

Annex 2: Matrix of Responsibility

This matrix outlines responsibilities between the Stop Tuberculosis Partnership Secretariat (STBP) and UNOPS with respect to matters of HR, procurement, travel, grant making and financial administration.

X = Lead, Main Responsible, Clearer etc.

(X) = Support, Comments, Feedback etc.

1. Human Resources Management

A. HR Support for Secretariat Staff

Activity	STBP	UNOPS
B1. Substantive supervision of staff	X	
B2. Substantive supervision of Portfolio Mgt Team		X
B3. Performance appraisal	X	
B4. Attendance recording	X	
B5. Leave approval	X	
B6. Leave tracking	(X)	X
B7. Issuance and extension of Laissez-passer		X
B8. Payment of salary and entitlements*		X

* Budgets for the costs of international experts are to include provision for all termination liabilities specified in the employment contracts (this is included in proforma costs).

B. Recruitment of Individual Consultants (international ICAs)

Activity	STBP	UNOPS
C1. Identification of consultancy needs	X	
C2. Preparation and substantive review of the TOR	X	(X)
C3. Determination of contract modality and recruitment level	(X)	X
C4. Review of the TOR for compliance with UNOPS standards		X
C5. Advertisement of position		X
C6. Prequalification and preparation of shortlist of candidates	X	(X)
C7. Review and concurrence of shortlist		X
C8. Convening and management of selection panel	(X)	X
C9. Recommendation of candidate	X	(X)
C10. Presentation of recommended candidate to Contracts Committee or Procurement Authority		X
C11. Final approval of selection		X
C12. Issuance of Offer of Appointment Contract		X
C13. Issuance of Letter of Appointment		X
C14. Negotiation, issuance and administration of contract, including travel authorization/arrangements	(X)	X
C15. Technical supervision of consultant	X	
C16. Performance and Evaluation of work progress	X	

Activity	STBP	UNOPS
C17. Review/approval of final report	X	
C18. Payment of consultant		X

C. Recruitment of STBP Secretariat Staff

Detailed plan of Staff management matrix of responsibilities will be available after Board decision.

2. Procurement

D. Procurement of Services

Activity	STBP	UNOPS
D1. Identification of needs	X	
D2. Preparation of draft Terms of Reference	X	
D3. Review/revision of Terms of Reference		X
D4. Advertisement		X
D5. Prequalification and Short listing	(X)	X
D6. Concurrence and approval of shortlist	(X)	X
D7. Preparation and issuance of RFP/ITB	(X)	X
D8. Evaluation of proposals and final recommendation	(X)	X
D9. Award of contract	(X)*	X
D10. Drafting, negotiation and signing of contract and authorization to proceed	(X)*	X
D11. Administration of the contract	(X)	X
D12. Technical monitoring	X	
D13. Evaluation of performance	X	(X)
D14. Payment to company		X

* Contracts to be awarded by officers with delegations of authority; STBP staff can award contracts if delegated to do so.

E. Procurement of Equipment and Supplies (Goods)

Activity	STBP	UNOPS
E1. Preparation of equipment list	X	
E2. Preparation of detailed specifications	X	
E3. Finalization of specifications		X
E4. Advertisement (if required)		X
E5. Prequalification and Short listing	(X)	X
E6. Concurrence and approval of shortlist	(X)	X
E7. Preparation and issuance of ITB	(X)	X
E8. Evaluation of proposals and final recommendation	(X)	X
E9. Award of purchase order	(X)	X
E10. Inspection and shipment (if required)		X
E11. Customs clearance	(X)	X

Activity	STBP	UNOPS
E12. Deliver to final user	(X)	X
E13. Receipt and final acceptance of equipment/supplies	X	X
E14. Payment to supplier		X

3. Travel and Events Management

F. Travel Support

Activity	STBP	UNOPS
F1. Clearance of mission	X	
F2. Issuance of travel authorization	(X)	X
F3. Booking and purchase of tickets	X	X
F4. Hotel Reservation	X	X
F5. Payment of DSA etc.		X
F6. Settlement of travel claim	(X)	X

G. Event planning/management

Activity	STBP	UNOPS
G1. Preparation and circulation of provisional agendas	X	
G2. Logistical arrangements	(X)	X
G3. Managing invitations	X	
G4. Arrangement of translators and interpreters	(X)	X
G5. Travel arrangements for participants	(X)	X

4. Grant Making Activities

Activity	STBP	UNOPS
> Grant Appraisal		
H1. Initiation of funding proposals for all business lines	X	(X)
H2. Technical appraisal of funding proposals for all business lines	X	
H3. Fiduciary assessment (FM, procurement, safeguards) of recipient and proposals for all business lines	X	
H4. Approval of funding proposals for all business lines	X	(X)
> Grant Set Up		
H5. Drafting and consultations on draft Grant Support Agreements, Government MOUs, UN-to-UN Agreements*	(X)	X
H6. Review/revision of Grant Support Agreements, Government MOUs, UN-to-UN Agreements	(X)	X
H7. Final award and signature of Grant Support Agreements, Government MOUs, UN-to-UN Agreements		X
H8. Creation of grant payment records in ATLAS		X

Activity	STBP	UNOPS
H9. Disbursement package preparation and release of 1 st Installment	(X)	X
> Grant Monitoring		
H10. Technical Monitoring of project implementation	X	
H11. Financial Management and release of follow-on payments	(X)	X
H12. Amendment of Grant Support Agreements, Government MOUs, UN-to-UN Agreements		X
H13. Evaluation of performance of funded activity	X	
H14. Grant closure	(X)	X

* Deviations from pre-approved templates must be cleared by UNOPS Legal

5. Financial Administration and Reporting

Activity	STBP	UNOPS
I1. Administration of Contributions		X
I2. Transfer of Funds	(X)	X
I3. Preparation of Medium-term business plans	X	
I4. Preparation of annual work plan (including annual budget)	X	(X)
I5. Approval of annual work plan (including annual budget) and business plans	X	(X)
I6. Maintenance of separate ledger account for project funds		X
I7. Interest calculation		X
I8. Review of progress against annual work plan and agreement on necessary budget revisions	X	(X)
I9. Semi-annual interim financial statements to donors		X
I10. Annual certified financial statements to donors		X
I11. Annual results-based narrative reports	X	(X)
I12. Closure of accounts and return of unspent balance		X