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United Nations Development Programme

DELEGATION OF AUTHORITY

Global Environment Facility Project Preparation Grant to:

Name of Country: *Togo*
Full Project Title: *strengthening the resilience of natural and agro-ecological systems and communities to climate change in Central Togo*
PIMS ID: 9764
Quantum BU: *UNDP-TGO*
Quantum Project ID: *01003608*
Quantum Award ID GEF TF: *1373343*
Quantum Award ID LDCF: *1373362*

BPPS/Thematic Hub: *Nature*

(the "Project Preparation Grant (PPG)")

The Project Preparation Grant ("PPG"), which amounts to a total of US$ **200,000**, has received approval in accordance with established policies and procedures of the Global Environment Facility (GEF). With this approval, I am pleased to send for your signature this Delegation of Authority.

By accepting this Delegation of Authority, the Resident Representative assumes full responsibility and accountability to sign the UNDP-GEF Initiation Plan for this PPG and to ensure the timely development and preparation of the GEF-financed project for CEO Endorsement, noting this project will be automatically cancelled by the GEF if the submission deadlines are not met. The Resident Representative shall ensure that the project complies with the GEF-specific requirements outlined below and shall provide oversight and quality assurance over project preparations as outlined below and in the Initiation Plan. In addition, as with all UNDP projects, the Resident Representative assumes full accountability for ensuring that all requirements set out in UNDP's Programme and Operations Policies and Procedures (POPP), its Financial Regulations and Rules and Internal Control Framework are complied with.

By accepting this Delegation of Authority, the Regional Bureau Director assumes full responsibility and accountability to provide oversight to the Resident Representative to ensure compliance with all UNDP regulations and rules. In addition, the Regional Bureau Director will ensure that the Deputy Regional Bureau Director provides additional support to the relevant BPPS/Thematic Hub (as outlined above) and the BPPS/Vertical Funds Programme Support, Oversight and Compliance Hub (VF Hub) when needed to ensure the GEF-specific requirements noted below and in the Initiation Plan are met as required and as per the noted schedule.

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The BPPS oversight tasks are outlined in the RACI and shall include:

(i) Technical oversight on the nature, climate, energy, chemicals and waste aspects of this project during the PPG phase. Technical oversight will be provided by the Regional Technical Advisor (RTA) for the Project (as identified in PIMS+) in the BPPS Thematic Hub (as outlined above).

(ii) Oversight/quality assurance to ensure this project complies with GEF policies and procedures. This oversight will be provided by the BPPS/VF Hub, through the RTA (responsible), Principal Technical Advisor (PTA) for the project, as identified in PIMS+ (accountable), the Regional Team Leader (RTL) and other region-based staff, and other staff based in the BPPS/VF Hub.

Should this project be at-risk of non-compliance with any GEF requirement and deadlines, including the GEF Minimum Fiduciary Standards, the risk shall be escalated by the Resident Representative to the Deputy Regional Bureau Director for action. The BPPS/VF Hub and BPPS/Thematic Hub should be informed of risks of non-compliance. If such risks of non-compliance are not adequately addressed, the BPPS/VF Hub Executive Coordinator shall retain the authority to suspend or revoke the Delegation of Authority, and if necessary, after consultation with the Regional Bureau Director, transfer the accountability and responsibility for the implementation of this PPG to another unit (e.g. the Regional Bureau) or, with the agreement of the GEF, cancel this project.

The Office of Audit and Investigation (OAI) conducts portfolio audits on the management and performance by UNDP of the vertical funds supported projects on a periodic basis. This includes, *inter alia*, Country Office audits, HACT audits, as well as the OAI Audit in relation to UNDP's management of GEF supported projects. The Resident Representative shall ensure that all recommendations made by OAI and during the HACT audits are implemented within the timeframe committed. Failure to address OAI audit recommendations in a timely manner shall entitle the BPPS/VF Hub Executive Coordinator to suspend or revoke the Delegation of Authority and, if necessary, after consultation with the Regional Bureau Director, transfer the accountability and responsibility for implementation of this project to another unit (e.g., the Regional Bureau) or, with the agreement of the GEF, cancel the project.

The Resident Representative shall ensure that the project adheres to UNDP's Social and Environmental Standards (SES) throughout the duration of the project. Failure to comply with the SES may lead to project suspension or cancellation.

The following GEF-specific requirements for this PPG cover project cycle management services that are to be financed by the GEF Fee received by the Country Office for this project. Any other tasks, services, or support functions are not eligible to be covered by the GEF Fee nor can they be charged to the GEF project budget (to which only direct costs for project execution (DPC) approved by the GEF can be charged).

GEF specific conditions and deadlines:

A.	**GEF Conditions:** if these conditions are not met this project may be suspended or cancelled by the BPPS/VF Hub Executive Coordinator	
1	GEF Fee	The total GEF Fee to UNDP over the lifetime of this GEF project will be ***USD 19,000***. This Fee shall be released automatically and processed monthly to all departments/units based on project delivery and the current policy of the POPP. However, the GEF Fee may be withheld or reverted by the BPPS/VF Hub Executive Coordinator in the event of non-compliance with the UNDP POPP and/or GEF project management requirements outlined below.

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		The GEF Fee shall only be applied in relation to the performance of oversight services as per GEF Policies and Procedures.	
2	Firewall between oversight and execution support	Any execution support services agreed shall be performed in full compliance with UNDP guidance and GEF policies and procedures, which shall require the Country Office to ensure and maintain a functional separation and reporting lines between staff and non-staff personnel providing oversight services and those providing execution support services.	
		If applicable and where execution support services have been agreed by the GEF, the LOA (NIM only) with the Government to provide UNDP support services has been duly completed, cleared by BPPS/VF Hub, signed by the relevant parties and included as Annex to the UNDP-GEF Initiaion Plan before signature by the Implementing Partner, Government Coordinating Agency and UNDP. Service costs in relation to execution support shall not be charged to the PPG budget. The GEF Fee will not be used for this purpose.	
		UNDP staff and non-staff personnel engaged in execution support services shall under no circumstances be involved in oversight services (and *vice versa)*	
		• Oversight functions will be performed by:	• Deputy Resident Representative • Team Leader, Environment, climate Energy, Environmental Focal Point • Monitoring and Evaluation Analyst
		• Execution support to the Implementing Partner (when the conditions above have been met and have been approved) will be performed by:	• Programme Associate • Finance Assistant • Procurement Associate
		• Oversight functions over activities executed by country office personnel on the basis of execution support to the IP will be performed by:	• Procurement specialist • Assistant Resident Representative/Operations • Programme Analyst for Environment, Water and Climate Change
		The staffing arrangements above on oversight ensures a strict functional separation between oversight and execution	
3	Time Tracking for Oversight Services	All time expended by UNDP staff and non-staff personnel in relation to the provision of project oversight/quality assurance services shall be duly recorded in timesheets (using the system rolled out for tracking time spent on GEF projects in PIMS+).	
4	Risk Management	The Resident Representative shall ensure compliance with the UNDP ERM Policy and Procedures, including conducting fraud risk assessment and other risk assessment tools, such as PCAT, HACT Micro Assessment, SESP, PQA, PSDD (digitized in Quantum+). Project risk registers in Quantum must be updated and monitored regularly. The Resident Representative shall inform the BPPS/VF Hub Executive Coordinator and BPPS/Thematic Hub immediately of any risks of non-compliance.	
5	Procurement Management	The Resident Representative shall ensure compliance with UNDP policies and procedures on procurement, including but not limited to: proper procurement planning, supply chain risk management adequate procurement strategies and sourcing, mainstreaming sustainable procurement and proper managing of contracts.	
6	Financial management	The Resident Representative shall ensure compliance with UNDP policies and procedures on financial resources management/budget, including by ensuring adequate segregation of duties,	

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		and that payments are made in line with the project workplan and supported by adequate documents.	
7	Project Revisions	All revisions/amendments to what was included in the UNDP-GEF Initiation Plan shall follow the procedures set out in the RACI/POPP, which shall include approval by the BPPS RTA and PTA assigned to this PPG for oversight. The Country Office shall ensure that the BPPS RTA shall be duly informed within the timelines set out in POPP and the BPPS RTA and PTA shall consult with the VF-Hub and liaise with the GEF, as required.	
8	Budget Revisions and ASLs	PPG budget deviations are not permitted other than in accordance with the guidance set out in the Initiation Plan template. Budget revision proposals must be cleared by VF Hub MPSU and approved by BPPS RTA assigned to this PPG for oversight in PIMS+ before it is approved in Quantum. The project budget cannot be increased above the amount already approved by the GEF. Therefore, any over-expenditure on this project must be absorbed by other Country Office resources.	
		To facilitate a quick start to the PPG, the Resident Representative shall, as soon as the Initiation Plan is signed, submit the *Annual Work Plan (AWP)* based on the *Total Budget and Annual Work Plan*, along with a copy of the signed cover page, and, where applicable and execution support has been approved by the Fund, ensure that the Procurement Plan is uploaded on Quantum.	One week after Initiation Plan is signed.
		The Resident Representative shall make all reasonable efforts to commit all PPG resources by the time the project document is submitted to the GEF for CEO Endorsement. The Resident Representative shall prepare and include a report on the use of the PPG resources as an annex to the GEF CEO Endorsement Request package.	
9	Audit	All GEF-funded projects must be audited in accordance with UNDP Financial Regulations and Rules, Audit policies and HACT requirements, and any audit recommendations resulting from such audits shall be duly implemented and monitored.	
10	GEF branding	The GEF logo shall be displayed along with the UNDP logo where appropriate and relevant. and in line with the GEF Communication and Visibility Guidelines and UNDP's branding guidelines.	
11	Initiation Plan Signature	The Resident Representative shall promptly sign the Initiation Plan following the issuance of the Delegation of Authority. The Resident Representative shall notify the Regional Program Associate of the BPPS/Thematic Hub in order to upload a copy of the signed Initiation Plan to PIMS+	

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12	CEO Endorsement	**CEO Endorsement Package Submission to the GEF:** In line with the GEF Cancellation Policy, the Resident Representative shall ensure that a complete CEO endorsement package shall be submitted to the GEF Secretariat by no later than: (i) For FSPs: 12 months from the date of PIF Approval; or (ii) For MSPs: 8 months from the date of PIF Approval Failure to submit a complete package within the above deadline will result in automatic cancellation of the project by the GEF and the grant funds will be returned to the GEF for re-programming. In order to meet the deadline, the Resident Representative shall submit a fully completed CEO Endorsement Package (including completed Project Document and other supporting documentation) to the BPPS RTA and PTA and BPPS/VF Hub for technical and financial clearance no later than **2 months before the given deadline** for submission to the GEF. **Note:** In line with the GEF Cancellation Policy, the CEO endorsement shall be achieved by no later than: (i) For FSPs: 18 months from the date of PIF Approval (ii) For MSPs: 12 months from the date of PIF Approval, Failure to achieve CEO Endorsement within the above deadline will result in automatic cancellation of the project by the GEF and the grant funds will be returned to the GEF for re-programming.	**20 December 2025**
13	PPG operational closure	The Resident Representative shall ensure that this PPG is operationally closed at the CEO endorsement date. If required, the Country Office may request to use the remaining funds only on PPG-eligible expenditure and Operationally Close the PPG **within one year** after the project has been CEO Endorsed/Approved. The request shall be approved by the BPPS RTA.	**20 June 2026**
14	PPG financial closure	The Resident Representative shall ensure that this PPG shall be financially closed (and supporting documents to the financial closure should be submitted to BPPS/VF Hub) within 6 months after operational closure. Failure to financially close the project by the above deadline will result in the elevation of the CO to a high-risk category and no further vertical fund programming will be undertaken until overdue closures are addressed.	**20 December 2026**

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By signing this Delegation of Authority, the signatories also agree to:

1. Immediately inform each other of any circumstances that may indicate potential misuse of PPG funds, non-compliance with the SES policies, a breach (or potential breach) of UNDP's policy framework or the legal terms and conditions set out in the UNDP-GEF Initiation Plan and/or GEF requirements.
2. Actively discuss project issues that may jeopardize the timely preparation and/or subsequent implementation of the Project or the achievement of the agreed results as stated in the Initiation Plan.
3. Assess future programming requests for vertical fund programming by the country considering existing performance and capacity constraints at all levels.

This Delegation of Authority shall enter into force upon the date of execution (as written below) by all signatories and shall remain in force until all legal liabilities towards GEF in relation to the PPG have ceased, unless revoked earlier by the BPPS/VF Hub Executive Coordinator.

A copy of this Delegation of Authority shall be provided to:

Ms. Aissata De, Deputy Assistant Administrator and Deputy Regional Director, RBA, NY
Mr. Matthias Naab, Director, Regional Service Center for Africa, Addis Ababa
Ms. Noni Mafabune, Deputy Director, Regional Service Center for Africa, Addis Ababa
Ms. Evelyne Bamba, Chief, Country Oversight and Support Team (COST), RBA, NY
Mr. Yonathan Workineh, Country Programme Specialist (Desk Officer), Country Oversight and Support Team (COST), Dakar
Ms. Seynabou Diaw Ba, Deputy Resident Representative (Programmes), UNDP Lome, Togo
Mr. Abiziou Tchinguilou, Climate change Specialist, Environment Programme Officer, UNDP Lome, Togo
Mr. Charles Nyandiga, Regional Team Leader, Environment Team, Addis Ababa
Ms. Bonnie Rusk, Regional Technical Advisor (RTA), UNDP Nature Hub
Ms. Phemo Karen Kgomotso, Principal Technical Advisor (PTA), UNDP Nature Hub
Ms. Srilata Kammila, Principal Technical Advisor (PTA, UNDP Climate Hub
Mr. Muyeye Chambwera, Senior Technical Advisor, UNDP Climate Hub
Ms. Radhika Dave, Senior Technical Advisor, UNDP Climate Hub

This Delegation of Authority is signed for agreement and acceptance by and between:

Nancy Bennet **Executive Coordinator and Director** **Vertical Funds Programme Support, Oversight and Compliance Hub** **Bureau for Policy and Programme Support** **UNDP**	Date: 31-Jan-2025 Signature: DocuSigned by: Nancy Bennet 4EEADA5A5FE9433...
Marcos Neto **Assistant Administrator and Director** **Bureau for Policy and Programme Support** **UNDP**	Date: 31-Jan-2025 Signature: DocuSigned by: Marcos Neto F6DF2FC805E447C...

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United Nations Development Programme

Accepted By: **Ahunna Eziakonwa** **Assistant Administrator and Director for Regional Bureau for Africa** **UNDP**	Date: 31-Jan-2025 Signature: DocuSigned by: Ahunna Eziakonwa 4CF91C50181545B...
Accepted By: **Ms. Binta SANNEH** **Resident Representative** **UNDP Togo**	Date: 31-janv.-2025 Signature: Signé par : Binta Sanneh 0B9C144551714C4...

Ms. Binta SANNEH
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