

MINUTES OF THE IPSC MEETING HELD ON 15/04/2020 VIA SKYPE FOR BUSINESS (NPSE Attapeu, NPSE Saravane and NPSE Sekong)

IPSC MEMBERS PRESENT

1. Gary Landes
2. Mohamed Robleh
3. Saidou N'Dow
4. Dyfed Aubrey

REQUESTING OFFICE MEMBERS PRESENT

1. Avi Sakar
2. Bernhard Barth
3. Georgina You

MIN 5 OF 2020 INTRODUCTION

The purpose of the meeting was to discuss proposed amendments to the Agreements of Cooperation (AOCs) between UN-Habitat and NPSE Attapeu, NPSE Saravane and NPSE Sekong. The effect of the amendments would be an increase in the AOC amounts from US\$160,000 to US\$833,000, US\$847,000 and US\$861,000 respectively. Avi provided a detailed background of the project.

MIN 6 OF 2020 QUESTIONS, RESPONSES AND COMMENTS

GARY LANDES

1. When did the project start?
2. What is the total value of the contribution agreement with the Adaptation Fund for these projects and how much is the Programme support costs?
3. Does the implementing partner have the ability to deliver the outputs, keeping in mind that the amendment will result in almost quadrupling the initial contribution?
4. How was the implementing partner selected?
5. Will the project be completed in time, given the Covid-19 pandemic?

The requesting office responded to some of the question. Avi stated that the IP agreement started in June / July 2019 and the intention was to complete it by June, 2020. They responded that the total value of the contribution agreement with the Adaptation Fund is US\$4.5 Million and that Programme support costs is 7% (plus 1.5% oversight) and 9.5% project management. On the question of how the implementing partner was selected, Avi responded that the implementing partners are Government entities and they were included as implementing partners in the Adaptation Fund prodoc based on discussions with Government and National Designated Authority during the project formulation phase.

Gary requested the requesting office to provide a table showing the overarching goals of the project, what has been achieved so far and what remains to be achieved.

MOHAMED ROBLEH

1. How was the auditor selected?
2. How was the budget arrived at?
3. How is the progress and the quality of work being monitored?

4. Making reference to a memo addressed to Gary, Mohamed asked whether the request to amend the AOC was coming from UN-Habitat or from the Implementing Partner.

Mohamed added that it is recommended that they select the UNDP selected auditor in Laos, if any. In terms of monitoring, he suggested that beneficiaries and local communities be involved in monitoring project progress and quality. The requesting office responded that they have a monitoring plan in place, which is monitored by a chief technical advisor and project engineers and supported by technical staff from the implementing partners. Avi added that UN-Habitat Laos use it as a standard practice to provide UN-Habitat contact numbers to communities to lodge any complaints members of the community might have.

Mohamed requested the requesting office to provide a formal monitoring plan.

Mohamed suggested that additional funding be withheld pending a favorable audit.

SAIDOU N'DOW

1. Is the Donor in agreement with the significant increase and is this the proposed amendment in line with the Adaptation Fund rules?

The requesting office replied to the affirmative (for both questions).

Saidou requested the requesting office to share minutes of the Steering Committee where this intended amendment was discussed.

DYFED AUBREY

1. Is there any reassurance that the unit cost in this extension will be in line with the unit cost of the original agreement?

The requesting office responded that the unit cost of extension is in line with the unit cost of the original project document.

MIN 7 OF 2020 WAY FORWARD

Gary noted that the Adaptation Fund has in the past pre-determined the implementing partners and further that the Adaptation Fund allocates less than 10% programme support costs. He suggested that these two observations be discussed at a later date.

In summary, the IPSC members requested the following from the requesting office to approve of the request for AoC amendment:

DOCUMENT	REQUESTED BY
1. Table showing the overarching goals of the project, what has been achieved so far and what needs to be achieved in the amendment.	Gary Landes
2. Formal monitoring plan	Mohamed Robleh
3. Minutes of the Steering Committee where this intended projects were discussed.	Saidou N'Dow

MIN 8 OF 2020 AOB

It was agreed that Gary would share a list of the questions raised in the meeting with all members.

MIN 9 OF 2020 ADJOURNMENTn

There being no other business, the meeting was adjourned at 11:10 AM, Nairobi time.

Dated..... *25 May 2020*

Signed..... *Gary Landes*

Gary Landes, IPSC Chair