

# Finance Management Team TORs

## Purpose

---

The purpose of the Finance Management Team (FMT) is to aggregate and analyse financial information to produce timely and transparent information on GPEI financial needs to inform program planning and management and financial risk management. Financial information refers to GPEI financial needs, sources of funds, resource allocations and expenditures and risks associated with delays in fund flow, misallocation, overspend or under-utilisation of GPEI funds.

## Duties

---

The Strategy Committee (SC) has delegated authority to the FMT to carry out the following:

### Advisory

- Provide relevant financial analyses and advice to GPEI management groups to ensure alignment of program and financial planning.
- Identify and prepare, with appropriate inputs, and present to SC and/or Finance and Accountability Committee (FAC):
  - Short term program cash flow position to the SC; medium to long term program funding forecast to the SC and FAC
  - Major financial risks on both cost and revenue sides as well as delays and anomalies in allocation, and proposed mitigation strategies, to include risks associated with funds not currently being tracked by the GPEI FRR but having impact on GPEI.
  - Annual and multi-year GPEI budget reflecting the latest programmatic and strategic priorities, as defined by the Strategy Committee (SC)

### Oversight

- Accountable for the accuracy and timeliness of the financial information provided which should include:
  - Budgets, financial forecasts, including revenue and expenditure
  - Reports of expenditure incurred compared to budgets;
  - Recommendations on funds allocation
  - Identifying and proposing mitigations for financial risks
- Financial Planning: Develop financial scenarios corresponding to programmatic choices to fund emergent programmatic priorities defined by SC, in order to help SC (and FAC) understand the financial trade-offs involved.
- Optimize the allocation of funds to maximize programmatic flexibility and impact
- Oversee the distribution of and reports against the use of Emergency Response GPEI funds

### Decision-making

- Define appropriate cost drivers for budgeting and forecasting.
- Review and recommend the affordability of proposed programmatic changes (e.g. SIA Calendar) within the GPEI budget envelope

## Outputs

---

- Quarterly financial reports, including donor pledge tracking to SC and FAC
- Monthly cash flow reporting to the SC
- Semi-annual multi-year budgets to the SC and FAC
- Annual overview of major off-budget, strategy-enabling contributions to polio eradication
- Cost planning / scenario planning tools required by the SC and its Management Working Groups to perform their duties (e.g. SIA cost calculator)

- Specific financial scenarios, as required by SC and/or FAC/POB.

## Composition

---

### Chair and Members

- The FMT will have one Chair (the “Chair”) appointed by the SC. The FMT chair will be a liaison/observer on the SC; at the discretion of the FAC Chair, the Chair of the FMT may be requested to present or participate in portions of the FAC meetings.
- GPEI Finance Management lead from WHO
- GPEI Finance Management lead from UNICEF
- Liaison from the FAC (appointed by the FAC Chair)
- GPEI Finance focal points from Rotary, CDC and BMGF

### Observers/liaison

- Liaison from Polio Advocacy and Communication Team (PACT)
- Liaison from Gavi

### Staff and Secretariat

The FMT may seek assistance from external financial management specialists at the discretion of its Chair. Secretariat support to the FMT will be provided by the chair’s organization and will rotate with the chair - to take meetings minutes, track issues/actions, and schedule meetings.

### Member selection

SC members will propose members or observers from their respective agencies to the SC Chair for appointment.

## Mode of Operation

---

### Meetings

- The FMT will organise monthly meetings, via teleconference or video conference.
- The FMT will organise semi-annual in-person meetings, at a location of their choosing, one of them ahead of the in-person POB meeting. Other meetings can be scheduled as topics required, at the discretion of the Chair.
- A quorum will be reached when two thirds of the FMT members are present.
- The number of observers and additional agency representatives at meetings will be kept at a minimum; ideally only those required by this ToR to attend the meetings.

### Decision making

- Decisions will be made by consensus. Observers will not have decision making rights
- When consensus cannot be reached, decisions will be escalated to the SC for resolution.

## Accountability

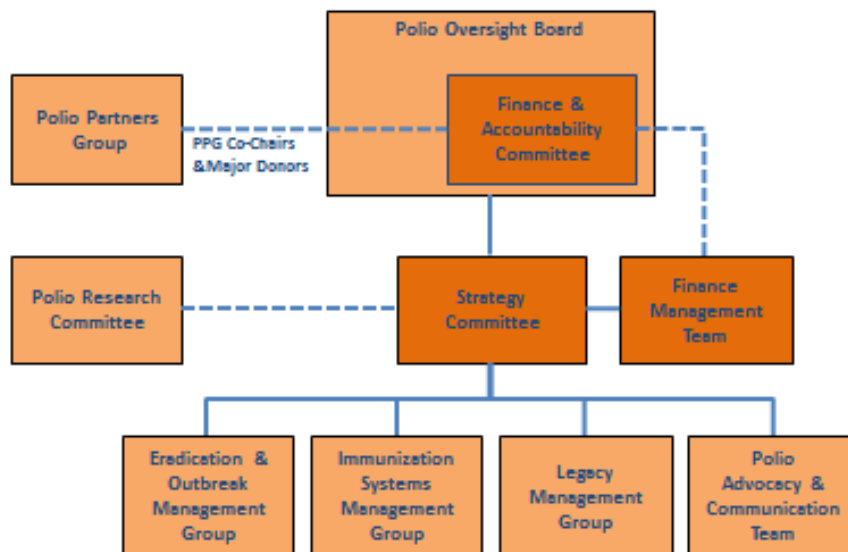
- The FMT will report to, and be accountable to the SC.
- The FMT is accountable to the FAC regarding the timeliness and accuracy of its reports intended for POB and donors.
- The Chair will report to the SC, all actions the FMT has taken since the last FMT meeting.
- All proposals made by the FMT will be submitted to the SC for consideration and decision, except for cases where it is mandated by delegated authority to take decisions.

Approval

This Terms of Reference has been approved by the SC as at 25 February 2016. This ToR will be reviewed annually or at discretion of the SC Chair.

## Finance Management Team (FMT)

**POLIO** GLOBAL  
ERADICATION  
INITIATIVE



**EVERY  
LAST  
CHILD**