Finance Management Team (FMT) Terms of Reference (ToR)

Purpose

The purpose of the Finance Management Team (FMT) is to aggregate and analyze financial information to produce timely and transparent information on GPEI financial situation to inform program planning and management and financial risk management. Financial information refers to GPEI budgets, funding, allocations, expenditures, cash-flows, projections, risks, donor agreements and reports, and financial controls.

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 inform and ensure alignment of program and financial planning.
- Identify and prepare, with appropriate inputs, and present to SC and/or Finance and Accountability Committee (FAC):
  - Annual and multi-year GPEI budgets reflecting the latest programmatic and strategic priorities, as defined by the Strategy Committee (SC), across all Objectives, implementing partners and HQ, regional and country offices
  - Quarterly expenditure reports in relation to budgets, with explanations of variances, and projections
  - Regular reports of GPEI cash-flows and cash gaps, including strategies to address funding shortfalls
  - Major financial risks on both cost and revenue sides
  - Budget and funding implications of programmatic proposals, including costs and forecast
  - Mechanisms to strengthen financial controls and accountability

Oversight

- Accountable for the accuracy, timeliness, clarity and relevance of the financial information provided, which should include:
  - Budgets
  - Financial forecasts, including revenue and expenditure
  - Reports of expenditure incurred compared to budgets and variances
  - Donor proposal and reports
  - Identifying and proposing mitigations for financial risks
- Financial Planning: Develop scenarios highlighting financial implications of programmatic choices and trade-offs.
- Optimize the allocation of funds to maximize programmatic flexibility and impact
  - Implement sound financial controls to ensure accountability for resources; ensure the appropriate use of funds, and identify opportunities for cost-savings and economies.
  - Development of guidelines and processes to facilitate actions related to financial administration and coordination.
- FMT is responsible for the review and clearance of the financial authorities delegated across GPEI MGs.
Decision-making

- Authority to allocate funding for program implementation, in accordance with approved GPEI budget and donor specifications.
- Contingencies: FMT to allocate it as appropriate with a zero-impact on the overall budget. Manage and allocate contingency funds as need be.
- FMT authorized to implement zero-sum shifts on behalf of regions, agency and cost center within the annual budget and within the originators authority.
- Outbreaks: FMT is authorized to make shift from unallocated outbreak resources to specific agencies, cost centers and budget lines as informed by the OPRTT endorsed budgets, approved by the EOMG.
- Any increases to the budget need to be submitted through the FMT to the SC for approval.

Outputs

- Annual and/or multi-year budgets, and mid-year budget revisions as required.
- Maintaining publicly available financial information.
- Execute decisions taken by the SC, FAC and POB.
- Quarterly financial reports, including expenditures reports in relation to budget.
- Regular forecasts of revenues and cash flows.
- Regular financial reporting to the FAC.
- Timely donor proposals and reports.
- Periodic overview of major off-budget (e.g. non-FRR), strategy-enabling contributions to polio eradication.
- Cost planning / scenario planning and development of other relevant tools for effective financial management.
- Specific financial scenarios, as required requested by SC and/or FAC/POB.
- FMT calendar of key deliverables.

Composition

Chair and Members

- The FMT will have two co-Chairs. Both will be appointed by the SC. The FMT co-Chairs will be liaison/observers on the SC and to present to the SC, the FAC and the POB when requested.
- FMT co-Chair (WHO): Mr Daniel Walter.
- FMT co-Chair (UNICEF): Ms Michiyo Shima.
- GPEI Finance Management focal point from WHO: Mr John Kennedy.
- GPEI Finance focal point from Rotary: Veronica Gonzalez.
- GPEI Finance focal point from CDC: Ms Deborah Hamilton.
- GPEI Finance focal point from BMGF: Ms Britta Tsang.

Gavi participation at the FMT is pending confirmation.

Observers/liaisons/contributors

- Liaison from Polio Advocacy and Communication Team (PACT): Heather Monnet.
- Liaison ad-hoc participation from MGs.
Liaison ad-hoc participation from a FAC representative
- Staff contributors to FMT deliverables and reports, as assigned by the co-Chairs
- FMT members may be full-time members, observers or periodic contributors of other management groups or sub-groups (e.g. PACT, SIATT, OPRTT)

**Member selection**
- Each FMT member is to be appointed by the SC representative of his or her respective agency.

**Mode of Operation**

**Meetings**
- The FMT will organize regular meetings, via teleconference or video conference.
- The FMT will organize in-person meetings at least annually, at a location of their choosing. Ad-hoc meetings can be scheduled as required, at the discretion of the co-Chairs.
- A quorum will be reached when two thirds of the FMT members are present.
- The co-Chairs may invite observers and additional agency representatives to attend/participate in FMT 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, via its co-Chairs, will report to and be accountable to the SC.
- The FMT is accountable to the FAC for regular financial reporting.

**Approval**

This Terms of Reference has been approved by the SC on 12 December 2019.
This ToR will be reviewed annually, or when needed, or at the request of the FAC or the SC.