Division of Management and Administration

Donna Grimwade, Deputy Director of Financial Management & Officer-In-Charge, DMA

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DMA is at the forefront of supporting operations throughout UN Women as well as providing assurance in UN Women’s ability to act as an effective steward of resources.

DMA delivers integrated global advisory and oversight services and policy leadership in support of UN Women’s Strategic Plan, in a decentralized management environment, for these key management areas:

- **DMA Directorate**
- **Financial Management**
- **Information Systems & Telecommunications (IST)**
- **Procurement Support (PS)**
- **Facilities & Administrative Services (FAS)**
- **Security & Safety**

**Our Principles: The 3Cs**

- **Commitment** to accountability and efficient utilization of resources
- **Client Orientation**
- **Compliance** with United Nations and UN Women policies, procedures and guidelines
OVERVIEW OF DMA OUTPUTS FOR 2020

Facilities
- Asset and lease management
- Records management
- Distribution and pouch services
- Headquarters building management

Security
- Implementation and compliance with UN security policies, guidelines, processes and systems
- Security Education
- Business continuity management
- Occupational safety and health

DMA Directorate

Procurement
- Procuring on behalf of HQ
- Supplement the procurement capacity of RO & Field Offices for complex or high value procurement
- Establish Global LTAs to create value for programmes delivery regarding product choice etc.
- Procurement advisory services (including advises on the application of procurement policies and procedures)

IST
- Stewardship of UN Women's corporate information systems, digital infrastructure and providing leadership in areas of information and technology
- Leading cross entity innovation projects for cost cutting automation and improved business processes

Financial Management
- Strategic planning, advisory and representation of all activities related to financial services and accounting
- Statutory and global Financial Reporting - Financial Statements; financial donor reports; management accounts
- Global Revenue & liquidity management and Donor agreement clearances
- Dedicated Country office & HQ Financial Management Guidance and Training, Change management initiatives
- Management of corporate financial audits by UNBoA, Internal Audit, Partner Audits and EU Verifications
The vision and work of DMA is guided by a set of priorities which focuses the work of the Division in meaningful ways.

Of great importance to partners, donors, stakeholders and beneficiaries is UN Women’s compliance with international standards and the organization’s policies and procedures.

As the primary overseer of resources, DMA prioritizes cost savings through the optimal use of human and financial resources.

To achieve greater cost savings, a large portion of the Division’s work is focused on innovation and automation to reduce workload as well as simplification and streamlining of existing processes, policies and procedures.

Each team provides capacity development, training and guidance to UN Women’s workforce and in some cases, to implementing partners, beneficiaries and dependents.
**Progress Highlights**

- **Compliance**
  - Received 8th consecutive unqualified audit opinion on UN Women’s financial statements

- **Cost Saving**
  - Outsourced 73% of all IT work to cost effective vendors and service centres; 100% of treasury function outsourced to UNDP; 84% of UN Women’s Country Offices are in shared premises; and more than 50% of UN Women’s offices utilize common services

- **Innovation & Automation**
  - Automated the Business Continuity process, achieving a reduction of 80% staff time spent to update and test Business Continuity Plans

- **Capacity Development**
  - DMA sections co-led all Regional Operations training and separately held technical workshops for procurement and finance; and certified > 500 UN Women personnel in Chartered Institute of Procurement and Supply (CIPS-UK)

- **Simplification & Streamlining**
  - Delegated greater authority to field managers reduced by 30% the procurement transactions that come to headquarters for review
THE DMA DIRECTOR’S OFFICE REGULARLY CONSULTS WITH REGIONAL OPERATIONS MANAGERS, ESPECIALLY ON MATTERS RELATED TO SERVICE PROVISION FROM UNDP AND THE ONGOING UN REFORM.

THROUGH UN WOMEN NETWORKS SUCH AS THE PROCUREMENT COMMUNITY NETWORK (PCN) AND THE GLOBAL FINANCIAL MANAGEMENT SPECIALIST NETWORK, DMA SECTIONS LIKE PROCUREMENT AND FINANCE MAINTAIN CONSTANT CONTACT WITH COLLEAGUES IN THE FIELD AND FOSTER A LEARNING ENVIRONMENT WHERE COLLEAGUES CAN SHARE KNOWLEDGE AND SUPPORT EACH OTHER.

THE CIPS TRAINING PROGRAM ADMINISTERED BY THE PROCUREMENT SECTION REPRESENTS A DISTINGUISHED EXAMPLE OF DMA’S ROLE IN CAPACITY DEVELOPMENT OF PERSONNEL.

IST OPERATES A GLOBAL IT PROGRAMME, ENGAGING REGIONAL AND COUNTRY IT FOCAL POINTS TO ENSURE OFFICES HAVE ROBUST AND SECURE LOCAL IT INFRASTRUCTURE.

DMA IS MORE THAN A MEMBER AT THE SYSTEMWIDE LEVEL - DMA DRIVES GENDER MAINSTREAMING THROUGH OUR LEADERSHIP ON 6 INTERAGENCY GROUPS AND OUR PARTICIPATION IN MORE THAN 30 TASK FORCES, WORKING GROUPS, AND MECHANISMS.

THROUGH THE PARTICIPATION OF THE SECURITY TEAM IN THE INTER-AGENCY SECURITY MANAGEMENT NETWORK (ISAMN), UN WOMEN IS REPRESENTED ON 16 WORKING GROUPS, TWO OF WHICH ARE CHAIREDBY UN WOMEN: 1) GENDER CONSIDERATIONS IN UN SECURITY AND 2) DISABILITY IN UN SECURITY.

FINANCE, AND PROCUREMENT OFFER SUPPORT AND GUIDANCE TO OFFICES BEFORE, DURING AND AFTER EACH INTERNAL, EXTERNAL AUDIT AND EU VERIFICATION.
Voluntary Contributions 2011 to 2018

Voluntary Contributions - 2011 -2018 actuals
(in US dollar millions)

$383.0

$360.7

$319.8

$307.1

$322.9

$275.4

$207.8

$227.2

$124.6

$102.6

$147.7

$146.7

$141.7

$178.1

$171.0

$159.2

$163.7

$159.2

$156.9

$93.7

$118.5

$156.9

$114.1

$102.6

2011

2012

(8.4%)

2013

37.5%

2014

4.3%

2015

(16.9%)

2016

4.1%

2017

3.5%

2018

1.6%

over prior yr

over prior yr

over prior yr

over prior yr

over prior yr

over prior yr

over prior yr

over prior yr

over prior yr

Regular resources (core) Actuals

Other resources (non-core) Actuals

Total Voluntary Contributions

69% increase 2011 to 2018
1. Independent oversight of all programme activities and organizational units
2. Results of oversight communicated to relevant and concerned parties
3. Management action taken to implement oversight recommendations
UN Women’s Three Lines of Defense

1st Line of Defense
Functions that own and manage risks
Framework to implement controls
- Delegation of Authority Framework
- Internal Control Framework
- Anti-Fraud Policy Framework
- Policy, Procedure and Guidance Framework
- HQ, Regional and Country Office line managers

2nd Line of Defense
Functions and Frameworks that oversee risks and controls
- Enterprise Risk Management
- Results-Based Management System (planning / budgeting process)
- Safety and Security Management
- Business Continuity Management
- NIM/NGO Project Audit Management

3rd Line of Defense
Functions providing independent assurance (internal)
- Investigations
- Independent Audit and Evaluation Services
- Internal Audit Service
- Independent Evaluation Office
- Ethics Office

Advisory Committees (Audit Advisory Committee and Global Evaluation Advisory Committee)

UN Women Executive Board (EB)

Independent assurance (external)
- UNBoA External Audit
- Joint Inspection Unit

Senior Management

UN Women’s Three Lines of Defense
Thank you