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UNEP/UNDP Turkmenistan
Activity: BTR2 & BTR3/NC5
Total Grant amount: US$1,233,000
S1-32GFL-001132
SB-031635.04
Cost to UNEP for M&E: US$0.00
Cost to UNDP:US$1,233,000
GEF ID: 11991

UN AGENCY TO UN AGENCY CONTRIBUTION AGREEMENT

A. SUMMARY OF ACTIVITIES

Title:	**GLOBAL ENVIRONMENT FACILITY Project: "Preparation of Turkmenistan's Second Biennial Transparency Report (BTR2); and a combined Fifth National Communication and Third Biennial Transparency Report (BTR3/NC5) to the United Nations Framework Convention on Climate Change (UNFCCC)"**
Start/End Dates:	Activities start date: _____ Activities end date: 28 February 2031
Location:	Turkmenistan
Contribution Amount:	USD 1,233,000
Contributing UN Entity:	United Nations Environment Programme, ("UNEP"), represented by its Climate Change Division, and having its office at P.O. Box 30552, Nairobi 00100, Kenya.
Recipient UN Entity:	United Nations Development Programme - Country Office Turkmenistan ("UNDP Turkmenistan").
Nature of Activities:	The Agreement sets forth the terms and conditions for the preparation of Turkmenistan's second Biennial Transparency Report (BTR2) and a combined Third Biennial Transparency Report and Fifth National Communication (BTR3/NC5) to the United Nations Framework Convention on Climate Change (UNFCCC)" within the framework of the approved GEF CEO Endorsement document **(Annex 1A**); approved by the Global Environment Facility (GEF) Chief Executive Officer (CEO) on 06 February 2026 **(Annex 1B)**; and UNEP PAG on 13 March 2026. The project aligns to a letter of Endorsement (LOE) signed by GEF Operational Focal Point of Turkmenistan dated 09 July 2025 (**Annex 2)**. The BTR2 and BTR3/NC5 Reports will be prepared in close cooperation with the Ministry of Environment Protection of Turkmenistan**.**

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Purpose:

The two main objectives of the project are:

(a) To prepare BTR2 report of Turkmenistan in a gender-sensitive manner and submit to the UNFCCC as per the approved project implementation plan (PIP); supplemented by COP 26 Decision. 5/CMA.3

(b) To a combined BTR3/NC5 report of Turkmenistan in a gender-sensitive manner and submit to the UNFCCC as per the approved PIP; supplemented by COP 26 Decision.5/CMA.3

Annexes:

In the event that the terms contained in Annexes are incompatible with those contained in this Agreement, then the latter shall govern and prevail.

List of Annexes

Annex 1A: - GEF CEO Endorsement document

Annex 1B: - GEF CEO EA Approval letter

Annex 2: - LOE_ Turkmenistan BTR2/ BTR3& NC5

Annex 3: - Project Implementation Plan (PIP)

Annex 4: - Half yearly progress report template

Annex 5: - Half yearly expenditure statement template

Annex 6: - Annual Co-finance report template

Annex 7: - Operational completion report template

Annex 8: - Cash advance template

Annex 9: - Funds Transfer Request Form

Annex 10: - Project contact details

Expected outcome:

a) Turkmenistan's BTR2& BTR3/NC5 reports completed and submitted to the UNFCCC.

b) A request proposal to GEF for funding subsequent BTR's and/or combined BTR/NC developed.

The Recipient UN Entity will be fully responsible for administering the Contribution in accordance with its financial regulations, rules, policies and procedures, and administrative instructions, and carrying out the Activities efficiently and effectively.

B. BUDGET

The Total and Full UNEP contribution to UNDP is **US$1,233,000.** The total Budget for the Activities is as described below.

Summary of Activities	**Budget**
Split as follows:	
(a) Total programmable amount, including direct costs	

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Preparation of BTR2 report in a gender-sensitive manner and submission to the UNFCCC	US$ 545,455
Preparation of a combined BTR3/NC5 report in a gender-sensitive manner and submission to the UNFCCC	US$ 575,455
(b) (i) Project Management actual + (ii) UNDP GMS fee (7% of total net costs) = Total Project Management (*bi* + *bii*)	US$ 31,426 US$ 80,664 US$ 112,090
Total and Full UNEP Contribution to UNDP (*a* + *b*)	**US$ 1,233,000**

The Contributing UN Entity will not be responsible for any financial commitment or expenditure made by the Recipient UN Entity that exceeds the budget for the activities. The Recipient UN Entity will promptly advise the Contributing UN Entity any time when the Recipient UN Entity is aware that the budget to carry out these activities is insufficient to fully implement the activities in the manner set out in the present Agreement, including its Annex(es). The Contributing UN Entity will have no obligation to provide the Recipient UN Entity with any funds or to make any reimbursement for expenses incurred in excess of the total budget as set forth herein.

C. COSTS RECOVERY

The Recipient UN Entity's support costs, determined in accordance with its cost recovery policy, will be paid from the Contribution, in accordance with the budget.

D. REPORTING

Narrative Reporting:

All reporting for the project shall be in English or translated to English as applicable.

1. Progress reports: Within one month following the close of the reporting period, i.e. on or before 31 July and 31 January each year, UNDP shall submit to UNEP semi-annual progress reports as of 30 June and 31 December using **Annex 4**.
2. Operational Completion Report: Within two months following the project completion, or termination of the present Agreement, UNDP shall submit to UNEP an operational completion report and a list of outputs detailing the activities taken under the project, lessons learned and any recommendations to improve the efficiency of similar activities in the future, using the format appended as **Annex 7**.

Financial Reporting:

1. All financial reporting shall be in **US dollars**, with any exchange differences accounted for within the total GEF-approved budget. Within one month following the end of the reporting period, i.e. on or before 31 July and 31 January, UNDP shall submit to UNEP semi-annual expenditure reports and explanatory notes on the expenditures, using the format appended as **Annex 5**.

2. Co-financing report: Within one month following the end of the GEF fiscal year on 30 June (i.e., on or before 31 July) UNDP shall submit to UNEP an annual co-financing report for the project as of 30 June, showing the amount of cash and in-kind co-financing realized compared to the amount of co-financing committed to at the time of the project approval in accordance

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with the project CEO Endorsement document appended as **Annex A1**. Co-financing reporting shall be by source using the format appended as **Annex 6.**

E. CONTRIBUTIONS

The Contribution paid by the Contributing UN Entity shall totalUS$1,233,000. This Contribution shall match the Budget and will be paid in instalments according to the following schedule.

Schedule of payment:

(a) The first instalment of US$ 246,000 shall be advanced to UNDP four (4) weeks following signature of the present Agreement.

(b) The second and subsequent instalments will be made within four weeks after a financial report and other agreed-upon documentation, have been received by UNEP showing satisfactory progress of activities and adequate management and use of GEF resources. Requests for second and subsequent cash advances shall be made using the format appended as **Annex 8**.

The Contributing UN Entity acknowledges that the Recipient UN Entity will not pre-finance activities. If the Contribution, or any part of it, is not received in a timely manner, the Activities may be reduced or suspended by the Recipient UN Entity with immediate effect.

The Contribution will be paid into the following account, as supported by the Funds Transfer Request Form (**Annex 9**).

Account Details:

Bank Name:	**CITIBANK, N.A**
Account Number:	**36349562**
Account Holder Name:	**UNDP Contributions Account**
ABA:	**021000089**
SWIFT code:	**CITIUS33**
Currency:	**USD**
Bank address:	**111 Wall Street, New York, NY, 10043 UNITED STATES**

When making such transfers, the Contributing UN Entity will notify the Recipient UN Entity to the attention of Pena Gulhanov, by email (pena.gulkhanov@undp.org) of the following: (a) the amount transferred; (b) the date of the transfer; (c) that the transfer is from the Contributing UN Entity pursuant to this Agreement.

F. INTELLECTUAL PROPERTY RIGHTS

Unless otherwise agreed in writing, all intellectual property rights over materials which were developed by the Recipient UN Entity as a result of the Activities will belong to the Recipient UN Entity.

The Contributing UN Entity will be granted by the Recipient UN Entity a perpetual, royalty-free, worldwide, non-exclusive and non-transferable license in the intellectual property that was developed by the Recipient UN Entity as a result of the Activities.

G. CORRESPONDENCE

All correspondence regarding the implementation of this Agreement will be addressed to the following, in addition to those listed in **Annex 10**:

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UNEP.
Mr. Asher Lessels
Senior Programme Officer & Head, Global Funds Mitigation and Transparency Section, Address: United Nations Environment Programme, P.O Box 30552, Nairobi, Kenya.

UNDP Turkmenistan.
Ms. Narine Sahakyan
Resident Representative

H. AMENDMENTS

The present Agreement, including its Annexes, may be modified or amended only by written agreement between the two UN Entities.

I. COMPLETION OF THE ACTIVITIES

The Recipient UN Entity will notify the Contributing UN Entity when all Activities have been completed.

The Recipient UN Entity will continue to hold any part of the Contribution that is unutilized at completion of the Activities until all commitments and liabilities incurred in the carrying out of the Activities have been satisfied and all arrangements associated with the Activities have been brought to an orderly conclusion.

J. EXPIRY AND TERMINATION OF THIS AGREEMENT

This Agreement will expire upon satisfaction of all commitments and liabilities incurred in carrying out the Activities and the orderly conclusion of all arrangements associated with the Activities.

This Agreement may be terminated by either UN Entity at any time by written notice to the other. Termination will be effective thirty (30) days after receipt of the notice. In the event of termination under this paragraph, the two UN Entities will cooperate to ensure completion of the Activities, satisfaction of all commitments and liabilities, and the orderly conclusion of all arrangements associated with the Activities.

K. REFUNDS OF UNSPENT BALANCES

Upon expiry of this Agreement and following the submission of the final financial report, any unspent balance from the Contribution will be returned to the Contributing UN Entity, unless otherwise agreed in writing by the two UN Entities.

L. INTEREST

Unless otherwise agreed by the UN Entities based on requirements of the Funding Source as applicable, any interest accrued on the Contribution shall be treated according to the Recipient UN Entity's policies and procedures.

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M. DATA PROTECTION

The UN Entities will ensure an appropriate protection of personal data in accordance with their respective regulations, rules, policies, and procedures with due regard to the Personal Data Protection and Privacy Principles.[1] The UN Entities acknowledge and agree that "personal data" is defined as information relating to an identified or identifiable natural person (data subject) that is processed by, or on behalf of, the respective UN Entities concerned.

N. SETTLEMENT OF DISPUTES

The UN Entities will use their best efforts to promptly settle through direct negotiations any dispute, controversy or claim arising out of or in connection with this Agreement or any breach thereof. Any such dispute, controversy or claim which is not settled within sixty (60) days from the date UN Entity has notified the other UN Entity of the nature of the dispute, controversy or claim and of the measures which should be taken to rectify it, will be resolved through consultation between the Executive Heads of each of the UN Entities.

O. ENTRY INTO FORCE AND VALIDITY

This Agreement will enter into force upon its signature by the authorized representatives of the UN Entities and remain in force until terminated in accordance with Section J above.

P. PRIVILEGES AND IMMUNITIES

Nothing in or relating to this Agreement shall be deemed a waiver, express or implied, of any of the privileges and immunities of the UN Entities.

IN WITNESS WHEREOF, the undersigned, being duly authorized thereto, have signed the present Agreement in duplicate.

Signed on behalf of the United Nations Environment Programme:

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2026.06.10 15:41:52 +03'00'

Date: _____

Asher Lessels
Head, Global Funds Mitigation and Transparency Section
Climate Change Division
UNEP

Signed on behalf of the United Nations Development Programme Turkmenistan:

Signed by:
Narine Sahakyan
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Date: 11-Jun-2026

Narine Sahakyan
Resident Representative
UNDP Turkmenistan

[1] Available at: www.unsceb.org/personal-data-protection-and-privacy-principles.