

MA Cheat Sheets: MA and ATLAS



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UNDP issued the [UNDP Guidelines for Engagement with NGOs under Country Based Pooled Funds](#) in late 2016 and rolled these out in 2017. This was part of an effort to harmonize implementation approaches with those of the OCHA Operational Handbook.

To complement the Guidelines, UNDP has developed MA Cheat Sheets to provide additional practical information on selected subject matters. There are 9 available Cheat Sheets on the following topics: MA Structure and Performance Review * Capacity Development * Fraud * HACT * Asset Management * NEX Advance * MA and ATLAS * Micro-assessments/ Spot Checks/ Audits * Results Architecture. These can be found [here](#)

The MA and ATLAS

The Managing Agent (MA) function has a number of implications with regards to ATLAS. [I would suggest to add all of this to the Results Cheat Sheet]

Relevant Policy Documents:

- For the UNDP rules and regulations on project set up in ATLAS see the PPM Chapter (section on Development Services) in POPP (link)
- [ATLAS Project Management Module User's Guide](#)
- For the UNDP rules and regulations on project closure see the [Closure Chapter in POPP](#)
- For Cost Recovery within an MA context see Chapter II section D of the [UNDP Guidelines for Engagement with NGOs under Country Based Pooled Funds](#)

Best practices and lessons learned with regards to ATLAS:

COST RECOVERY

- The cost recovery model should be in line with the [UNDP Guidelines for Engagement with NGOs under Country Based Pooled Funds](#) with the understanding that COs are deviating from that based on historical agreements.
- Alternative arrangements for new MA functions will depend on the source of funds
- When MAU costs (staff and GOE) are funded through UNDP/Institutional Budget, the MAU should prepare a unit budget for the CO management to include in the IB request.

PROJECT SET UP AND PROJECT CLOSURE

- Various set ups have been tried but the one that has provided the best context for the MA requirements has been the set-up of only 1 Project (Award) for the entire MA function, under which each MA project in an output.
- When there are instances of multiple allocation rounds to NGO partners by the Fund, MA teams have found it useful to set up 1 Project (Award) for each of the Allocation rounds.
- The two bullet points above will facilitate the generation of CDRs in which NGO partners can recognise their expenditures; it is process/transaction lighter;
- The Project (Award) should be tagged as CNT, and as Development Services when the new PPM is rolled out.
- The Project and Output naming should remain as per OCHA/GMS rules.
- Obtaining a specific donor code from MPTF for each country and MA function funding enables easy monitoring and managing of all MA function related projects.
- Consistent attention on and tracking of project closure will ensure that all unspent balances can be reverted back to the Fund after projects are closed.
- All unrelated requirements, as per the MA guidance, should be marked as NA (non-applicable) in the project closure check-list.
- For any steps on setting up projects in ATLAS see [ATLAS Project Management Module User's Guide](#).
- The MA funding related projects are exempted from PQA corporate exercise. In the corporate platform all MA those projects should be marked by clicking the "Exempt" box, and selecting "Managing Agent only" under "Reason for Exemption".

OCHA GRANT MANAGEMENT SYSTEM

- Where OCHA is the Fund Manager, it is working through the Grant Management System (GMS). UNDP has committed that, while it is MA, it will be working both with the GMS and ATLAS. In practice this means that a great number of data will have to be inputted twice, once in ATLAS and once in the GMS. Sufficient planning and time needs to be allocated
- The MAU needs to make sure that it is fully trained on the GMS and its updates and request such support from the Fund Manager.



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