

United Nations Development Programme

Bureau for Development Policy



*Empowered lives.  
Resilient nations.*

To: Lebogang Motlana  
Director, Regional Center  
UNDP Regional Service Center in Ethiopia

Date: 26 March 2014

From: Raquel Lagunas  
Officer-In-Charge (OIC)  
UNDP Gender Team  
Bureau for Development Policy

Extension: +1 646 781 4361

**Subject: Allocation to RSC in Addis Ababa Ethiopia**

File: 2013/GMI/Allocations

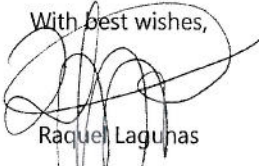
Dear Mr. Motlana,

I am pleased to inform you that funds in the amount of US\$31,100 are made available from UNDP Gender Team to the Gender Practice of UNDP Regional Service Centre in Ethiopia (RSC-Addis-Ababa), through UNDP's Gender Mainstreaming Initiative (GMI) mechanism. The funds are allocated to support the Gender Practice of UNDP Regional Service Centre by co-funding one Programme Associate position for one year period starting 1 May 2014.

Upon receipt of the countersigned letter, your office is authorized to access the resources up to the Authorized Spending Limit of US\$31,100 using your individual department code, under the project "Programme Support towards Implementation of the UNDP's Gender Equality Strategy (Project ID 00056808, Output 00069827, UNDP1 BU). This project is implemented by UNDP Gender Team, Bureau for Development Policy, using direct implementation modality (DIM). Please be reminded that activities must be completed and funds fully expensed by 30 April 2015.

This letter delegates to your office the responsibilities for the use of the fund in accordance with UNDP financial rules and regulations. The Gender Team (HQ) will assume an oversight function but can exercise the power to withdraw the resources in case of non-disbursement according to the agreed budget.

Kindly note that Ms. Odette Kabaya, Regional Practice Leader, Gender will be the focal point for this recruitment and will assume responsibility for managing the work of the Programme Associate, management of funds and reporting. All financial transactions can be created and approved locally by respective authorizing officers in your office.

With best wishes,  
  
 Raquel Lagunas  
 Officer-In-Charge  
 UNDP Gender Team  
 Bureau for Development Policy

Countersign to acknowledge duties and obligations as outlined in this letter of approval:

Name:

Lebogang Motlana  
 Director, Regional Center  
 UNDP Regional Service Center in Ethiopia



(signature)

Date:

02/04/2014



Chart of Accounts (COA):

GL Unit	B. Acct	OU	Fund	Dep ID	IA	Donor	Project	Act
UNDP1	Per input type	H21	04840	Yours (RSC-Ethi)	001981	00012	00069827	6

Cc:

Odette Kabaya, Regional Practice Leader, Gender, RSC in Ethiopia  
 Raquel Lagunas, Practice Manager a.i., Institutional Development Adviser, Gender Team, UNDP/BDP  
 Nassim Davlatshoev, Operations Manager, Gender Team, UNDP/BDP

## Nassim Davlatshoev

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**From:** Nassim Davlatshoev  
**Sent:** Thursday, April 03, 2014 3:44 PM  
**To:** odette kabaya  
**Cc:** Raquel Lagunas; Rodolfo Alonday; Randi Davis  
**Subject:** Allocation to RSC in Addis-Ababa - \$31100 for 2014/2015 - Budget transfer ID: 0005368747/UNDP1

Dear Odette,

Thank you. We have set allocation for your office as per the authorization letter and COA provided in it.

Please let us know if you will need you will have any Qs or issues in assessing the funds.

Warmest regards,  
Nassim

-----Original Message-----

From: odette kabaya  
Sent: Thursday, April 03, 2014 3:35 AM  
To: Nassim Davlatshoev  
Cc: Raquel Lagunas; Devika Parbhu; Randi Davis  
Subject: FW: Scanned Document

Dear Nassim,  
Please find attached the countersigned letter by Lebogang as requested.  
Also, the Department ID is 38501.  
Once again thank you.  
Kind regards.

Odette Kabaya  
Regional Practice Leader  
Gender Equality and Women's Empowerment  
Regional Service Center for Africa  
United Nations Development Programme  
Main Bole Road, Olympia round about, DRC Street P. O. Box 60130, Addis Ababa, Ethiopia  
E-mail: [odette.kabaya@undp.org](mailto:odette.kabaya@undp.org)  
Direct: +(251) 115 170707 Ext.  
Fax: +(251) 115 170898  
Cell: +(251) 938064272  
Skype: odettekabaya  
Website: [www.undp.org](http://www.undp.org) Follow us:

-----Original Message-----

From: Digital Sender 8th Floor [<mailto:digital.sender.et@undp.org>]

Sent: 03 April 2014 09:30 AM

To: odette kabaya

Subject: Scanned Document

UNDP RSC Ethiopia

Please open the attached document. This document was digitally sent to you using an HP Digital Sending device.