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Federal Democratic Republic of Ethiopia  
MINISTRY OF AGRICULTURE AND NATURAL RESOURCES

\*TC  
No. 13/B124/170/44  
\*?  
Date 12/1/2018

United Nations Development Program  
Addis Ababa

**Subject: 1<sup>st</sup> Quarter Advance Request**

Attached here with, please find advance request for the 1<sup>st</sup> quarter of 2018 for the Federal Implementing Agency, Ministry of Agriculture, and Program title Enhancing National Capacity for Agricultural Growth, Project - ID-00072756.

Sincerely Yours,



*Keberu Belayneh*  
Keberu Belayneh  
National Coordinator,  
Agricultural Growth Program

CC.

- Agricultural Growth Program  
MoA  
Addis Ababa

UNDP Registry Addis Ababa	
Received Date 16 JAN 2018	
FILE PR01300110	
ACTION	INFO
Selamait. A	

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Website [www.moa.gov.et](http://www.moa.gov.et)  
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Ethiopia-Addis Ababa

Please quote Our Ref.  
when replying.

## Date: January 12/2018

UN Agency: - UNDP

Ethiopia

## Enhancing National Capacity for Agricultural Growth

Project No. 00072756

Ministry of Agriculture and Natural Resources -AGP-Coordination Unit

Ato Keberu Belayneh

**Currency:- Eth. Birr**

## CERTIFICATION

**The undersigned authorized officer of the above-mentioned implementing institution hereby certifies that:**

The finding request shown above represents estimated expenditures as per AWP and itemized cost estimates attached.

The actual amount due for the period stated herein has been disbursed in accordance with the AWP and request with itemized cost estimates.

The actual expenditures for the period stated herein have been disbursed in accordance with the AWF and requests were reconfirmed each year.

The detailed accounting documents for these expenditures can be made available for examination, when required for previous or five years from the date of the provision of financial

January 12/2018

**NOTES:** \*Shaded areas be completed by the UN Agency and non-shaded areas to be completed by the counterparta

**FOR AGENCY USE ONLY.**

[illegible]



# Checklist for Fund Transfer and Report on FACE

Name of the Project: Enhancing National Capacity for Agr. Growth & Trans Project No. 00072756 MoA

	Verified by Program	Verified by PMSU	Verified by Finance	If No explain why
Original cover letter and FACE properly completed	Yes	Yes		
The activities, budget and amount correctly completed on the space provided in line with AWP	Yes			
FACE & Cover letter properly signed and stamped by the authorized signatory indicating the authorized bank details.	Yes	Yes		
Ensured that 80% of the prior quarter advance and 100% of all earlier advances have been liquidated, reported and recorded	NA	NA		
The IP has been micro assessed and the risk for fund transfer is acceptable	Yes	Yes		
Prior period expenditures duly filled indicating remaining balance	Yes			
Standing note to file attached if the FACE is scanned copy	NA	NA		
Budget breakdown for expenditure attached	Yes			
Checked COA for mismatch in recording	Yes	Yes		
Required supporting documents are attached for Direct payment and reimbursement (pre-approval, contract document, invoice, vendor details, etc)	NA	NA		
FACE indicate beginning balance or remaining balance in authorized amount column	Yes	Yes		
The exchange rate for the period correctly calculated for advances	Yes	Yes		
Duly completed checklist from Programme and PMSU attached	Yes	Yes		
Athematic accuracy checked and verified	Yes	Yes		
Any approved exception (if any)				

Signature by Programme: K. Dancel Signature by PMSU: [Signature] Signature by Finance: \_\_\_\_\_  
Date: Jan 16, 2018 Date: Jan 16, 2018 Date: \_\_\_\_\_  
Reason if Rejected: \_\_\_\_\_