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 The Federal Democratic Republic of Ethiopia
 Planning and Development Commission

ጽ/ቤት PDC/23/6-2/158
 Ref No.
 ቀን 01 JUN 2020
 Date

To: UNDP
 Addis Ababa

Dear Madam/Sir,

Subject: Submission of Advance Request

Enclosed herewith, please find the advance request for two consultants, Zerayehu Sime(PHD) and Mr. Eyayu Mulugeta who provide consultancy service for Planning and Development Commission.

Sincerely,

Muhiden Negash Hassen
 Head, Commissioner Office &
 Senior Advisor



Funding Authorization and Certificate of Expenditure

UN Agency: **UNDP**

Date: 01-Jun-20

Country: Ethiopia

Type of Request: Direct Cash Transfer (DCT)

Programme Code & Title: Phase V-Development Partners' Support to the implementation of GTP II

Responsible Officer (s):

Implementing Partner: Planning and Development Commission

REPORTING

Reimbursement

Direct Payment

REQUESTS/AUTHORIZATIONS

Priority	Description from AWP with Duration	Account	Fund	Authorized Amount DD-MM-YY	Actual Project Expenditure	Expenditures Accepted by Agency	Balance	New Request Period & Amount	Authorized Amount	Outstanding Authorized Amount DD-MM-YY
	Costing for UNDP, UNEPA and WFP							April 8 - 17, 2020		
		A	B	C	D=A-C			E	F	G=D+F
	Payment for the consultancy service							608,400.00		
	Total							608,400.00		

CERTIFICATION

The undersigned authorized officer of the above-mentioned implementing institution hereby certifies that:
The funding request shown above represents estimated expenditures as per AWP and itemized cost estimates attached

The Actual expenditures for the period stated herein has been disbursed in accordance with the AWP and request with itemized cost estimates. The detailed accounting documents for these expenditures can be made available for examination, when required for the period of five years from the date of the provision of funds.

Name: **Muhiden Negash Hassen**
Signature: *[Signature]*
Title: Program Coordinator
Date Submitted: June 1, 2020

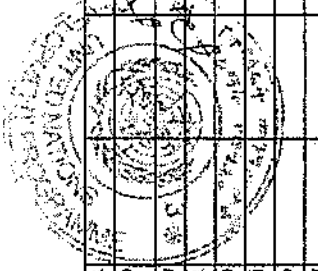
Head, Commissioner Office & Senior Advisor

Stamp: _____

Stamp: _____

NOTES: Shaded areas to be completed by the UN Agency and

For Agency Use Only		Account Changes		Liquidation Information		For UNDP/UNFPA USE ONLY	
ALL AGENCY	Approved By:	Cash Transfer reference:	CRO ref. No. Voucher ref. no	DCT Reference:	CRO ref. No., Liquidation ref. No	New Funding Release	
	<i>[Signature]</i>	SL Codes:					
		Travel		DCT Amount			
		Meeting & Conferences		Less			
		Other Cash Transfers		Liquidation Amount			
		Total		Balance			





Checklist for Fund Transfer and Report on FACE

Type: Advance

Name of the Project Strengthening DPC Project 00095722 IP: Planning & Development Commission

Description	Verified by Program	Verified by PMSU	Verified by Finance	If No explain why
	YES/NO	YES/NO	YES/NO	
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	Yes	Yes		
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 the 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				
Athematic accuracy checked and verified				
Any approved exception (if any)				

Signature by Program : *[Signature]*

Haile Kibret

Date : 03/06/2020

Signature by PMSU: *[Signature]*

Bezabih Abebe

Date : 03/06/2020

Signature by Finance _____

Date: _____

Reason if Rejected: