Partner will handle any sexual exploitation and abuse ("SEA") and sexual harassment ("SH") allegations in accordance with its regulations, rules, policies and procedures.
6. All signatories to the Project Document shall cooperate in good faith with any exercise to evaluate any programme or project-related commitments or compliance with the UNDP Social and Environmental Standards. This includes providing access to project sites, relevant personnel, information, and documentation.
7. UNDP as the Implementing Partner will ensure that the following obligations are binding on each responsible party, subcontractor and sub-recipient:
 - a. Consistent with the Article III of the SBAA *for the Supplemental Provisions to the Project Document*, the responsibility for the safety and security of each responsible party, subcontractor and sub-recipient and its personnel and property, and of UNDP's property in such responsible party's, subcontractor's and sub-recipient's custody, rests with such

⁷ To be used where UNDP is the Implementing Partner

⁸ To be used where the UN, a UN fund/programme or a specialized agency is the Implementing Partner

responsible party, subcontractor and sub-recipient. To this end, each responsible party, subcontractor and sub-recipient shall:

- i. put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried;
 - ii. assume all risks and liabilities related to such responsible party's, subcontractor's and sub-recipient's security, and the full implementation of the security plan.
- b. UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of the responsible party's, subcontractor's and sub-recipient's obligations under this Project Document.
 - c. In the performance of the activities under this Project, UNDP as the Implementing Partner shall ensure, with respect to the activities of any of its responsible parties, sub-recipients and other entities engaged under the Project, either as contractors or subcontractors, their personnel and any individuals performing services for them, that those entities have in place adequate and proper procedures, processes and policies to prevent and/or address SEA and SH.
 - d. Each responsible party, subcontractor and sub-recipient will take appropriate steps to prevent misuse of funds, fraud or corruption, by its officials, consultants, subcontractors and sub-recipients in implementing the project or programme or using the UNDP funds. It will ensure that its financial management, anti-corruption and anti-fraud policies are in place and enforced for all funding received from or through UNDP.
 - e. The requirements of the following documents, then in force at the time of signature of the Project Document, apply to each responsible party, subcontractor and sub-recipient: (a) UNDP Policy on Fraud and other Corrupt Practices and (b) UNDP Office of Audit and Investigations Investigation Guidelines. Each responsible party, subcontractor and sub-recipient agrees to the requirements of the above documents, which are an integral part of this Project Document and are available online at www.undp.org.
 - f. In the event that an investigation is required, UNDP will conduct investigations relating to any aspect of UNDP programmes and projects. Each responsible party, subcontractor and sub-recipient will provide its full cooperation, including making available personnel, relevant documentation, and granting access to its (and its consultants', subcontractors' and sub-recipients') premises, for such purposes at reasonable times and on reasonable conditions as may be required for the purpose of an investigation. Should there be a limitation in meeting this obligation, UNDP shall consult with it to find a solution.
 - g. Each responsible party, subcontractor and sub-recipient will promptly inform UNDP as the Implementing Partner in case of any incidence of inappropriate use of funds, or credible allegation of fraud or corruption with due confidentiality.

Where it becomes aware that a UNDP project or activity, in whole or in part, is the focus of investigation for alleged fraud/corruption, each responsible party, subcontractor and sub-recipient will inform the UNDP Resident Representative/Head of Office, who will promptly inform UNDP's Office of Audit and Investigations (OAI). It will provide regular updates to the head of UNDP in the country and OAI of the status of, and actions relating to, such investigation.

- h. UNDP will be entitled to a refund from the responsible party, subcontractor or sub-recipient of any funds provided that have been used inappropriately, including through fraud or corruption, or otherwise paid other than in accordance with the terms and conditions of the Project Document. Such amount may be deducted by UNDP from any payment due to the responsible party, subcontractor or sub-recipient under this or any other agreement.

Where such funds have not been refunded to UNDP, the responsible party, subcontractor or sub-recipient agrees that donors to UNDP (including the Government) whose funding is the source, in whole or in part, of the funds for the activities under this Project Document, may seek recourse to such responsible party, subcontractor or sub-recipient for the recovery of any funds determined by UNDP to have been used inappropriately, including through fraud or corruption, or otherwise paid other than in accordance with the terms and conditions of the Project Document.

Note: The term "Project Document" as used in this clause shall be deemed to include any relevant subsidiary agreement further to the Project Document, including those with responsible parties, subcontractors and sub-recipients.

- i. Each contract issued by the responsible party, subcontractor or sub-recipient in connection with this Project Document shall include a provision representing that no fees, gratuities, rebates, gifts, commissions or other payments, other than those shown in the proposal, have been given, received, or promised in connection with the selection process or in contract execution, and that the recipient of funds from it shall cooperate with any and all investigations and post-payment audits.
- j. Should UNDP refer to the relevant national authorities for appropriate legal action any alleged wrongdoing relating to the project or programme, the Government will ensure that the relevant national authorities shall actively investigate the same and take appropriate legal action against all individuals found to have participated in the wrongdoing, recover and return any recovered funds to UNDP.
- k. Each responsible party, subcontractor and sub-recipient shall ensure that all of its obligations set forth under this section entitled "Risk Management" are passed on to its subcontractors and sub-recipients and that all the clauses under this section entitled "Risk Management Standard Clauses" are adequately reflected, *mutatis mutandis*, in all its sub-contracts or sub-agreements entered into further to this Project Document.

Special Clauses. In case of government cost-sharing through the project, the following clauses should be included:

1. The schedule of payments and UNDP bank account details.
2. The value of the payment, if made in a currency other than United States dollars, shall be determined by applying the United Nations operational rate of exchange in effect on the date of payment. Should there be a change in the United Nations operational rate of exchange prior to the full utilization by the UNDP of the payment, the value of the balance of funds still held at that time will be adjusted accordingly. If, in such a case, a loss in the value of the balance of funds is recorded, UNDP shall inform the Government with a view to determining whether any further financing could be provided by the Government. Should such further financing not be available, the assistance to be provided to the project may be reduced, suspended or terminated by UNDP.
3. The above schedule of payments takes into account the requirement that the payments shall be made in advance of the implementation of planned activities. It may be amended to be consistent with the progress of project delivery.
4. UNDP shall receive and administer the payment in accordance with the regulations, rules and directives of UNDP.
5. All financial accounts and statements shall be expressed in United States dollars.
6. If unforeseen increases in expenditures or commitments are expected or realized (whether owing to inflationary factors, fluctuation in exchange rates or unforeseen contingencies), UNDP shall submit to the government on a timely basis a supplementary estimate showing the further financing that will be necessary. The Government shall use its best endeavors to obtain the additional funds required.
7. If the payments referred above are not received in accordance with the payment schedule, or if the additional financing required in accordance with paragraph [] above is not forthcoming from the Government or other sources, the assistance to be provided to the project under this Agreement may be reduced, suspended or terminated by UNDP.
8. Any interest income attributable to the contribution shall be credited to UNDP Account and shall be utilized in accordance with established UNDP procedures.

In accordance with the decisions and directives of UNDP's Executive Board:

The contribution shall be charged:

- (a) [...] cost recovery for the provision of general management support (GMS) by UNDP headquarters and country offices
- (b) Direct cost for implementation support services (ISS) provided by UNDP and/or an executing entity/implementing partner.

9. Ownership of equipment, supplies and other properties financed from the contribution shall vest in UNDP. Matters relating to the transfer of ownership by UNDP shall be determined in accordance with the relevant policies and procedures of UNDP.
10. The contribution shall be subject exclusively to the internal and external auditing procedures provided for in the financial regulations, rules and directives of UNDP."