

**DEFINITION OF RESPONSIBILITIES BETWEEN HLCM-PN HARMONIZATION WG AND UNDG-DOCO**

The purpose is to ensure the long-term sustainability of procurement collaboration activities in countries, especially where BOS and one-UN initiatives are in place. The table below defines the respective responsibilities between the HLCM-PN Harmonization Working Group and UNDG - JFBO.

The focus of the HLCM-PN WG is on the definition and development of several guidelines and tools, while the focus of the UNDG-JFBO is on communication, implementation and on-going monitoring thereof.

ACTIVITY	HLCM-PN HWG's ROLE	UNDG-JFBO's ROLE
Development of Policy, Procedures & Tools promoting Collaborative Procurement (CP) initiatives	<b>Development of policies, procedures and tools</b> that promote CP initiatives amongst agencies (for example: Common UN Procurement modalities at the Country Level' (for ease of reference, referred to as the 'Guidelines' throughout the rest of the document) , procurement practitioner's handbook, implementation processes and templates, UNGM LTA module, etc.)	<b>Provide input</b> to HLCM policy discussions and products based on country level needs; <b>disseminate HLCM's products</b> to countries in need.
Communication & Advocacy	In collaboration with UNDG, <b>advocate</b> for Common Procurement with <b>Agency HQ and regional</b> entities.	In collaboration with HLCM-PN, <b>advocate</b> for Common Procurement with <b>UN Country Teams and OMTs</b> as part of the broader SOP communication and outreach activities.
Capacity Development & Transfer of Knowledge	Support <b>operationalization</b> of the CP guidelines through pilot capacity development initiatives (including development of training, workshops, webinars) for <b>HQ level staff- joint initiative with UNDG</b>  Establish knowledge sharing platform facilitating CP initiatives  Develop e-learning modules on CP practice for long distance learning initiatives.	Ensure <b>operationalization</b> of the CP guidelines through delivery of capacity development initiatives (including delivery of training, workshops, webinars) <b>for the country level</b> and ensuring CP is part of the Business Operations training modules that are provided by UNDG - <b>Joint initiative with HLCM</b>
Monitoring & Evaluation (M&E)	1. HLCM Harmonisation project and UNDG shall coordinate with each other to develop the tools/platform to monitor and evaluate CP outcomes at all levels with the aim to minimize costs of M&E for country offices.  2. During HLCM Harmonization Project cycle (likely to end up of 2016), the Project Team will follow up on results and feedback from duty stations at all levels, identify good practices in CP, and provide data/material to concerned stakeholders for their CP progress report in QCPR  3. Upon completion of Harmonization Project, M&E function will be transferred to UNDG, or otherwise agreed between UNDG and HLCM-PN, in order to sustain the collection of specific data relative to CP implementation and M&E.	1. HLCM Harmonisation project and UNDG shall coordinate with each other to develop the tools/platform to monitor and evaluate CP outcomes at all levels with the aim to minimize costs of M&E for country offices.  2. UNDG will execute M&E activities to monitor and evaluate progress and impact of CP initiatives at field level