ATPS GUIDELINES FOR ASSESSING AND FOLLOWING UP ON THIRD PARTIES

2015

This document outlines the procedures and responsibilities for ensuring that funds are used appropriately and align with ATPS's mission and objectives.

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ATPS GUIDELINES FOR ASSESSING AND FOLLOWING UP ON THIRD PARTIES

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Introduction and Rationale

The African Technology Policy Studies Network (ATPS) is dedicated to promoting the generation, dissemination, and application of science, technology, and innovation (STI) for African development. As part of our commitment to transparency, accountability, and effective use of resources, it is crucial to establish guidelines for monitoring and evaluating the use of funds forwarded to third parties. This document outlines the procedures and responsibilities for ensuring that funds are used appropriately and align with ATPS's mission and objectives.

Definition of Key Terms

- **Third Parties:** Individuals, organizations, or entities that receive funds from ATPS for specific projects or activities.

- **Funds:** Financial resources provided by ATPS to third parties to support specific projects or activities.

- **Monitoring:** The ongoing process of overseeing the use of funds to ensure they are used as intended.

- **Evaluation:** The systematic assessment of the effectiveness, efficiency, and impact of the funded projects or activities.

- **Accountability:** The obligation of third parties to report on the use of funds and the outcomes of funded activities.

Goals and Objectives

Goals

1. **Ensure Accountability:** Guarantee that funds are used transparently and responsibly by third parties.

2. **Promote Effective Use of Resources:** Maximize the impact of funds by ensuring they are used effectively and efficiently.

3. **Support Project Success:** Provide oversight and support to third parties to achieve project objectives and outcomes.

4. **Foster Collaboration:** Build strong, collaborative relationships with third parties based on mutual trust and accountability.

Objectives

1. **Establish Clear Guidelines:** Develop and disseminate clear guidelines for third-party fund usage and reporting.

2. **Implement Monitoring Mechanisms:** Establish robust mechanisms for regular monitoring of third-party activities and fund usage.

3. **Conduct Evaluations:** Perform systematic evaluations of third-party projects to assess effectiveness and impact.

4. **Provide Training and Support:** Offer training and support to third parties to enhance their capacity for effective fund management.

5. **Ensure Compliance:** Ensure that third parties comply with ATPS's financial management policies and procedures.

Policy Framework

Pre-Funding Due Diligence

1. **Assessment of Third Parties:** Conduct a thorough assessment of third parties before forwarding funds. This includes evaluating their financial stability, governance structures, and track record of managing similar projects.

2. **Risk Assessment:** Identify potential risks associated with funding third parties and develop mitigation strategies.

3. **Contractual Agreements:** Develop clear contractual agreements outlining the responsibilities, reporting requirements, and accountability measures for third parties receiving funds.

Fund Disbursement

1. **Disbursement Schedule:** Develop a disbursement schedule that aligns with the project timeline and milestones.

2. **Initial Disbursement:** Release initial funds based on the completion of pre-agreed conditions and the signing of the contractual agreement.

3. **Subsequent Disbursements:** Tie subsequent disbursements to the achievement of specific milestones and the submission of progress reports.

Monitoring and Reporting

1. **Regular Reporting:** Require third parties to submit regular progress reports detailing the use of funds, activities undertaken, and outcomes achieved. The frequency of reporting should be specified in the contractual agreement.

2. **Site Visits:** Conduct periodic site visits to monitor the implementation of funded projects and verify the accuracy of reports submitted by third parties.

3. **Financial Audits:** Require third parties to undergo regular financial audits to ensure funds are managed appropriately and in compliance with ATPS's financial policies.

4. **Performance Reviews:** Conduct performance reviews to assess the progress of third-party projects and identify any challenges or areas for improvement.

Evaluation and Accountability

1. **Mid-Term Evaluations:** Perform mid-term evaluations to assess the ongoing effectiveness and impact of funded projects. Adjust funding or provide additional support as needed based on evaluation findings.

2. **Final Evaluations:** Conduct final evaluations at the conclusion of projects to assess overall success, impact, and lessons learned.

3. **Feedback Mechanisms:** Establish mechanisms for collecting feedback from third parties on the funding and monitoring process to improve future practices.

4. **Accountability Measures:** Implement measures to hold third parties accountable for the misuse of funds, including the recovery of funds and termination of agreements if necessary.

Implementation Strategy

Leadership Commitment

- **Senior Management Involvement:** Ensure commitment from ATPS senior management to uphold and enforce the guidelines for third-party fund follow-up.

- **Resource Allocation:** Allocate necessary resources, including funding and personnel, to support the implementation of these guidelines.

Training and Support

- **Capacity Building:** Provide training and support to third parties on financial management, reporting, and project implementation to enhance their capacity to manage funds effectively.

- **Guidance Materials:** Develop and distribute guidance materials, including templates for reporting and best practice documents, to assist third parties in meeting ATPS's requirements.

Continuous Improvement

- **Policy Review:** Regularly review and update these guidelines to reflect best practices and emerging trends in financial management and project oversight.

- **Stakeholder Engagement:** Engage with stakeholders, including third parties and donors, to gather input and improve the guidelines.

Monitoring and Evaluation

Monitoring

- **Regular Audits:** Conduct regular audits to ensure compliance with these guidelines and identify areas for improvement.

- **Feedback Mechanisms:** Implement feedback mechanisms to gather input from staff, third parties, and other stakeholders on the effectiveness of the guidelines.

- **Performance Indicators:** Develop and track performance indicators related to the follow-up of third-party fund usage.

Evaluation

- **Annual Reviews:** Conduct annual reviews of the guidelines and their implementation to identify areas for improvement.

- **Impact Assessment:** Assess the impact of these guidelines on the effectiveness and accountability of third-party projects.

Scope of Application

This policy applies to all third parties receiving funds from ATPS, as well as ATPS staff involved in the disbursement, monitoring, and evaluation of these funds. Compliance with this policy is mandatory, and any breaches will be addressed promptly and decisively.

Conclusion

The ATPS Guidelines for Third-Party Follow-Up When Forwarding Funds underscore our commitment to transparency, accountability, and effective use of resources. By establishing clear guidelines, implementing robust monitoring and evaluation mechanisms, and providing training and support to third parties, ATPS aims to ensure that funds are used appropriately and contribute to the achievement of our mission and objectives.

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