

Ministry of National Planning and Economic Development

**Guidelines for Systematic and Smooth Implementation of Socio-Economic Development Activities in Cooperation with UN Agencies, International Organizations and NGOs/INGOs**

(Draft/Unofficial translation from Myanmar version)

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# **Guidelines for Systematic and Smooth Implementation of Socio-Economic Development Activities in Cooperation with UN Agencies, International Organizations and NGOs/INGOs**

## **1. Introduction:**

UN agencies, international organizations, INGOs/NGOs and individual donors have been implementing socio-economic development projects in Union of Myanmar by signing MOUs or agreements either with the Ministry of National Planning and Economic Development MNPED on behalf of the government and or with the respective counterpart ministries.

While some UN agencies funded/implemented activities with systematically/comprehensively prepared project documents/MOUs between the government ministries and the agencies concerned are found to be effective some projects however are found to be less effective and much need to be improved.

Some INGOs/NGOs assisted projects which have limited scope in terms of space, time, and magnitude and implemented through MOUs with specific government departments to address only ad-hoc emergency needs are often found to be less effective and could even sometimes jeopardize other ongoing and normal development activities in the area.

This guideline is to address the above weaknesses and aim for more systematic and smooth implementation of socio-economic development activities in cooperation with UN agencies, International Organizations, INGOs/NGOs and individual donors.

## **2. Objectives:**

The following objectives are set for the departments concerned in effective cooperation, collaboration and supervision on the projects being implemented by UN Agencies, INGOs, NGOs, International Organizations :

- \* To enhance and safeguard the national interest
- \* To prevent the infringement of the sovereignty of the State
- \* To cooperate without any string to the State
- \* To provide guidance to be on the right track, render necessary assistance as well as cooperate and coordinate with the view to contributing the socio-economic development of the Nation

3. Proposed guidelines to be followed in cooperating with UN agencies, International organizations and NGOs/INGOs:

Ministries concerned fully reported the issues and weak/strong points in dealing with the above organizations to the Coordination meeting held on 5 and 11 January 2006 chaired by the Prime Minister. The following guidelines are based on the submissions/advice made by the Ministries at the meetings and thus need to be followed .

4. Submission and Approval of Basic Agreements

- a. UN agencies and International Organizations have to submit the draft Basic Agreements proposed to be signed with the government to the MNPED.
- b. MNPED will forward the draft Basic Agreement to the Ministries concerned and to the Office of the Attorney General for their comments and then to the Foreign Affairs Policy Committee FAPC and the Cabinet Meetings accordingly for approval.

5. Submission and Approval of Project Proposals

- a. All UN agencies, INGOs, NGOs and other international organizations are required to submit all their project proposals to be implemented in Myanmar to the MNPED and copied to the other Ministries concerned.
- b. Project proposals must be in conformity with the objectives mentioned in the above guidelines. If not, necessary negotiations shall be made with the Ministries and agencies concerned to revise the proposal until conformity with the objectives of the guidelines is met.
- c. Project proposals which encompass overall framework/multiple ministries/ multi- sector must first seek comments/endorsements from the Ministry of National Planning and Economic Development (MNPED) and Office of the Attorney General and then submitted to Foreign Affairs Policy Committee (FAPC)/ Cabinet Meetings for approval. If and when approved it will then be transferred to the Ministries concerned for implementation.
- d. The Ministries concerned in analyzing/appraising the scope of work of the proposed project must carefully delineate the exact work components to be .. implemented between the other (donor) side and own (govt) side keeping

in mind the laid down guidelines. Make sure that our side committed what we can really deliver and also ascertain it doesn't include which we would not like to have and only what we prefer to obtain. Both sides must be fully and clearly understood/agreed the scope of work need to be implemented.

- e. For project proposals which are only concerned with a single Ministry, MNPED, with its comments, will pass on the document to the Ministry concerned and that Ministry will be responsible to further submit it to FAPC and the Cabinet Meetings for approval.
- f. Ministries concerned which have received multi-sectoral project proposals from NGOs/INGOs must forward the proposals to MNPED.
- g. Ministries which have received single-sector project proposals solely concerned to their ministries only from NGOs/INGOs are to submit the documents to MNPED and other related Ministries for comments and then to proceed on its own to seek approvals from FAPC and Cabinet Meetings.
- h. These Ministries need to share with MNPED copies of the related FAPC/Cabinet Memos/Decisions submitted and obtained related to the project proposals.
- i. Ministries concerned must send to MNPED copies of all the signed project documents. MNPED is responsible to register all the projects .

## 6. Submission and Approval of MOUs

- a. NGOs/INGOs shall submit the draft MOU, which is to be implemented in Myanmar, to the MNPED after consultation with the concerned Ministries on the draft MOU.
- b. Draft MOU which is to be implemented in Myanmar shall be in line with the objectives of Programme Guidelines. If not, necessary negotiations shall be made with the Ministries and organizations concerned until conformity with the objectives of guidelines is met.
- c. If the draft MOU involves multiple sector/multiple ministry, MNPED will forward it to the Ministries concerned and to the Office of the Attorney General for comments and then submit it to FAPC and Cabinet meetings for approval.
- d. The Ministries concerned in analyzing/appraising the MoU must carefully delineate the exact work components to be implemented between the other (NGO/INGO) side and own (govt) side keeping in mind the laid down guidelines. Make sure that our side committed what we can really deliver and also ascertain it doesn't include which we would not like to have and

only what we prefer to receive. Both sides must be fully and clearly understood/agreed the scope of the whole project thoroughly.

- e. If the draft MoU involves only a singular Ministry, MNPED will make appropriate comments on it and will transfer it to the Ministry, concerned. The Ministry concerned will then do the necessary appraisals before submitting it to FAPC and Cabinet meetings for approval.
- f. If the draft MoUs involving multi-sectors are received from NGO/INGOs by respective ministries, then the Ministries concerned will have to analyse/appraise the MOUs first before transferring them to MNPED.
- g. If NGO/INGOs submit Draft MoUs which involve only one single Ministry to the Ministry concerned, then the respective Ministry shall seek comments from MNPED and other related Ministries First before submitting it to FAPC and Cabinet meetings for approval.
- h. Ministries concerned must send to MNPED copies of all the FAPC/Cabinet memos and FAPC/cabinet decisions on the MOUs.

## 7. Implementation Arrangements

- a. Signing of Basic Agreements, Project Proposals and MoUs
  1. The Basic Agreements between the Union of Myanmar and UN agencies, International Organizations will be signed by the MNPED on behalf of the Government
  2. The MoUs/Project documents involving Overall Framework/ Multiple Ministry/ Multiple Sector, will be signed by MNPED
  3. Copies of signed MoUs and project documents will be shared with all the Ministries concerned by MNPED
  4. If the MoU/Project document is concerned only with a single Ministry, that respective Ministry will sign the MoU/Project document.
  5. Copies of signed MoUs and project documents will be shared with MNPED by the Ministry concerned.
  6. If sub-contracts have to be made in implementing the agreed/approved project activities, proposed sub-contracts need to be first sent to MNPED and other relevant Ministries for comments/endorsement before concluding these sub- contracts.
  7. Sub-contracts by INGOs/NGOs shall be made/signed only with the prior approval by the Ministry concerned.
  8. Signed copies of these sub-contracts must be shared with MNPED.

b. Registration and Establishment of Offices/sub offices

1. NGOs and INGOs must register with the Ministry of Home Affairs. Only after registered, establishment of offices/sub offices are to be permitted. Home Ministry, before registering an INGO/NGO must obtain endorsements from MNPED, MOFA and other line Ministries concerned. MNPED, MOFA and the line Ministries concerned must be informed when the registration is successfully done.
2. Establishment and opening of offices must be reported by the INGO/NGO concerned to MNPED , MOFA and the relevant line Ministries .
3. In case of deregistration or closure of offices/sub offices it must also be duly informed same as above. Ministry of Home Affairs must also inform the closure of INGO/NGO offices to the Ministry concerned.
4. Registration extension may be requested by the NGOs/INGOs in accordance with the existing procedure.
5. Individual donors interested to contribute should inform to the relevant Ministry and that Ministry must put it on record accordingly.

c. Staff recruitment:

1. Regarding the appointment of international personnel for the Representatives' offices in Myanmar, the agencies and organizations shall seek the prior consent from the MNPED. MNPED will then seek the endorsement from the Ministry concerned before submitting to FAPC for approval.
2. Regarding the appointment of international personnel for the projects, the agencies and organizations shall seek the prior consent from the Ministry concerned. The Ministry concerned will then seek approval from FAPC.
3. Regarding the appointment of national staff for the UN agencies/ international organizations/NGOs and INGOs in Myanmar, the agencies/organization concerned shall inform to the related ministries the required qualification for the vacant posts. The Ministries concerned will then respond to the agencies and organizations with the list of qualified candidates from which to be selected and appointed.
4. Regarding the appointment of international staff in Myanmar, these agencies and organizations shall first propose the

candidates to the Ministry concerned and only the candidate approved by the Ministry must be appointed.

5. Lists of staff ,both national and international , working in Myanmar with UN agencies/INGOs/NGOs/international organizations must be reported by the agencies/organizations and also by the Ministries concerned to MNPED.

d. Internal travel

1. MNPED is responsible for the internal travel clearance/security/and departmental official participant for the visitors/missions from agencies and organizations' Headquarters which have signed agreements with MNPED.
2. Signatory counterpart ministries are responsible for the internal travel clearance/security/ and departmental official participant for the international visitors/missions from agencies and organizations which have signed agreements with the counterpart ministries.
3. Signatory counterpart ministries are responsible for the internal travel clearance/security/ and departmental official participant for the internationals who are residing in Myanmar working for agencies and organizations which have signed agreements with the counterpart ministries.

e. Administrative matters

1. The relevant Ministry which has signed with the UN agencies, international organizations and NGOs/INGOs will coordinate the matters on importation of equipment, inputs and motor vehicles for the project as well as the entry visa for the officials/mission from the Headquarters in accordance with the rules and regulations of the State.

f. Project implementation

1. To ensure smooth coordination and better cooperation in implementing the projects assisted by UN agencies/NGOs/INGOs /International agencies, a Centra] Coordination Committee consisting of the following members is to be formed.

- Minister for MNPED Chairman
- Minister for Foreign Affairs Vice Chairman
- Minister of Home Affairs Vice Chairman
- Dy Minister, MOAI Member
- Dy Minister, MOTrade Member
- Dy Minister, Ministry of Home Affairs Member
- Dy Minister, MPBANRD Member
- Dy Minister, Ministry of Social Welfare Member
- Dy Minister, Ministry of Imm and Pop Member
- Dy Minister, Ministry of Health Member
- Dy Minister, Ministry of Religious Affairs Member
- Dy Minister, Ministry of Forests Member
- Dy Minister, Ministry of Cooperatives Member
- Dy Minister, Ministry of Education Member
- DG, Sports and Physical Fitness Dept Member
- DG, Forestry Dept Member
- Dy Minister, MNPED Secretary
- DG, FERD Joint Secretary

2. Central Coordination Committee regular meetings are to be held quarterly. Special meetings will be held if and when necessary.

3. Central Coordination Committee meeting with UN agencies/INGOs/NGOs/International Organizations are to be held quarterly

4. Ministry concerned will form a committee with the relevant officials within the Ministry and conduct on its own monthly/bi-monthly regular committee meetings

5. State/Division Coordination Committee is to be formed as follows:

- State/Divisional GAD Administrator Chairman
- State/Div Police Officer Member
- State/Div Health Officer Member
- State/Div Education Officer Member
- State/Div Social Welfare Officer Member
- State/Region PBANRD Officer Member
- State/Div Immigration/Pop Officer Member

- State/Div Women Affairs Secretary Member
- State/Div USDA Secretary Member
- State/Div MMCWA Chairwoman Member
- State/Div Red Cross Chairman Member
- State/Div War Veterans Organization Chairman Member
- State/Div Officer from relevant line dept Member
- State/Div Planning Officer Secretary

6. Township Coordination Committee is to be formed as follows:

- Township GAD Administrator Chairman
- Township Police Officer Member
- Township Health Officer Member
- Township Education Officer Member
- Township DDA Executive Officer Member
- Township Immigration and Pop Officer Member
- Township USDA Chairman Member
- Township MMCWA Chairwoman Member
- Township Red Cross Chairman Member
- Township War Veterans Organization Chairman Member
- Township Officer from relevant line dept Member
- Township Planning Officer Secretary

7. Ministries concerned are to inform the project activities/proposals to be implemented to the relevant departments/organizations for the purpose of coordination at the local level.

8. Ministries concerned are to inform in advance proposed visits by the internationals from UN Agencies/INGOs/NGOs/international agencies to the relevant State/Division/Township Coordination Committees.

9. Necessary coordination between and among NGOs/INGOs/concerned Departments including with the local communities to achieve successful implementation of the projects shall be carried out by the State/Div/Township Coordination Committees.

10. Upon the arrival to the State/Division/Township, the team leader from the organizations which will implement the projects shall inform the State/Div/Township Coordination Committees.

11. Coordination Committees must closely monitor that activities out of the Terms of Reference/Scope of Work are not implemented by the projects.
12. INGOs and NGOs must closely coordinate with the relevant line departments and local organizations in implementing the project activities.
13. UN agencies, international Organizations and INGOs/NGOs must prepare and submit monthly and quarterly project progress reports to the Ministries concerned and also to MNPED.
14. Follow-up discussions between the committees and relevant agencies are to be conducted as required after reviewing the progress reports received.
15. For longer term projects, annual workplans are to be jointly prepared by the agencies/organizations and the concerned Ministries, keeping in mind the guidelines set.
16. If the proposed activities to be undertaken is substantive and is related to the another Ministry, the scope of work/TOR shall only be revised officially and if the work is marginal, concurrence from the concerned Ministry will be required.
17. Accounts must be opened at MFTB for all incoming project funds and FEC withdrawn/used for project expenditures. Ministries concerned must coordinate in advance with the INGOs on Budget allocation matters.
18. Conducting and distribution of surveys, if not clearly mentioned/approved in the original project document, should not be permitted.
19. Matters pertaining to project period extension must be submitted to the relevant Ministries for endorsement and to FAPC and Cabinet meetings for approval by the Ministry which originally initiated the ongoing project.

g. Projects implemented in the Border Areas

1. Multi sectoral project proposals to be implemented in the border areas must first be submitted to the MNPED before proceeded with the MPBANRD.

## 8. Conclusion

Following the above operative guidelines by all the UN agencies/INGOs and NGOs/international agencies and also by the concerned government departments /organizations , current and future socio-economic projects are expected to be more effectively implemented and objectives of donor agencies and the state requirements better fulfilled.