



12 April 2023

Letter No.: EG/140-2023 (GF/pm)

Dear Dr. Alec Ekeroma,

Subject: January – December 2022 Performance Letter of Samoa Ministry of Health (MoH)

I am writing with regards to the performance of the Samoa Ministry of Health as a grant sub-recipient of the UNDP Multi-Country Western Pacific Integrated HIV/TB Programme funded by the Global Fund to Fight AIDS, TB, and Malaria.

Performance Summary

We applied the Global Fund performance rating methodology to assess the Samoa MoH performance against the 2022 targets as specified in the letter of agreement between UNDP and Samoa MoH. The **average performance indicators rating** for the Samoa MoH is **76% (C)**, which is a slight downswing from 86% rating in 2021.

Indicator Description	Target	Results	Achievement Rating %
TCS-1: Percentage of PLHIV on ART	100%	100%	100%
HIV O-12 Percentage of people living with HIV and on ART who are virologically suppressed	91%	62%	68%
TCP-1: Total number of TB case notification (all forms)	20	9	45%
TCP-2: TB treatment success rate (all forms)	92%	77%	84%
AVG Performance ALL Indicators			76%
ALL Indicators Rating			C

Note: The maximum % result achieved for an indicator is 120%. This prevents the overall performance being skewed.

Despite the COVID-19 pandemic, the PR congratulates Samoa MoH in improving its services to PLHIV. The year 2022 showed an increase in the percentage of PLHIV on ART from 92% achievement rate in 2021 to 100% in 2022. Also 2022 showed a decrease in the number of notified cases of all forms of TB including new cases and relapses from 68% in 2021 to 45% in 2022. The Programme is committed to continuing its support to the Ministry in its efforts to expand TB services and increase TB treatment success rates for TB patients in Samoa.

.../2

Dr. Alec Ekeroma
 Director General of Health
 CEO Ministry of Health
 Apia
SAMOA

The Programme congratulates the Ministry with its constant efforts in progressing and improving HIV and TB services amidst the challenges with the past measles outbreak and the COVID-19 global pandemic. We also understand that there were some hold ups to the implementation due to transitioning from the old to the new government. We also acknowledge your remarkable achievement in ensuring that majority of HIV Patients are on Anti-Retroviral Treatment (ART) as the Programme continues to provide funding, technical support and provide mentorship support in this area.

The TB national programme is progressing towards Global End TB Operational targets as well as Global HIV 90-90-90 targets. It is recommended for TB programme to focus more on active case finding interventions, contact tracing and strengthening the TB DOTS programme. UNDP is confident that good work of the TB programme will accelerate TB/ MDR-TB case notification and improve TB treatment success rate in 2023.

The combined budget utilization rate for the HIV/TB and C19 Programme for the period January – December 2022 was **74%** with Global Fund financial rating of **4 (Poor)**.

Programme	Total Budget	Total Expenditure	Balance	Utilization Rate %
HIV/TB	WST 348,943.65	WST 255,652.25	WST 93,291.40	73%
C19	WST 20,235.00	WST 16,922.61	WST 3,312.39	84%
TOTAL	WST 369,178.65	WST 272,574.86	WST 96,603.79	74%

For the year 2022, the Samoa Ministry of Health has faced many challenges which greatly impacted on its financial performance. The 2022 work plan had been revised to try and accommodate the delays with implementation and the consistent deferral of activities which resulted in combining and cancelling of some activities and hence the 2022 allocation for Samoa MoH was not fully utilized. We take note of the fact that contributing to these challenges and critical issues were due to not only COVID-19 lock down and restrictions, delays in disbursement from UNDP due to delay in submitting complete acquittal reports and supporting documents by both MoF and MoH but also due to high level management decisions to hold off some key activities for HIV and TB due to COVID-19 national response priorities. We therefore would like MoH to kindly consider integrating majority of its TB and some HIV activities with COVID-19 response activities and other relevant project activities to avoid delays in implementation and reporting obligations.

The year 2022 is marked with partially satisfactory performance with low budget utilization. A number of activities were combined and resulted in reduction of budgets, whereas some activities were cancelled and funds for those activities were not disbursed in the last quarter. This resulted in reduction of the overall disbursement for 2022 as compared to other previous years.

On the **quality of the submitted financial reports**, we found it to be *Partially Satisfactory* with areas needing improvement. We experienced delays in the submission of quarterly acquittal reports whereby the documentation sent for verification was incomplete thus affecting the disbursement and implementation status.

On the **quality of the submitted programmatic reports**, we found the reports to be *partially-satisfactory*, where three out of four programmatic quarterly reports did not meet the deadlines in 2022. The timely submission of the reports allows the PR opportunity to conduct timely verification ensuring that final, accurate and complete reports are available on file by the expected reporting timeframes. In terms of the implementation of the programme against planned activities in the agreed work plan, the year 2022 was critical. There were many revisions made to the work plan and consistent deferrals and delays in work plan and implementation.

On **quality of the submitted stock reporting**, we found the reports to be *partially satisfactory*, with areas for improvement. In terms of stock reporting, there were some inaccuracies and missing information in the reports submitted. The PR would also like to raise concerns with MoH regarding their stock utilization and reporting. We also request MoH to be clear with differentiating the low supplies and stock out requests to avoid confusion and in order for UNDP to quickly take action on the urgent supplies needed.

The table below details the findings and recommended actions for each key work area.

Findings / Remarks	UNDP Recommendation	Deadline	Means of Verification
Programme Management and M&E			
Reporting and Recording Incomplete recording in TB register, in particular treatment outcomes; some are recorded unknown.	We encourage complete data/info entry into the register both manual and electronic for accurate and reliable reporting.	Ongoing	Complete TB register with all variables filled and submitted every quarter.
Activity Planning & Implementation Non-compliance with the approved work plan. Too many deferred activities and reprogramming.	We encourage the Ministry to avoid proposing too many small-scale activities and focus on 4-6 large scale activities that integrate TB/HIV/NCDs/COVID-19 etc., building on existing CDs and NCDs Programme, as well as addressing any major issues in laboratory and pharmacy divisions to improve their response to TB/HIV and co-morbidities.	Ongoing	<ul style="list-style-type: none"> • 2023 workplan with clear implementation plan (schedule) • Monthly activity implementation status update.
HR Contracts The employment contract for the Monitoring and Evaluation Officer was not provided for our review.	Samoa MoH is to ensure all relevant supporting documents related to employment and human resources matters is filed in personnel files appropriately.	September 2023	Contract of all staff paid under the grant be submitted to PR.
Finance Management			
Late submission of Quarterly financial report Quarterly acquittals not submitted as per due dates affect disbursement and implementation of activities resulting in savings.	It is important that Samoa MoH complies with the Quarterly financial report submission date as specified in the SR agreement and submit acquittals promptly. This will improve their disbursement status which would result in better utilization of funds and activity implementation.	Quarterly 15 Apr; 15 Jul; 15 Oct; 15 Jan	<ul style="list-style-type: none"> • Completed FACE Form, Updated budget vs Actual sheet • Updated cashbook • Source documents for all expenditures
Incomplete Documentation Submitted for Quarterly Financial Reports It was noted that documentation is incomplete whereby payment vouchers are missing invoices, receipts, or timesheets and cashbook/face form is not updated.	SR has to ensure that a fully completed set of documents are to be submitted to UNDP for verification which should include: <ol style="list-style-type: none"> 1. Updated cashbook/transaction listing 2. Payment vouchers with quotations, invoices, receipts, delivery dockets, timesheets, contracts. 3. Proper documentation for the procurement process for purchases made above the threshold. 	Quarterly 15 Apr; 15 Jul; 15 Oct; 15 Jan	<ul style="list-style-type: none"> • Completed FACE Form, Updated budget vs Actual sheet • Updated cashbook Source document for all expenditures

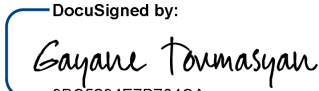
Findings / Remarks	UNDP Recommendation	Deadline	Means of Verification
	Procurement process is to be followed. 4. Acquittals for advances taken by staff for workshops – Participant registration list with signed allowance or DSA sheets		
Reprogramming and reallocation of funds	It is noted that Samoa MoH had requests for multiple reprogramming and had cancelled major activities thus resulting in savings and low burn rate. It is important for the SR to follow the approved workplan and implement activities accordingly.	Ongoing	MoH to be realistic during workplan and budget preparation during grant making to only include those activities that can be implemented.
Ineligible Expenditures Resulting from Non-Approval of Cost From UNDP Or Not Included In Workplan It has been noted multiple times during quarterly acquittals that Samoa MoH tends to spend funds on printing promotional materials which are not stated in the workplan nor has budgets. This results in ineligible expenditures.	It is recommended that Samoa MoH spends donor funds as it is specified in the approved workplan and according to the budget availability. Should they require additional funds, Samoa MoH may request for reprogramming and only spend if it has been approved. Any spending without PR approval for promotional items or any other items not in approved workplan and exceeding budgets will not be accepted by UNDP to avoid ineligible expenditure in audit and spot checks.	Ongoing	<ul style="list-style-type: none"> Follow SR Agreement terms and conditions Follow SR detailed activity workplan and budget Follow approved reprogramming request form from UNDP
Procurement & Supply Management			
Stock & Consumption Report Delayed submission of the report was noted with inconsistencies in reporting.	Timely submission of ONE Quarterly Stock & Consumption Reports to UNDP by Coordinator with accurate Stock status and consumptions (capturing consumption for the whole of Samoa, including CSOs). All stock reports must be validated by physical verification of stocks conducted at the end of the quarter for reporting.	Quarterly 15 Apr 15 Jul 15 Oct 15 Jan	Completed Stock Report with inputs from Lab, Pharmacy and National HIV/TB team.
Good Receipt Note With every supply sent by UNDP, there has to be reminders and follow-ups for the goods receipt note to be signed and returned to UNDP. The GRN is also sometimes incomplete or inaccurate.	The GRN must be completed, signed and returned asap to UNDP once the order is received and sighted. The amount on the GRN must be consistent with the amount received.	Ongoing – within 3 days of receipt	Completed and signed GRN forms
Maintenance of Fixed Asset Register	A complete and up to date fixed asset register should be maintained to provide an accurate record of the assets held by the SR (asset code, serial number, purchase value, purchase date, location, condition as of the last asset verification	Biannually 15 Jul 2023 15 Jan 2024	Completed Fixed Asset Register

Findings / Remarks	UNDP Recommendation	Deadline	Means of Verification
	and asset number) and shared with UNDP on a bi-annual basis (Q2 & Q4).		
Periodic Count of Assets Periodic asset count/ verification is not carried out. There is therefore a risk that missing, damaged, or obsolete assets are not identified and written off, and that asset and financial records are not up to date.	MoH should carry out a verification of fixed assets at least once a year to ensure that records are up to date and to identify any assets that may need to be written off from the accounting records and share with UNDP on an annual basis(Q4)	Annually, 31 Dec 2023	Documents to be shared once the verification of assets is done and once the insurance is arranged.
Insurance of Asset Assets are not covered by an insurance policy. The SR will therefore face potentially significant financial losses should assets be lost or damaged in unforeseen circumstances.	All major assets (valued over USD5000) should be insured to reduce the financial impact of the loss or damage of an asset and to allow the partner to acquire new assets quickly, thereby minimizing the impact on project activities. MoH to share insurance deeds to confirm insurance coverage of assets by 31 Dec 2023	31 Dec 2023	Document to be shared once the verification of assets is done and once the insurance is arranged.

Using the Global Fund rating, the combined programmatic and finance rating for Samoa MoH is **75% (C4- Programmatic- C and finance- 4)**.

We would like to take this opportunity to thank you and the team for the successful contribution to the achievement of the Programme funded by the Global Fund to Fight AIDS, Tuberculosis, and Malaria; and we look forward to the continued success of our cooperation in combating STI, HIV and TB in Samoa for the year 2023.

Sincerely,

DocuSigned by:

 9BC5294E7B704CA...
 Gayane Tovmasyan
 Programme Manager
 Multi-Country Western Pacific Programme

Cc: Mr. Filipe Nagera, PIRMCCM Secretariat, Suva
 Ms. Peseta Noumea Simi, CEO, Ministry of Foreign Affairs and Trade (Chair of HPAC), Apia
 Ms. Gaulofa Matalavea-Saaga, ACEO HSCRM Division, MoH, Apia
 Ms. Peresitene P. Kirifi, ACEO Aid Coordinator & Debt Management Division, Ministry of Finance, Apia
 Ms. Danielle Lio Tuiavii, Principal Economic Aid Coordination Officer, Ministry of Finance, Apia
 Ms. Aaone Tanumafili, Programme Coordinator & Principal Officer, MoH, Apia
 Dr. Vaimaila Salele, Physician for Communicable Disease Clinic, MoH, Apia
 RN Serafi Moa, Senior Registered Nurse, CDC, MoH, Apia
 Mr. Timothy Betham, Pharmacy Warehouse Manager, MoH, Apia
 Mr. Hinauri Leaupepe, Laboratory Manager, MoH, Apia