



INTERNAL AUDIT AND INVESTIGATIONS GROUP

UNITED NATIONS OFFICE FOR PROJECT SERVICES (UNOPS)

INTERNAL AUDIT REPORT

26 September 2017

PROJECT NAME:	LIVELIHOODS AND FOOD SECURITY TRUST FUND (LIFT)
AWARD NUMBER:	00070927
COUNTRY:	MYANMAR
AUDITOR:	MOORE STEPHENS LLP
PERIOD SUBJECT TO AUDIT:	1 JANUARY TO 31 DECEMBER 2016

Contents

Acronyms and abbreviations	3
Executive summary	4
The engagement context	4
Audit objectives	4
Audit scope	4
Audit rating	4
Key issues and recommendations	5
Management's comments	6
Operational overview	7
Detailed assessment	8
Annex I - Definitions	10

Acronyms and abbreviations

FMO	Fund Management Office
IAIG	Internal Audit and Investigations Group
IPSAS	International Public Sector Accounting Standards
LIFT	Livelihoods and Food Security Trust
OH	Operational Hub
PC	Project Centre
RO	Regional Office
UNDP	United Nations Development Programme
UNFPA	The United Nations Population Fund
UNOPS	United Nations Office for Project Services
USD	United States Dollars
WFP	World Food Program

Executive summary

The engagement context

From 8 to 25 May 2017, the Internal Audit and Investigations Group (IAIG) of the United Nations Office for Project Services (UNOPS), through Moore Stephens LLP (“the audit firm”), conducted an audit of the project ‘Livelihoods and Food Security Trust Fund (LIFT)’ (oneUNOPS project ID 00070927), which is implemented and managed by the UNOPS Operational Hub in Myanmar. The audit firm was under the general supervision by IAIG in conformance with the International Standards for the Professional Practice of Internal Auditing.

The project reported expenditure amounting to USD 58,960,650 during the period from 1 January to 31 December 2016. The following donors contributed to the project: Australia, Denmark, the European Union, France, Ireland, Italy, Luxembourg, the Netherlands, New Zealand, Sweden, Switzerland, the United Kingdom, the United States of America, UNDP and the Mitsubishi Corporation.

Audit objectives

The overall objective of the audit was to assess the management of the project operations to obtain reasonable assurance towards the achievement of the project objectives.

The areas of focus included:

- a) Effective, efficient and economical use of resources;
- b) Reliability of reporting;
- c) Safeguarding of assets; and
- d) Compliance with applicable legislation.

The purpose of the audit was to provide reasonable assurance that:

- a) Client/donor contributions and project expenditure are properly accounted for;
- b) Project expenditure was incurred in accordance with the contribution agreement, and is supported by adequate documentation; and
- c) The related financial statements prepared by UNOPS for the period under review present a fair view of the operations.

In particular, the audit firm provided an overall assessment of the operational and internal control systems that are in place for the management of the project so that related transactions are processed in accordance with UNOPS policies and procedures to achieve the project’s objectives.

Audit scope

The audit firm conducted the audit in accordance with International Standards on Auditing issued by the IASSB and UNOPS internal audit practices, and in consideration of the requirements of International Public Sector Accounting Standards (IPSAS).

Audit rating

Based on the audit report and corresponding management letter submitted by the audit firm, IAIG assessed the management of the project as satisfactory, which means, “The assessed governance

arrangements, risk management practices and controls were adequately established and functioning well. Issues identified by the audit, if any, are unlikely to affect the achievement of the objectives of the audited entity/area". The details of the audit results are presented in Tables 1 and 2.

Table 1: Summary results of the financial audit

Project title		Period	Project no.
Livelihoods and Food Security Trust Fund (LIFT) (oneUNOPS project ID 00070927)		1 January – 31 December 2016	00070927
Financial statement		Statement of non-expendable property	
Amount USD	Opinion	Amount USD	Opinion
58,960,650	Unqualified	70,106	Unqualified

Table 2: Internal control rating summary for project

Rating summary by functional area		
Functional area	Rating	
Project management	Partially satisfactory (some improvement needed)	
Finance	Satisfactory	
Human resources	Satisfactory	
Procurement and supply chain	Satisfactory	
Asset management	Satisfactory	
General administration	Satisfactory	
Overall rating of internal control	Satisfactory	

Key issues and recommendations

The audit raised one issue. There was one recommendation, ranked medium.

Below is a list of the audit findings, further details of which can be found in the detailed assessment section.

No.	Functional area	Audit finding title	Priority rating (high / medium)	Financial impact (USD)
1	Project management	Error in annual report	Medium	-
Total				-

Management's comments

The Program Director accepted the recommendation and is in the process of implementing it.

Signed:



Mark Henderson
Partner
Moore Stephens LLP

26 September 2017

Operational overview

LIFT is a multi-donor fund (2009 – 2018) to address food insecurity and income poverty in Myanmar.

The overall objective of LIFT is to contribute resources to a livelihoods and food security programme with the aim of making progress towards the achievement of Millennium Development Goal 1 (the eradication of extreme poverty and hunger) in Myanmar.

Working through a trust fund modality, LIFT's purpose is to sustainably increase food availability and incomes of two million target beneficiaries.

The audit team extends its appreciation to the management and staff members of UNOPS office in Myanmar for their full cooperation during the audit.

Detailed assessment

#	Observation	Recommendation	Management comment and Action Plan	Responsible Manager / Due Date / Priority
Functional Area: Project management				
1	<p>Title Error in annual report</p> <p>Comparison criteria Donor agreements and LIFT Operational Guidelines</p> <p>Facts / observation We noted an error in the draft LIFT annual report submitted to the Fund Board. Section 2.2 of the annual report states the following for Programme-level Outcome Indicator 8.1: The “Number of LIFT-supported policy oriented events organised” in 2016 was stated as 23 events. However, this was an understatement, as the actual number of LIFT-supported policy oriented events organised in 2016 was 49.</p> <p>Impact Errors made in the narrative reports can result in misleading information being provided to the users of these reports.</p>	<p>LIFT management should ensure that all information in the financial and narrative reports submitted to the Fund Board is complete and accurate.</p>	<p>LIFT management notes the discrepancy and will adjust in the final annual report.</p>	<p>Responsible manager Programme Director</p> <p>Due date Immediate, ongoing</p> <p>Priority Medium</p>

#	Observation	Recommendation	Management comment and Action Plan	Responsible Manager / Due Date / Priority
	<p>Cause</p> <p>Human error: Un-intentional mistakes committed by staff entrusted to perform assigned functions.</p>			

Annex I - Definitions

Standard audit ratings for overall performance of internal control system

Effective 1 January 2017, the internal audit services of UNDP, UNFPA, UNICEF, UNOPS and WFP adopted harmonized audit rating definitions, as described below. IAIG assesses the entity under review as a whole as well as the specific audit areas within the audited entity:

- (a) satisfactory (effective),
- (b) partially satisfactory (some improvement needed),
- (c) partially satisfactory (major improvement needed), and
- (c) unsatisfactory (ineffective).

The elements of the rating system take into account the audited office's internal control system, risk management practices, and their impact on the achievement of office objectives.

The definitions of the ratings are, as follows:

Standard rating	Definition
Satisfactory (effective)	The assessed governance arrangements, risk management practices and controls were adequately established and functioning well. Issues identified by the audit, if any, are unlikely to affect the achievement of the objectives of the audited entity/area.
Partially satisfactory (some improvement needed)	The assessed governance arrangements, risk management practices and controls were generally established and functioning, but need some improvement. Issues identified by the audit do not significantly affect the achievement of the objectives of the audited entity/area.
Partially satisfactory (major improvement needed)	The assessed governance arrangements, risk management practices and controls were established and functioning, but need major improvement. Issues identified by the audit could significantly affect the achievement of the objectives of the audited entity/area.
Unsatisfactory (ineffective)	The assessed governance arrangements, risk management practices and controls were either not adequately established or not functioning well. Issues identified by the audit could seriously compromise the achievement of the objectives of the audited entity.

Categories for priorities of audit recommendations

The audit observations are categorized according to the priority of the audit recommendations and the possible causes of the issues. The categorized audit observation provides a basis by which the UNOPS country office management is to address the issues.

The following categories of **priorities** are used:

Categories	Definition
High	Prompt action is considered imperative to ensure that UNOPS is not exposed to high risks (that is, where failure to take action could result in critical or major consequences for the organization).
Medium	Action is considered necessary to avoid exposure to significant risks (that is, where failure to take action could result in significant consequences).
Low	Action is considered desirable and should result in enhanced control or better value for money.

Possible causes

The following categories of **possible causes** are used:

- **Guidelines:** absence of written procedures to guide staff in performing their functions;
 - Lack of or inadequate corporate policies or procedures
 - Lack of or inadequate RO/OC/PC policies or procedures
 - Inadequate planning
 - Inadequate risk management processes
 - Inadequate management structure
- **Guidance:** inadequate or lack of supervision by supervisors;
 - Lack of or inadequate guidance or supervision at the RO/OC/PC level
 - Inadequate oversight by Headquarters
- **Resources:** insufficient resources (funds, skill, staff) to carry out an activity or function;
 - Lack of or insufficient resources (financial, human, or technical resources)
 - Inadequate training
- **Human error:** Un-intentional mistakes committed by staff entrusted to perform assigned functions;
- **Intentional:** intentional overriding of internal controls;
- **Other:** Factors beyond the control of UNOPS.