



**Global Strategy**  
IMPROVING AG-STATISTICS



# Fund Administrator

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## Terms of Reference

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The Food and Agriculture Organization of the United Nations (FAO), in its capacity as The Fund Administrator (FA), will hold in trust, as a legal owner, and administer the funds, contributed by Resource Partners to implement the Global Strategy and will be accountable to the Global Steering Committee (GSC) for the performance of its fiduciary responsibilities.

The FA accepts this appointment on the understanding that the Participating Partners (PPs) assume full programmatic and financial accountability for the funds disbursed to them by the FA and will be directly accountable to the GSC in accordance with the PP's own fiduciary framework, policies, guidelines and procedures.

The FA will have the following responsibilities:

- a) Receive contributions from Resource Partners that wish to provide financial support to the Global Trust Fund;
- b) Administer such funds received, in accordance with the signed MoU, and with the strategic allocations decided by the GSC, including the provisions relating to winding up the Global Trust Fund and related matters;
- c) Disburse available funds to each of the PPs in accordance with instructions from the Global Executive Board (GEB), taking into account the budget set out in the programmatic document<sup>1</sup>, as approved by the Regional Steering Committee (RSC);
- d) Prepare, twice a year, the consolidated financial report based on the certified financial report submitted by each of the PPs, and provide the consolidated financial report to the GEB. The FA forwards the annual consolidated financial report to each Resource Partner **no later than 31<sup>st</sup> May each year**. The FA will also submit the consolidated financial report to the GSC for comments (as appropriate) and final endorsement<sup>2</sup>.
- e) The FA will prepare annual and final certified financial reports on its activities as FA.
- f) Each year, the FA will receive from the Global Office the annual consolidated narrative report based on the narrative progress reports submitted by each of the PPs. It will submit the annual narrative report to the GSC for approval<sup>3</sup>. Once the report has been approved, the FA forwards the approved annual consolidated narrative report to each Resource Partner **no later than 30<sup>th</sup> April each year**.
- g) The FA will provide final consolidated financial and narrative reports after the completion of the activities, including notification that the Global Trust Fund has been fully expended or has been wound up;

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<sup>1</sup> As used in this document, an approved programmatic document refers to an annual work plan which is approved by the RSC for fund allocation purposes.

<sup>2</sup> The GSC may endorse the financial reports electronically.

<sup>3</sup> The GSC may approve the annual narrative report electronically.

- h) Provide the GEB with the annual delivery rate<sup>4</sup> of the funds executed by each region based on the analysis of the financial report together with the workplans and the narrative reports;
- i) Disburse funds to the PPs for any additional costs of the task that the GSC may decide to allocate.

The FA will inform the GSC on Resource Partners' contributions. In consultation with the PPs, the FA will ensure that the GSC decisions regarding the Global Trust Fund are posted on FAO's website, where appropriate. In addition, periodic reports on the progress of implementation of the Global Trust Fund will be posted.

All contributions received from Resource Partners will be deposited in the Global Trust Fund. Following the approval of the GEB, the contributions received will be disbursed to the PPs.

FAO will make a clear delineation between its function as FA and as PP. An accountability framework with distinct reporting lines will be established and maintained. When FAO will act as PP, its policies, guidelines and procedures will apply.

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<sup>4</sup> The delivery rate estimation is not applicable for the first year.

