United Nations Development Programme
Bureau for Policy and Programme Support

31 August 2015

Ms. Beate Trankmann
UN Resident Coordinator
UNDP Mongolia

Subject: UNDP Managed Funds under Mongolia UN-REDD National Programme

I am pleased to delegate to you the authority for the funds managed by UNDP under the above mentioned UN-REDD National Programme. The National Programme, with a total budget of **$3,996,450** of which **$2,396,800** are to be managed by UNDP, has received its final approval in accordance with the established UN-REDD Programme procedures (see UN-REDD Programme Policy Board Approval, Annex 1).

You may request the transfer of UNDP funds to the National Programme by submitting an Atlas-generated Annual Work Plan (AWP) based on the *Results Framework* and *Harmonized Annual Work Plan* in the attached programme document to Mr. Tim Clairs, Principal Policy and Technical Adviser based in Geneva and Mr. Akihito Kono, Regional Coordinator based in Bangkok. Any comments on the AWP will be provided within 3 working days through the Regional Coordinator.

Any budget revisions should be forwarded to the Regional Coordinator with an explanation of the changes proposed. In this connection, please note that the UN-REDD Programme is not in a position to increase the programme budget above the amount already approved by the UN-REDD Policy Board. Therefore, any over-expenditure on the UNDP funds will have to be absorbed by other Country Office resources.

In order to meet UNDP's obligations under the UN-REDD Programme and to ensure consistent standards are applied to all UNDP activities related to REDD+, strict quality assurance measures must be undertaken. This involves General Management Services (GMS) provided by the Country Office and Specialized Technical Services (STS) provided by the UNDP UN-REDD team (see Annex 2). The STS costs are not charged to the country office but charged to UNDP's allocation under the "Support to National REDD+ Actions – global programme 2011-2015".

As you know, GMS is intended to cover the costs of programme support, supervision and oversight, not programme execution. Where a government party, as an implementing partner, requests UNDP to provide specific services as a part of the programme execution, then the government party is responsible for reimbursing UNDP in accordance with UNDP policies on cost recovery. In such a case your office must maintain appropriate separation between support and oversight, and execution services, in accordance with the UNDP Internal Control Framework.
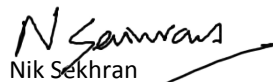
We also take this opportunity to draw your attention to the following mandatory requirements for all UN-REDD National Programmes:

- The UN-REDD Programme operational guidance must be applied during the implementation of the National Programme.
- Any changes to the allocation of funds between the Participating UN Agencies must be approved by the UN-REDD Programme Policy Board.
- Any changes made to the National Programme at the outcome level need to be cleared by the UN-REDD Programme Secretariat before being signed-off by the UN Agencies, and will be reported to the Policy Board.
- If the changes are made at the output or activity level, they may be agreed between the UN Agencies and simply reported to the Secretariat. Before such changes are contemplated they must be discussed with and approved by the Regional Coordinator.
- All UN-REDD National Programmes are subject to a final evaluation conducted according to Terms of Reference established by the UN-REDD Secretariat.
- Funds managed by UNDP will be audited in accordance with UNDP Financial Regulations and Rules and audit policies.

In conclusion, I would like to assure you of the UNDP/UN-REDD and my personal commitment to the successful implementation of the National Programme. The UNDP/UN-REDD team in Headquarters and in the Regional Service Center is at your disposal for advice and technical support.

Should you have any concerns or questions, please do not hesitate to contact me.

Yours sincerely,

Nik Sekhran
Director, Chief of Profession, Sustainable Development
Bureau for Policy and Programme Support
UNDP

cc.   Mr. Timothy Clairs, Principal Policy and Technical Advisor, UNDP/UN-REDD
        Mr. Akihito Kono, Regional Coordinator, UNDP/UN-REDD

Annex 1 UN-REDD Programme Policy Board Approval
Annex 2 Joint Programme Support Services (Management Oversight)

Annex 2: UNDP BPPS Joint Programme Support Services

Stage	Country Office[1]	UNDP UN-REDD
Identification, Sourcing/Screening of Ideas, and Due Diligence	In conjunction with FAO and UNEP, identify REDD+ as part of country programme/CPAP and UNDAF/CCA In conjunction with FAO and UNEP, facilitate national government application to join the UN-REDD Programme	• Support the inclusion of the country in the UN-REDD Programme • Technical input to CCA/UNDAFs and CPAPs where appropriate. • Input on policy rationale for a country considering REDD+. • Provide information on substantive issues and specialized funding opportunities (SOFs). • Verify potential eligibility of country
	Assist proponent to formulate national programme document Support to joint missions	*Technical support:* • Provide up-front guidance. • Sourcing of technical expertise. • Explanation of the components of a national REDD+ Readiness process • Verification of technical reports and programme conceptualization. • Guidance on SOF expectations and requirements. • Engage with the UN-REDD Programme Secretariat
	Scoping: • Review and appraise national joint programmes. Coordinate inputs with FAO and (as applicable) UNEP in-country counterparts • Support the UN Resident Coordinator • Undertake capacity assessments of implementing partner as per UNDP POPP. • Monitor programme cycle milestones.	• Provide detailed screening against SOF and UNDP technical, financial, social and risk criteria. • Determine likely eligibility against identified SOF. • Coordinate with FAO and UNEP counterparts at the regional and headquarters levels • Engage with the UN-REDD Programme Secretariat • Leadership of joint missions

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[1] As per UNDP POPP with additional "Source of Funding" (SOF) requirements where relevant. In this case, SOF refers to the FAO, UNDP, UNEP Collaborative Partnership on Reducing Emissions from Deforestation and forest Degradation in Developing Countries (the UN-REDD Programme). See www.un-redd.org for more details.

Stage	Country Office[1]	UNDP UN-REDD
	Partners: • Assist proponent to identify and negotiate with relevant partners, cofinanciers, etc • Coordinate with FAO and (as applicable) UNEP in-country counterparts	• Assist in identifying technical partners. • Validate partner technical abilities. • Coordinate with FAO and UNEP counterparts at the regional and headquarters levels • Engage with the UN-REDD Programme Secretariat
National Programme Formulation Development	*Initiation Plan:* • Management and financial oversight of Initiation Plan • Discuss management arrangements	• Technical support, backstopping and troubleshooting. • Support discussions on management arrangements • Facilitate issuance of DOA
	Formulation: • Support programme development, assist proponent to identify and negotiate with relevant partners, cofinanciers, etc. • Review, appraise, and finalize Programme Document. • Negotiate and obtain clearances and signatures – Government, UNDP, Implementing Partner, LPAC, cofinanciers, etc. • Respond to information requests, arrange revisions etc. • Prepare operational and financial reports on development stage as needed.	Technical support: • Sourcing of technical expertise. • Verification of technical reports and programme conceptualization. • Guidance on SOF expectations and requirements. • Respond to information requests, arrange revisions etc. • Quality assurance and due diligence. • Application of UN-REDD Programme operational guidance • Leadership of joint missions

Stage	Country Office[1]	UNDP UN-REDD
	Obtain clearances: • Government, UNDP, Executing Agency, LPAC, cofinanciers, etc. • Support the UN Resident Coordinator hold the national programme validation meeting	• Obtain SOF clearances. • Support the national programme submission at the UN-REDD Policy Board • Facilitate issuance of DOA
Programme Oversight	*Management Oversight and support*	*Technical and SOF Oversight and support*
	Programme Launch/Inception Workshop • Preparation and coordination.	• Technical support in preparing TOR and verifying expertise for technical positions. • Verification of technical validity / match with SOF expectations of inception report. • Application of UN-REDD Programme guidance • Participate in Inception Workshop • Leadership of joint missions
	Management arrangements: • Facilitate consolidation of the Programme Management Unit. • Facilitate and support Programme Board meetings as outlined in national programme document and agreed with UNDP EEG RSC/RCU • Provide programme assurance role if specified in programme document.	• Technical input and support to TOR development. Troubleshooting support. • Support in sourcing of potentially suitable candidates and subsequent review of CVs/recruitment process.
	Annual WorkPlan: • Issuance of AWP. • Monitor implementation of the annual work plan and timetable.	• Advisory services as required
	Financial management: • Conduct budget revisions, verify expenditures, advance funds, issue combined delivery reports and ensure no over-expenditure of budget. • Ensure necessary audits.	• Clear ASLs. • Allocation of ASLs • Return of unspent funds. • Coordination with the UN-REDD Programme Secretariat on submission of progress reports and monitoring requirements

Stage	Country Office[1]	UNDP UN-REDD
	Results Management: • Alignment: link programme output to CPAP Outcome in project tree in Atlas, link CPAP outcome in project tree to UNDP Strategic Plan Environment and sustainable Development Key Result Area as outlined in programme document during UNDP work planning in ERBM. • Gender: In ATLAS, rate each output on a scale of 0-3 for gender relevance. • Monitoring and reporting: Monitor programme results, track result framework indicators, and co-financing where relevant. Monitor risks in Atlas • Support the preparation of progress reports where required by the UN-REDD Programmeand/or EEG. • Annual site visits – at least one site visit per year, report to be circulated no later than 2 weeks after visit completion.	• Advisory services as required. • Troubleshooting support. • Technical input. • Quality assurance. • Country missions – at least two technical support visit per year.
	Evaluation: • Arrange mid-term, final, and other evaluations: prepare TOR, hire personnel, plan and facilitate mission / meetings / debriefing, circulate draft and final reports. • Participate as necessary in other UN-REDD Programme evaluations. • Ensure tracking of committed and actual co financing as part of mid-term and final evaluations.	• Technical support and analysis. • Quality assurance. • Compilation of lessons. • Dissemination of technical findings. • Participate as necessary in other SOF evaluations.
	National Programme Closure: • Final budget revision and financial closure (within 12 months after operational completion). • Final reports as required by UNDP EEG and the UN-REDD Programme.	• Advisory services as required. • Technical input. • Quality assurance.