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**Note to the File**

**30 August 2019**

**To:** Office of Financial Resources Management

**Through:** Alka Bhatia  
Resident Representative  
Namibia Country Office

**From:** Gabriel Dava  
Deputy Resident Representative  
Namibia Country Office

**Subject: Unapplied deposit on output 35165 Mainstreaming Environmental Concerns into NPRAP Post-Facto Application of Contribution Received form the Government of Germany(**

**Purpose:**

The purpose of this Note to File is to justify the *post-facto* application without the contribution agreement of a contribution received to fund project activities.

**Justification:**

The Government of Germany expressed interest in funding UNDP Namibia activities in the area of environment. As result, on 19 December 2003, a new project was set in ATLAS as: **Output 00035165- Mainstreaming Environmental Concerns into NPRAP** and a total budget of US\$18,000.00. The project budget was fully funded by the Government of Germany and its activities fully implemented by 31 of March 2018.

In compliance with POPP, the country office is in the process of closing the project financially, but it was found that that it has an unapplied deposit of US\$18,000.00, meaning that the DMS for the Germany contribution was not submitted. Given that it is an old project (2003), the country office can't locate the agreement in the files to correct this situation.

The project was operationally closed for more than 12 months and it was reopened recently to ensure that the needed corrections are made. Keeping this inactive project ongoing is affecting negatively the country office project management dashboard.

**Request**

Based upon the above justification, the country office requests a waiver to operationally and financially close the project without the complete documents uploaded in ALTAS and with the donor contribution unapplied.