

# Annex A: Host Agency Procedures – UN Women (EIF Secretariat & UN Women-Implemented Activities)

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## PART A EIF SECRETARIAT (UN WOMEN AS HOST AGENCY)

### 1 Purpose

1.1 This annex describes internal corporate procedures applicable where:

1.1.1 the EIF Secretariat is administered by UN Women; and/or

1.1.2 UN Women serves as Fund Recipient or Implementing Partner for an EIF-funded activity.

1.2 These procedures apply in addition to the EIF TOR, Multi-Partner Trust Fund Office (MPTFO) legal framework, and this Operations Manual.

### 2 Secretariat Governance under UN Women

2.1 The EIF Secretariat is administered within UN Women and is subject to:

2.1.1 UN Women Programme Policies, Procedures and Guidance (PPG) Framework;

2.1.2 UN Women financial regulations and rules;

2.1.3 UN Women human resources policies;

2.1.4 UN Women audit, procurement, and oversight mechanisms.

### 3 EIF Secretariat Annual Workplan (AWP) and Secretariat Project Document (PRODOC)

3.1 The EIF Secretariat AWP and Secretariat PRODOC are subject to internal UN Women quality assurance review prior to Steering Committee submission. This review:

3.1.1 ensures compliance with UN Women corporate policies;

3.1.2 aligns Secretariat budget structures with UN Women reporting formats;

- 3.1.3 applies corporate cost-recovery requirements.
- 3.2 For the EIF Secretariat administered by UN Women, this host-agency quality assurance review includes the review and clearance by the UN Women Programme Support and Management Unit (PSMU), or successor office, in accordance with UN Women corporate accountability requirements. This review applies to EIF Secretariat programming and direct cost activities only and does not apply to EIF-funded country projects.
- 3.3 PSMU review is a standard internal UN Women quality assurance step applied to UN Women-managed trust funds and large programmes. It:
  - 3.3.1 confirms compliance with UN Women PPG;
  - 3.3.2 ensures alignment of the Secretariat's internal budget structure with UN Women corporate financial reporting formats;
  - 3.3.3 verifies application of UN Women corporate cost-recovery mechanisms, including the 7 per cent Indirect Support Cost under the Memorandum of Understanding (MOU) and the additional Global Enabling Services (GES) charge applied to Secretariat direct costs (from 2026);
  - 3.3.4 supports consistency between programme design, resources and delivery plans; and
  - 3.3.5 strengthens internal controls and financial compliance.
- 3.4 This is an internal UN Women assurance mechanism and does not replace or limit Steering Committee authority over approval of the EIF Secretariat budget.

## 4 EIF Secretariat Closure (Host Agency Procedures)

- 4.1 Where the EIF Secretariat is administered by UN Women, closure of the Secretariat project will be undertaken in accordance with applicable UN Women corporate administrative, financial, and human resources procedures, in addition to the MPTFO closure requirements.
- 4.2 These host-agency procedures relate to:
  - 4.2.1 financial reconciliation and administrative close-out within UN Women systems;
  - 4.2.2 completion of internal reporting and clearance processes;
  - 4.2.3 closure of staffing and contractual arrangements; and
  - 4.2.4 archiving and records management in line with UN Women policies.
- 4.3 These are internal host-agency processes and do not alter EIF governance responsibilities.

## 5 EIF SC Co-chair – UN Women: Signing Authority and Delegations

- 5.1 Where approval and/or signature is required from UN Women, whether in its capacity as an EIF SC member or as United Nations Co-Chair, the Deputy Executive Director (DED) Normative Support, United Nations System Coordination and Programme Results, or the Director, Policy, Programmes and Intergovernmental Division (PPID), are authorised to sign on behalf of UN Women, in accordance with established delegations.
- 5.2 These internal UN Women approval and signature procedures do not alter the EIF governance structure or the decision-making authority of the EIF Steering Committee as defined in the EIF TOR.

- 5.3 The EIF Secretariat will request the UN Women Executive Director (ED), DED, or authorised representative's signature or approval through established UN Women procedures for all documents requiring such approval, noting the following indicative processing times:
- 5.3.1 PSMU review and clearance: five working days;
  - 5.3.2 Director PPID approval: five working days;
  - 5.3.3 DED approval: five working days (concurrent).

## **PART B — UN WOMEN AS FUND RECIPIENT / IMPLEMENTING PARTNER**

### 6 Application of UN Women Corporate Policies

- 6.1 Where UN Women serves as Fund Recipient or Implementing Partner, EIF-funded activities are implemented under UN Women's corporate financial regulations, rules, and Programme Policies, Procedures and Guidance (PPG) framework. The EIF Operations Manual does not replace or supersede UN Women corporate guidance.
- 6.2 UN Women Country and Regional Offices are responsible for ensuring compliance with UN Women internal planning, Harmonised Approach to Cash Transfers (HACT) / Risk-Based Capacity Assessment (RBCA), procurement, asset management, partnership, and reporting procedures, and for seeking clarification directly from the PSMU, Finance, Legal, or other relevant headquarters units, as required.
- 6.3 The EIF Secretariat provides guidance on EIF-specific requirements (including eligibility, results alignment, reporting to the EIF, Terms of Reference (TOR) alignment, and use of EIF indicators). Questions related to interpretation or application of UN Women corporate procedures should be addressed through UN Women internal channels.

### 7 UN Women Country and Regional Offices as Fund Recipients or Implementing Partners

- 7.1 Where UN Women Country or Regional Offices serve as Fund Recipients or Implementing Partners for EIF-funded projects, they are encouraged to ensure that the project is appropriately reflected within their existing corporate planning and accountability frameworks, including the Strategic Note and Annual Work Plan, in line with UN Women internal requirements and procedures.
- 7.2 Doing so strengthens institutional ownership, alignment with broader programmatic priorities, and facilitates effective results management and corporate reporting. UN Women Offices are responsible for determining the most appropriate way to reflect EIF programming within their planning instruments, in line with UN Women policies and guidance.

### 8 UN Women Internal Corporate Processes

- 8.1 The EIF Operations Manual, approved PRODOC, and associated EIF governance frameworks provide the formal accountability, oversight, and quality assurance mechanisms for EIF-funded projects.
- 8.2 Accordingly, EIF-funded projects are not required to undergo review through Regional / Local Programme Appraisal Committees (R/LPACs), or equivalent corporate appraisal processes for full project approval, unless a UN Women Country Office considers such review beneficial for internal reasons.

- 8.3 UN Women Country Offices remain responsible for determining how best to meet their internal corporate governance obligations, while ensuring consistency with the EIF TOR, approved PRODOC, and legal agreements with the MPTFO.

## 9 Delegation of Authority (DoA)

- 9.1 Where UN Women Country Offices serve as Fund Recipients or Implementing Partners, UN Women internal Delegation of Authority policies and financial approval thresholds continue to apply.
- 9.2 Approval of EIF-funded budgets, revisions, agreements, and related financial commitments must therefore be undertaken by officials holding the appropriate delegated authority within UN Women, consistent with corporate financial and programme management policies.

## **PART C — FINANCIAL & ASSURANCE MECHANISMS**

### 10 Refunds and Returned Balances (UN Women-Implemented Projects)

- 10.1 To ensure fiduciary compliance and transparency, additional requirements apply where UN Women serves as Fund Recipient or Implementing Partner.
- 10.2 Where an EIF-funded project implemented by UN Women is terminated, or where an unspent balance must be returned, the applicable 7 per cent Indirect Support Cost (ISC) will be adjusted in accordance with UN Women financial rules and on the basis of actual expenditure incurred.
- 10.3 Before communicating any refund amount to the MPTFO or to donors, the EIF Secretariat must submit a Global Service Ticket (GST) request to UN Women Finance, clearly indicating that an ISC adjustment is required. Finance will process the ISC recalculation and confirm the final refundable amount.
- 10.4 The EIF Secretariat will await receipt of any returned funds from the UN Women Country / Regional Office before finalising the refund notification and confirmed balance to the MPTFO and relevant stakeholders.
- 10.5 Where a HACT micro-assessment or UN Women RBCA is conducted for an EIF project, it must incorporate the additional questions included in the UN Women RBCA that focus on Sexual Exploitation and Abuse (SEA), women in leadership positions, data privacy and protection, and women's ownership and participation in the organisation.

### 11 Programme / Implementing Partner Audits (UN Women Corporate Procedure)

- 11.1 UN Women Country Offices are not required to include a budget allocation for Programme or Implementing Partner Audits in partner project documents where the activity is supported by the EIF.
- 11.2 The EIF Secretariat will retain funds centrally to cover audit costs, where required.
- 11.3 The UN Women PSMU will advise the EIF Secretariat on estimated audit costs when such audits are required.

### 12 UN Women RBCA and Partner and Grants Agreement Management System (PGAMS)

- 12.1 For EIF-funded projects implemented by UN Women (i.e. where UN Women is the Fund Recipient or Implementing Partner), UN Women's corporate requirements apply. This includes the use of the UN

Women RBCA and completion of the assessment in the online RBCA module within PGAMS, where it must be formally recorded.

- 12.2 The RBCA is typically completed jointly by the Project Manager and the Operations Manager (or a senior Operations colleague) prior to finalisation of the partner agreement and commencement of implementation.
- 12.3 Where the RBCA validity end date falls before the Programme Partner Agreement end date, a new RBCA must be conducted as required. PGAMS includes a validation alert to notify the Programme Focal Point and relevant colleagues where an RBCA expiry date precedes the Programme Partner Agreement end date.<sup>1</sup>

## 13 Acronyms

**AWP** – Annual Workplan  
**C&KM** – Communications and Knowledge Management  
**DED** – Deputy Executive Director  
**DoA** – Delegation of Authority  
**ED** – Executive Director  
**EIF** – Elsie Initiative Fund  
**GES** – Global Enabling Services  
**GST** – Global Service Ticket  
**HACT** – Harmonized Approach to Cash Transfers  
**ISC** – Indirect Support Cost  
**MOU** – Memorandum of Understanding  
**MPTFO** – Multi-Partner Trust Fund Office  
**PGAMS** – Partner and Grants Agreement Management System  
**PPG** – Programme Policies, Procedures and Guidance  
**PPID** – Policy, Programmes and Intergovernmental Division  
**PRODOC** – Project Document  
**PSMU** – Programme Support and Management Unit  
**RBCA** – Risk-Based Capacity Assessment  
**R/LPAC** – Regional / Local Programme Appraisal Committee  
**SC** – Steering Committee  
**SEA** – Sexual Exploitation and Abuse  
**TOR** – Terms of Reference  
**UN** – United Nations

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<sup>1</sup> <https://unwomen.sharepoint.com/Policy-Programming/ProgrammeDivision/PSMU/PSU%20Document%20Library/Forms/AllItems.aspx?OR=Teams-HL&CT=1717087423610&id=%2fPolicy-Programming%2fProgrammeDivision%2fPSMU%2fPSU+Document+Library%2fGuide+to+PGAMS+Online+Risk-based+Capacity+Assessment.pdf&parent=%2fPolicy-Programming%2fProgrammeDivision%2fPSMU%2fPSU+Document+Library>