



## **STANDARD OPERATING PROCEDURES**

### **MONTHLY DISTRIBUTION DATA**

#### **RECONCILIATION BETWEEN COMET AND LESS**

#### **RECONCILIATION BETWEEN COMET AND FLA INVOICE**

***Strategic Outcome 1: Refugees and other acutely food insecure people in Tanzania  
Are able to meet their basic food and nutrition requirements in times of crisis***

#### **Aim**

To achieve consistent, reliable and accurate statistical information to enable operational planning and decisions by management, to mitigate loss of commodity by WFP or cooperating partner, and to effectively achieve accuracy between LESS and COMET (data) and between COMET and the invoices submitted by Cooperating Partners (FLAs).

Programme/M&E (Outputs Focal Point) and the Supply Chain (LESS focal point) together will perform data reconciliation between dispatches to FDP (LESS) and receipts to partners (COMET). The Outputs Focal Point and the Sub-Office Activity or M&E Focal Point (SO Focal Point) will reconcile COMET and the Invoice upon request of the Programme FLA Focal Point (FLA Focal Point).

All involved parties have to work together to achieve common objective of timely reconciled and accurate data in two systems (LESS and COMET) on a monthly basis.

#### **Roles and Responsibilities on Monthly LESS & COMET Reconciliation:**

##### **Cooperating Partner (CPs)**

- At the beginning of each month, CPs must submit signed Monthly Distribution Report (MDR) of the prior month (and complete data files) to SO Focal Points. Per their FLA, CPs must submit MDRs between the 1<sup>st</sup> and the 5<sup>th</sup> of the month. The MDR must be submitted on the official WFP-provided template, indicating beneficiaries disaggregated by sex and age and stock movement disaggregated by commodity and SI number.

##### **Sub Offices**

#### **Logistics dispatch summary**

- By the 5<sup>th</sup> of each month, SO logistics should prepare a dispatch summary for each activity and partner by batch number. The dispatch summary must be shared with SO Programme and CO Programme.



### Food Release Note

- FRN prepared in COMET and printed for signature outside of the system. Only the COMET print out will be acceptable for signature. No other formats can be used.
- Head of SO signs the FRN and shares with SO Logistics to dispatch stocks and sends a copy to [TANZANIA.FRN@wfp.org](mailto:TANZANIA.FRN@wfp.org).

### Monthly Distribution Reports (MDRs)

- By the 5<sup>th</sup> of every month SO Focal Point to raise SES for the quantity distributed/dispatched and other costs (if the MDR has not been received and checked, this SES will be provisional)
- By the 7<sup>th</sup> of every month, the SO Focal Point to ensure that all MDR's are accurate and complete by cross checking below parameters:
  - Basic information is accurate, e.g. period, feeding days, CP name, location...
  - SI numbers indicated on receipts match with the SI on the FRNs
  - The quantity received agrees with the FRNs
  - Opening balances indicted on MDR's by partner match with closing balances of previous month Distributed stocks = *(ration for the period\*number of feeding days\*number of beneficiaries fed)* for each commodity.
  - Each loss has an explanation.
  - Commodity movements are clearly explained—where, why.
- By the 8<sup>th</sup> of each month, the HOSO will approve the MDR (after the CP has made corrections, if necessary)
- By the 8<sup>th</sup> of each month, SO Focal Point will send the approved MDR to [TANZANIA.MDR@wfp.org](mailto:TANZANIA.MDR@wfp.org)
- By the 8<sup>th</sup> of each month, the SO Focal Point will capture the approved distribution report in COMET and put it in submitted mode. COMET information should include explanation of losses.
- SO to share with Outputs Focal Point, the current month's ration by commodity type and the number of feeding days for each activity.
- In case of any discrepancies observed by SO (or later in the process by CO), it is the responsibility of SO to liaise with respective partner focal person for amendments/corrections or clarification.
- In cases of commodity movement from one activity to another, or from one camp to another, SO to inform Output Focal Point.

### Invoice

- CP Invoices should be sent to the CO. In the case that the CP sends invoice to the SO, SO will check them for the minimum required information<sup>1</sup> and immediately scan and send to [TANZANIA.FINANCE](mailto:TANZANIA.FINANCE) for uploading to the Invoice Tracking System.
- SO will assist with queries when MT distributed and dispatched on Invoice does not agree with MDR/COMET.
- SO will confirm Technical Services and Support Costs when required.

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<sup>1</sup> Minimum required information as per letter dated 31 August 2017 from WFP to CPs.



### **CO Logistics**

- From the 9<sup>th</sup> – 15<sup>th</sup> of every month, CO LESS focal point to support CO Outputs Focal Point by replying to queries related to dispatches.

### **CO Programme**

#### **FRNs**

- Validate FRNs. (CO Programme Officer/Refugee operation focal point. CO M&E as alternate)

### **Country Office M&E**

- As soon as the MDR is received, Outputs Focal Point will perform a second level review ensuring that all parameters are accurate and consistent. Making sure that;
  - Basic information is accurate, e.g. period, feeding days, CP name, location...
  - SI numbers indicated on receipts match with the SI on the FRNs
  - The quantity received agrees with the FRNs
  - Opening balances indicated on MDR's by partner match with closing balances of previous month Distributed stocks = *(ration for the period\*number of feeding days\*number of beneficiaries fed)* for each commodity.
  - Each loss has an explanation.
  - Commodity movements are clearly explained—where, why.
- On occurrence of any variance, liaise with SO Focal Point for resolution.
- Outputs Focal Point share status of submitted information with Validator for Validation in COMET.
- From the 9<sup>th</sup> – 15<sup>th</sup> of every month CO COMET Validator validates data.

#### **FRNs**

- CO M&E Outputs focal point to ensure that FRNs approved by HOSO are sent to [TANZANIA.FRN@wfp.org](mailto:TANZANIA.FRN@wfp.org) and that activity managers validate these in COMET.
- Responsible for managing the Country FRNs from CO.

#### **Invoice**

- After validation, CO M&E to release a COMET read only report to CO Invoice focal point, which acts as a supporting document (for tonnage Distributed and receipts, not fixed costs).

#### **Note for the Record**

- In case there is an anomaly found during the reconciliation, either at SO or CO level, Outputs Focal Point must prepare a Note for the Record clearly explaining the anomaly, why it cannot be rectified. The NFR must be signed by the CO Heads of Supply Chain, M&E, Programme and HOSO. The NFR must be finalized and on file by the 30<sup>th</sup> of the month.



### **CO Invoice Focal Point**

- Once CO Finance has received the invoice through TANZANIA.FINANCE and uploaded to the Invoice Tracking System, the CO Invoice Focal Point will:
  - Compare the Invoice to the COMET report for MT related costs.
  - If anomaly is realized request M&E to find source of discrepancy
  - When COMET report matches with submitted Invoice data, FLA Focal Point matches SES (created by the SO) and the invoice in ITS.
  - FLA Focal Point share report and invoice with the Head of Programme through ITS for approval of payment.