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United Nations Development Programme

17 February 2023

Ref: 1/GBF-EAS/2022/AWP/Yemen

Subject: Authorization for Activity: Yemen Country Total Budget and Work Plan, under UNDP-GEF "Global Biodiversity Framework Early Action Support (GBF-EAS)", GL Unit: UNDP1, Atlas Dept: B0464, Project No: 00146097, Output No: 00133285, PIMS+ ID: 6714

Dear Ms. Ali-Ahmad,

We are pleased to authorize the spending limit to your office for the implementation of the UNDP-GEF Global Biodiversity Framework Early Action Support (GBF-EAS) global project, in compliance with UNDP rules and regulations, policies and procedures and the GEF policies. This authorization is effective immediately, and there is no need for separate authorization for Atlas transactions from our UNDP NCE-VF Headquarters (HQ).

Yemen is part of the GBF-EAS, a global project overseen by UNDP's global Ecosystems and Biodiversity team in HQ, and directly implemented (DIM) through selected participating countries. UNDP Yemen will receive a total country allocation of USD 263,115 for the implementation of activities as per the approved Country Total Budget Work Plan as in the ProDoc and with the Atlas Output No. 00133285. This total allocation includes the amount of USD14,000 for Direct Project Costs (DPC) under the Project Management Cost (PMC) component. The total allocation, DPC, and PMC amounts are capped, thus any over-expenditure in the total amount or DPC/PMC must be covered by the Country Office from non-GEF resources.

At national level, and following extensive consultations, your Country Office (CO) will be responsible for:

- Liaising with key government counterparts (Ministries or Departments of Finance, Environment, Planning, etc.) to ensure adequate hosting of the Initiative and establish a coordination mechanism that counts with Country Office representation and participation;
- Liaising with and facilitating reporting to the GBF-EAS global team;
- Providing direct project support on ensuring national GBF-EAS deliverables and operational processes;
- Secure and review submissions by the national team of the required technical reports. Reports should be in English and certified by the CO Focal Point and sent to the GBF-EAS Project Manager.
- Prepare the required financial reports. Reports should be in English and certified by the CO Focal Point and sent to the GBF-EAS Project Manager.

/…

Ms. Zena Ali-Ahmad
Resident Representative
UNDP Yemen

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FOR EXPENDITURE: Kindly ensure that expenditures are charged as per the Chart of Account below and in line with the approved Annual Work Plan (AWP):

Outcomes	Oper Unit	Fund	Dept. ID.	PC B.U.	Output/ Project ID	Activity	Impl Agent	Donor	Amount (USD)
Component 1	H70	62000	B0464	UNDP1	00133285	ACTIVITY 1	001981	10003	115,000
Component 2	H70	62000	B0464	UNDP1	00133285	ACTIVITY 2	001981	10003	63,000
Component 3	H70	62000	B0464	UNDP1	00133285	ACTIVITY 3	001981	10003	46,000
Component 4	H70	62000	B0464	UNDP1	00133285	ACTIVITY 4	001981	10003	25,115
PMC	H70	62000	B0464	UNDP1	00133285	ACTIVITY 5	001981	10003	14,000
TOTAL									**263,115**

As this is a global DIM project, the expenditure of the allocated amount at the CO level should also be carried out using DIM procedures. Multi-year AWPs should be submitted to the GBF-EAS Project Manager for clearance and RTA approval. Project Budget approvals are not delegated to CO. Relevant supporting documentation should be maintained by your office as per the rules and regulations of UNDP and the donor and made available in case of future audits. Documentation should also be presented upon the request of the UNDP Environmental Finance Unit.

This authorization is valid until the expected date of operational closure.

Thank you for your support and looking forward to our continued collaboration,

Sincerely,

DocuSigned by:
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Pradeep Kurukulasuriya
Executive Coordinator and Director
Nature, Climate and Energy
Bureau for Policy and Programme Support
UNDP

Cc: Khalida Bouzar, Director, Regional Bureau for Arab States
Sarah Poole, Regional Bureau Deputy Director, Regional Bureau for Arab States
Susanne Dam-Hansen, Deputy Hub Manager and Chief of Country Support
Mr. Kishan Khoday, Regional Team Leader, NCE- Regional Hub for the Arab States
Midori Paxton, Principal Technical Advisor, New York
Santiago Carrizosa, Senior Technical Advisor, RBLAC
Juan Calles Lopez, Regional Technical Specialist Ecosystems and Biodiversity
Fuad Ali, Head – Economic Development Unit, UNDP Yemen

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Annex 1: 2022-2024 Country TBWP for UNDP Yemen for the GBF-EAS Project

Atlas Activity (GEF Component)	ATLAS Budget Account Description	Amount Year 2022 (USD)	Amount Year 2023 (USD)	Amount Year 2024 (USD)	Total (USD)
COMPONENT 1: Rapid review of NBSAP for alignment with the post-2020 GBF	International Consultants	4,000	16,000	5,000	25,000
	Local Consultants	10,000	40,000	10,000	60,000
	Travel	3,000	6,000	1,000	10,000
	Contractual services - Companies	-	-	-	-
	Supplies	2,000	1,000	1,000	4,000
	Training, workshop, conference	3,000	8,000	5,000	16,000
	Total Outcome 1	22,000	71,000	22,000	115,000
COMPONENT 2: Assessment of monitoring systems	International Consultants	-	-	-	-
	Local Consultants	3,000	9,000	3,000	15,000
	Travel	1,000	6,000	1,000	8,000
	Contractual services - Companies	-	22,000	13,000	35,000
	Supplies				-
	Training, workshop, conference	-	3,000	2,000	5,000
	Total Outcome 2	4,000	40,000	19,000	63,000
COMPONENT 3: Policy and institutional alignment and review for coherence with Global Biodiversity Framework	International Consultants	4,000	16,000	5,000	25,000
	Local Consultants	3,000	9,000	3,000	15,000
	Travel	-	1,000	1,000	2,000
	Contractual services - Companies	-	-	-	-
	Supplies	-	-	-	-
	Training, workshop, conference	-	2,000	2,000	4,000
	Total Outcome 3	7,000	28,000	11,000	46,000
COMPONENT 4: Biodiversity Finance Activities	International Consultants	-	-	-	-
	Local Consultants	2,000	8,000	2,000	12,000
	Travel	-	2,000	2,000	4,000
	Contractual services - Companies	-	-	-	-
	Supplies	1,000	3,000	1,115	5,115
	Training, workshop, conference	-	3,000	1,000	4,000
	Total Outcome 4	3,000	16,000	6,115	25,115
Sub total technical components		36,000	155,000	58,115	249,115
PROJECT MANAGEMENT COST	Services to projects CO staff	4,000	8,000	2,000	14,000
	Total PMC	4,000	8,000	2,000	14,000
		40,000	**163,000**	**60,115**	**263,115**

Global Biodiversity Framework Early Action Support (GBF-EAS)

Overall instructions for Country Offices

1. Reporting Arrangements

- COs will be requested to submit bi-annual progress reports to the Project Manager (progress report on planned and implemented activities). Templates will be provided.

- Financial Reports will be handled by the Global Project Management and Technical Support Unit (GPMTSU); however, the CO teams should generate and monitor their financial expenditures against the planned activities throughout the year.

- GPMTSU can request clarifications and/or additional information and supporting documents for the preparation of consolidated financial reports.

2. Financial Arrangements

- Country disbursements:



1. The WP/Budget revision proposal for $263,115 is prepared at the country level in PIMS (including PMC/DPC of up to $ 14,000)
2. GBF-EAS Global Project Management and Technical Support Unit (GPMTSU) will review the proposal and submit for RTA and MPSA clearances via PIMS+
3. GPMTSU prepares project budget in Quantum and submit for approval
    - Each Country receives a Letters of Authorization with the CoAs to be charged
    - Once the letters are received by the Country Offices, the CO is requested to provide the UNDP-GEF GBF-EAS Project:
        - UNDP CO staff who will be the focal point for the country-specific activities for the UNDP-GEF GBF-EAS Project
        - UNDP CO staff who will be the focal point for the financial issues for the UNDP-GEF GBF-EAS Project at CO level

- Operations process at CO-Level:

    - CO will process operational transactions as per UNDP policies for GEF-funded projects. A strict firewall will be maintained between the delivery of the project oversight and project execution undertaken by UNDP CO.

APPROVAL PROCESS FOR BUDGET REVISIONS

- Budget revisions and budget approvals can only be done by NCE-VF (NY HQ).
- The proposed budget must be in compliance with the GEF requirements.
- The budget will be prepared and approved by HQ only after approval of the RTA/MPSA.
- The requested budget cannot exceed the approved grant per CO. Any over-expenditure will be covered by the CO with non-GEF resources.
- The requested budget period cannot go over the expected project closure date.
- Regular Budget revisions are expected at least once a year

Please do not directly operate any changes to the project budget in Quantum at country level.

Action	Responsible Person(s)
Budget Revisions Requests 1. GPMTSU will review your requests. • Budget revision requests require the submission of the following documents from each CO: o Budget Revision with justification on changes through PIMS+ o Work Plan aligned to results reflecting the revision requested o Procurement Plan reflecting the revision requested • Send WorkPlan and Procurement Plan to Anas Ali Rao [anas.ali.rao@undp.org] and Christina Supples [christina.supples@undp.org]) 2. COs should provide additional supporting documents as appropriate (minutes of national steering committee meetings, etc.)	COs focal points for the GBF-EAS project
Budget Revisions Approvals and ASL adjustment Once requests for budget revisions are received from COs, GPMTSU will initiate the approval process and proceed with the approved budget revisions. COs shall be notified upon the completion of this process via PIMS+.	GPMTSU RTA MPSA

- Changes in the budget must be justified for clearance before expenditures
- Justifications for budget revision should be clear, stating the source and use of funds between accounts to be revised.
- New Budgetary accounts/items must be justified and kept within the 5% threshold of the total GEF grant assigned to each CO.
- Reallocation between Components must be justified and kept within the 10% threshold of the total GEF grant assigned to each CO.
- Please follow the below important notes with Expense Accounts when using the GBF-EAS Project funds. **The following budget accounts and expenses are NOT allowed**:

75100 (F&A)	F&A is not allowed.
72700 (Hospitality)	Hospitality is not allowed. Ensure using the budget account 75700 Training, Workshop and Conferences when expense is related to these items.
73500 (Reimbursement Costs)	Reimbursement Cost is not allowed.
BLs starting with 6xxxx	It is only allowed for DPC charges under expense account 64397.
73100 (Rental & Maintenance of premises)	It can only be used if approved in the ProDoc. Otherwise, COs should charge cost recovery following the rules in POPP. Any additional budget to the approved amount requires prior approval of RTA/PTA. (Note to File and approval in Library).
72600 Grants	It is not allowed.

72500 Supplies	It can only be used to the amount approved in ProDoc by the GEF. It should not exceed 3% of the total budget over the lifetime of the project. Any excess to the approved budget amount must be approved by RTA.
74500 Miscellaneous Expenses	It can only be used to the amount approved in ProDoc by the GEF. It should not exceed 3% of the total budget over the lifetime of the project. Any excess to the approved budget amount must be approved by RTA..
Vehicles purchase is not allowed.	Purchase of vehicles is NOT an eligible expense under the GBFEAS

3. Financial management of DPC

- Refer to the Project Costing and UNDP Support Services GEF Financed Projects for eligible and ineligible expenses to be charged in the project, including the UNDP Support Services (DPC).
- Use expense accounts as per UNDP policy. Currently:
  - 74596 – Services to project GOE
  - 64397 – Services to projects CO staff
- The maximum amount of DPC allowed should **not exceed US $14,000**, if not combined with any other budget under PMC.
- The breakdown of the DPC has to be provided with the work/budget/procurement plans.
- The Direct Project Costs will be charged to the COA provided in the Letters of Authorization.
- For DPC calculations:
  - Use UPL or Local Price List (LPL) for transactional costs recovery
  - Use CO workload study methodology and/or results combined with multiple funding lines for posts
- DPC should be transactional, not a flat fee, following the DPC guidance: Project Costing and UNDP Support Services GEF Financed Projects

4. Procurement

Procurement plan

- Procurement plans were submitted along with the budget/workplan by each CO to support planning and monitoring; it could also be required in an audit.

Evaluation panels for procurement:

- Personnel holding UNDP contracts but of non-staff status (i.e., Individual Contractor or PSA Contract) may become a voting member of the evaluation team, when the following conditions are met:
  i. The majority of the evaluation team remains comprised of UNDP/UN staff;
  ii. The inclusion of the non-staff personnel is necessary for strategic reasons (e.g., critical knowledge or expertise on the required services, etc.) and not merely for purposes of meeting the minimum number of members (which is at least three); and
  iii. The non-staff personnel on PSA or IC have signed a Declaration of Impartiality (DOI).

5. Closure

- This is a Global DIM project and closure will be done by HQ
- Operational completion: The project will be operationally completed when the last UNDP-financed inputs have been provided and the related activities have been completed before the end of the project period. **No project extensions will be approved.**
- Operational closure must happen at the end date calculated by the approved duration after the Project Document signature.
- The project will be financially completed within 6 months of operational closure or after the date of cancellation.
- All project activities need to be finalized within 30 months from the date of HQ authorization to COs.
- No project extensions are allowed, and remaining funds will be returned to the GEF.