



**POMIO DISTRICT DEVELOPMENT AUTHORITY BOARD**  
**Office of the Chairman of Pomio District Development Authority**

P.O BOX 1596  
KOKOPO  
East New Britain Province  
Papua New Guinea

Date: 5/10/2018  
Our Ref:  
Action Officer:  
Designation:

Dear Ms. Vienings,

I am pleased to inform you that the Government of Papua New Guinea through the District Development Authority of Pomio District (hereinafter referred to as the "Donor") has decided to make a contribution of Two Hundred Thousand Kina (K 200,000.00) (hereinafter referred to as the "Grant") to the United Nations Development Programme (hereinafter referred to as "UNDP"), a subsidiary organ of the United Nations, an international organization established by treaty, represented by its Resident Representative, with offices at Level 14 Kina Haus Building, Douglas Street, Town, Port Moresby, for the CEPA/GEF/UNDP Community-based Forest and Coastal Conservation and Resource Management Project (Project ID: 709707) (details attached).

The contribution shall be deposited to the following Bank and account:

Bank name: ANZ  
Account Name: UNDP Representative PGK Account  
Account Number: 1144-1524  
SWIFT Code: ANZBPGPX  
Address: Champion Parade, Port Moresby

The Donor will inform UNDP when the contribution is paid via an e-mail message with remittance information to [contributions@undp.org](mailto:contributions@undp.org)

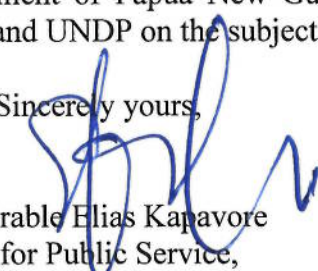
UNDP shall receive and administer the contribution in accordance with UNDP's Financial Regulations and Rules, policies and procedures, and on the following terms and conditions:

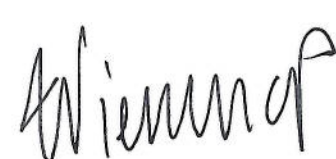
- (1) The Contribution shall be paid in one-time and in full on *1 November 2018*.
- (2) The above schedule of payments takes into account the requirement that the payments shall be made in advance of the execution/implementation of planned activities. It may be amended to be consistent with the progress of project delivery.

- (3) This Grant will be used exclusively for the Project the CEPA/GEF/UNDP Community-based Forest and Coastal Conservation and Resource Management Project (Project ID: 709707) for the duration from 1 November 2018 to 31 December 2019.
- (4) In accordance with the decisions and directives of UNDP's Executive Board reflected in its Policy on Cost Recovery from Other Resources, the Contribution shall be subject to cost recovery for indirect costs incurred by UNDP headquarters and country office structures in providing General Management Support (GMS) services. To cover these GMS costs, the contribution shall be charged a fee of at least 8%. Furthermore, as long as they are unequivocally linked to the specific project(s), all direct costs of implementation, including the costs of executing entity or implementing partner, will be identified in the project budget against a relevant budget line and borne by the project accordingly. All losses (including but not limited to losses as result of currency exchange fluctuations) shall be charged to the Project.
- (5) The contribution and activities financed there from shall be subject exclusively to internal and external auditing procedures provided for in the financial regulations, rules and directives of UNDP. Should an Audit Report of the Board of Auditors of UNDP to its governing body contain observations relevant to the contributions, such information shall be made available to the Donor.
- (6) Any payments that remain unexpended after all commitments and liabilities have been satisfied shall be disposed of by UNDP in consultation with the Donor.
- (7) The Donor and UNDP will consult with each other in respect of any matter that may arise from or in connection with the Grant.

This letter and your acceptance of this contribution on the terms set forth herein shall constitute an agreement between Government of Papua New Guinea through the District Development Authority of Pomio District and UNDP on the subject matter hereof.

Sincerely yours,

  
Honorable Elias Kapavore  
Minister for Public Service,  
Member for Pomio, and  
Chairman of Pomio District Development Authority

Acceptance:   
Tracy Vienings  
Deputy Resident Representative  
Date: \_\_\_\_\_