

## United Nations Development Programme



*Empowered lives.  
Resilient nations.*

### **DELEGATION OF AUTHORITY**

**Global Environment Facility Contribution to the Philippines: Protecting priority coastal and marine ecosystems to conserve globally significant endangered, threatened, and protected marine wildlife in southern Mindanao PIMS No. 6499 - ATLAS BU: PHL10 - Proposal No.: 00128606 - Project No.: 00122553 (the “Project”)**

The project, which amounts to a total of US\$2,639,726, has received its final approval [here](#) in accordance with established [policies and procedures](#) of the Global Environment Facility (GEF). With this approval, I am pleased to send for your signature this Delegation of Authority.

By accepting this Delegation of Authority, the Resident Representative assumes full responsibility and accountability to sign the UNDP-GEF Project Document for this Project and to ensure the timely implementation of this GEF-financed project. The Resident Representative shall ensure that the project complies with the GEF-specific requirements outlined below and in the Project Document and shall provide oversight and quality assurance of tasks undertaken by the Implementing Partner and/or Responsible Parties. In addition, as with all UNDP projects, the Resident Representative assumes full accountability for ensuring that all requirements set out in UNDP’s Programme and Operations Policies and Procedures (POPP), its Financial Regulations and Rules and Internal Control Framework are complied with.

By accepting this Delegation of Authority, the Regional Bureau Director assumes full responsibility and accountability to provide oversight to the Resident Representative to ensure compliance with all UNDP regulations and rules. In addition, the Regional Bureau Director will ensure that the Deputy Regional Bureau Director provides additional support to BPPS/NCE when needed to ensure the GEF-specific requirements noted below and in the Project Document are met as required and as per the noted schedule.

The BPPS/NCE oversight tasks are outlined in the [RACI](#) and shall include:

- (i) Technical oversight on the nature, climate and energy aspects of this project during the implementation phase. Technical oversight shall be provided by the Lead RTA for the Project (as identified in PIMS+).
- (ii) Oversight/quality assurance to ensure this project complies with GEF policies and procedures. This oversight will be provided by the RTA, Principal Technical Advisor (PTA), the Regional Team Leader (RTL) and other region-based staff, and other staff based in the BPPS/NCE Unit.

Should this project be at-risk of non-compliance with any GEF requirement and deadlines, including the GEF Minimum Fiduciary Standards, the risk shall be escalated by the Resident Representative to the Deputy Regional Bureau Director for action. BPPS/NCE should be informed of risks of non-compliance. If such risks of non-

Mr. Selva Ramachandran  
Resident Representative  
UNDP Philippines

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compliance are not adequately addressed, the Executive Coordinator shall retain the authority to suspend or revoke the Delegation of Authority, and if necessary, after consultation with the Regional Bureau Director, transfer the accountability and responsibility for implementation of this project to another unit (e.g. the Regional Bureau) or, with the agreement of the GEF, cancel this project.

The Office of Audit and Investigation (OAI) conducts portfolio audits on the management and performance by UNDP of the vertical fund supported projects on a periodic basis. This includes, *inter alia*, Country Office audits, HACT audits, as well as the OAI Audit in relation to UNDP's management of GEF supported projects. The Resident Representative shall ensure that all recommendations made by OAI and during the HACT audits are implemented within the timeframe committed. Failure to address OAI audit recommendations in a timely manner shall entitle the Executive Coordinator to suspend or revoke this Delegation of Authority and, if necessary, after consultation with the Regional Bureau Director, transfer the accountability and responsibility for implementation of this project to another unit (e.g. the Regional Bureau) or, with the agreement of the GEF, cancel the project.

The Resident Representative shall ensure that the project adheres to UNDP's [Social and Environmental Standards \(SES\)](#) throughout the duration of the project. Failure to comply with the SES may lead to project suspension or cancellation.

The following GEF-specific requirements for this project cover project cycle management services that are to be financed by the GEF Fee received by the Country Office for this project. Any other tasks, services, or support functions are not eligible to be covered by the GEF Fee nor can they be charged to the GEF project budget (to which only direct costs for project execution (DPC) approved by the GEF can be charged).

### GEF specific conditions and deadlines:

A. GEF Conditions: if these conditions are not met this project may be suspended or cancelled by the BPPS/NCE Executive Coordinator				
1	GEF Fee	<p>The total GEF Fee over the lifetime of this GEF project shall be <b>\$250,774</b>. This fee shall be released automatically and processed monthly to all departments/units based on project delivery and the current policy of the POPP. However, the GEF Fee may be withheld or reverted by the Executive Coordinator in the event of non-compliance with the POPP and/or GEF project management requirements outlined below.</p> <p>The GEF Fee shall only be applied in relation to the performance of oversight services as per GEF Policies and Procedures.</p>		
2	Functional separation between oversight and execution support	<p>No CO execution support services shall be provided to the Project unless approved by the GEF and confirmed at CEO endorsement. Any execution support services so agreed shall be performed in full compliance with UNDP guidance and GEF Policies and Procedures, which shall require the Country Office to ensure and maintain a functional separation and reporting lines between staff and non-staff personnel providing oversight services and those providing execution support services.</p> <p>Where execution support services have been agreed by the GEF, the <a href="#">LOA</a> with the Government to provide CO support has been duly completed, cleared by BPPS/NCE, and signed by the relevant parties and included as Annex to the UNDP-GEF project document before signature by the Implementing Partner, Government Coordinating Agency and UNDP.</p> <p>Time spent in relation to execution support shall be in accordance with and shall be charged fully and exclusively to the Project Management budget (capped by GEF). The GEF Fee shall not be used for this purpose.</p> <p>UNDP staff and non-staff personnel engaged in execution support services shall under no circumstances be involved in oversight services (and <i>vice versa</i>)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; text-align: center;"> <ul style="list-style-type: none"> <li>• Execution support to the Implementing Partner (when the</li> </ul> </td> <td style="width: 30%; text-align: center;">Finance Associate</td> </tr> </table>	<ul style="list-style-type: none"> <li>• Execution support to the Implementing Partner (when the</li> </ul>	Finance Associate
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		conditions above have been met and have been approved) shall be performed by:	
		<ul style="list-style-type: none"> <li>Oversight functions shall be performed by:</li> </ul>	<u>Climate Action Programme Team</u>  Team Leader; Programme Assistant; Programme Analyst
		<ul style="list-style-type: none"> <li>Oversight functions over activities executed by country office personnel on the basis of execution support to the IP shall be performed by:</li> </ul>	Operations Manager
		The three staff above shall report to separate staff to ensure a strict functional separation between oversight and execution	
3	Time Tracking for Oversight Services	All time expended by UNDP staff and non-staff personnel in relation to the provision of project oversight/quality assurance services shall be duly recorded in timesheets (using the system rolled out for tracking time spent on GEF projects).	
4	Co-financing	The Resident Representative shall ensure that cost-sharing arrangements are documented in line with <a href="#">POPP guidance</a> , shall ensure monitoring of the status of committed and applied/realized co-financing included in the UNDP GEF Project Document, and shall report on the amount realized on an annual basis at the time of submission of the PIR. The Country Office shall also report to the GEF on the realized amount of co-financing in the Mid-Term Review and at the time of project closing. The Country Office shall inform BPPS/NCE immediately in the event of any material changes in realizing co-financing.	
5	Risk Management	The Resident Representative shall ensure compliance with the <a href="#">UNDP ERM Policy and Procedures</a> , including conducting fraud risk assessment. Project risk registers must be updated and monitored regularly and must be reported on during the GEF PIR process. The Resident Representative shall inform BPPS/NCE immediately of any risks of non-compliance.	
6	Procurement Management	The Resident Representative shall ensure compliance with <a href="#">UNDP policies and procedures on procurement</a> , including but not limited to: proper procurement planning, adequate sourcing, and proper managing of contracts.	
7	Financial management	The Resident Representative shall ensure compliance with <a href="#">UNDP policies and procedures on financial resources management/budget</a> , including by ensuring adequate segregation of duties, and that payments are made in line with the project workplan and supported by adequate documents.	
8	Project revisions	All revisions/amendments to the project results included in the project document shall follow the procedures set out in the RACI/POPP, which shall include approval by the BPPS/NCE RTA. If the proposed changes are deemed by the BPPS RTA to be major amendments, additional BPPS/NCE and GEF approvals are necessary.	
9	Annual oversight missions	The Country Office person responsible for oversight of this project shall supervise the implementation of this project and undertake annual site missions, charged to the GEF fee.	
10	Budget Revisions and ASLs	Budget revisions must be submitted to and approved by BPPS RTA in PIMS+.	
11	Audit	All GEF-funded projects must be audited in accordance with <a href="#">UNDP Financial Regulations and Rules</a> , <a href="#">Audit policies</a> and <a href="#">HACT requirements</a> , and any audit recommendations resulting from such audits shall be duly implemented and monitored.	

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12	Mid-Term Review (MTR)	<p>If evidence suggests that the MTR shall be delayed or not done to the quality expectations of the GEF, this MTR may be managed by BPPS/NCE not the Country Office and shall be charged to the project budget.</p> <p>The Executive Coordinator shall be entitled to withhold payment of the GEF Fee in the event of delay of MTR.</p>	
13	GEF branding	<p>BPPS/NCE will clear the final MTR report, and the management response</p> <p>The GEF logo shall be displayed along with the UNDP logo where appropriate and relevant. and in line with the <a href="#">GEF Communication and Visibility Guidelines</a> and <a href="#">UNDP's branding guidelines</a>.</p>	
14	Project extensions	<p>Are in general not permitted and must follow the BPPS/NCE project extension guidance. The RR and the BPPS/NCE Executive Coordinator must approve any extension.</p> <p>Should an extension be approved by the BPPS/NCE Executive Coordinator (and GEF), the additional oversight costs for the Country Office and BPPS/NCE shall be covered by the Country Office and cannot be charged to the project budget.</p>	
15	Project budget deviations	<p>Project budget deviations are not permitted other than in accordance with the guidance set out in the Project Document template.</p> <p>The project budget cannot be increased above the amount already approved by the GEF Council. Therefore, any over-expenditure on this project must be absorbed by other Country Office resources.</p>	
16	Project Document Signature and project start	<p>The Resident Representative shall obtain the requisite signature(s) of the representative of the Implementing Partner (as well as signature by the representative of the Government if necessary) and shall make best efforts to achieve this milestone by a benchmark date of no later than <u>6 months</u> of the final GEF approval/endorsement of this project. For multi-country projects, the Resident Representative shall request and obtain receipt of the signed signature pages from participating countries. For projects implemented by an NGO/IGO, the Resident Representative shall also obtain receipt of the signed <a href="#">Project Cooperation Agreement</a>.</p> <p>The Resident Representative shall notify Regional Program Associate of BPPS/NCE in order to upload a copy of the signed project document to PIMS+</p>	12 January 2023
17	Budget Revisions/ASLs	<p>The Resident Representative shall submit Atlas-generated <i>Annual Work Plan (AWP) (multi-Year)</i> based on the <i>Total Budget and Annual Work Plan</i> in the attached project document, along with a copy of the signed cover page.</p> <p>Minimum one Budget Revision annually – CO submit budget revision (multi-year) to BPPS/NCE RTA through PIMS+, requesting for clearance and ASL allocation. All Budget Revision must be approved by BPPS/NCE RTA.</p>	one week after ProDoc is signed.
18	First Disbursement	<p>First Disbursement shall be achieved by no later than 18 months from the date of GEF approval/endorsement, provided however that the Resident Representative shall make all</p>	12 March 2023

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		<p>efforts to achieve the First Disbursement by a benchmark date of 8 months from the date of GEF approval/endorsement of this project.</p> <p><b>** Please note that the deadline for First Disbursement set under the GEF Policies is 18 months from GEF approval/endorsement, yet we recommend that the internal UNDP deadline of 8 months from the date of GEF approval/endorsement be complied with</b></p>	
19	Inception Workshop	The Country Office shall ensure that the Inception Workshop shall be held by a benchmark date of <u>2 months</u> from the date First Disbursement for this project, by this date:	12 May 2023
20	Project Implementation Reviews (PIR)	The Country Office shall complete the GEF Project Implementation Report to a high quality and on time.	July/August each year
21	MTR	An independent Mid-Term Review shall be undertaken by this date: 31 July 2025	31 July 2025
22	Terminal Evaluation (TE)	An independent Terminal Evaluation shall be undertaken by this date: 30 September 2027	30 September 2027
23	Project operational closure	The Resident Representative shall ensure that this project shall operationally closed by this date: 31 December 2027	31 December 2027
24	Project financial closure	The Resident Representative shall ensure that this project shall be financially closed (and supporting documents to the financial closure should be submitted to BPPS/NCE) within 6 months after operational closure, by this date: 30 June 2028	30 June 2028

By signing this Delegation of Authority, the signatories also agree to:

1. Immediately inform each other of any circumstances that may indicate potential misuse of project funds, non-compliance with the SES policies, a breach (or potential breach) of UNDP's policy framework or the legal terms and conditions set out in the UNDP Project Document and/or GEF requirements
2. Actively discuss project issues that may jeopardize the timely implementation of the Project or the achievement of the agreed results and/or outcomes as stated in the Project Document.
3. Assess future programming requests for vertical fund programming by the country considering existing performance and capacity constraints at all levels.

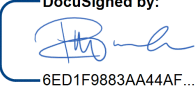
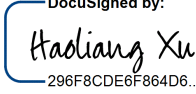
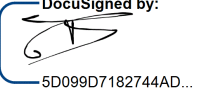
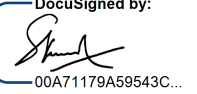
This Delegation of Authority shall enter into force upon the date of execution (as written below) by all signatories, and shall remain in force until all legal liabilities towards GEF in relation to the Project have ceased, unless revoked earlier by the BPPS/NCE Executive Coordinator.

A copy of this Delegation of Authority shall be provided to:

Ms. Kanni Wignaraja, Assistant Administrator and Regional Director, RBAP  
 Mr. Jaco Cilliers, Manager, Regional Hub, RPPS  
 Mr. Ram Iyer, Management Advisor, RBAP  
 Ms. Elena Tischenko, Chief, Strategic Planning and Oversight, RBAP  
 Ms. Akiko Yamamoto, UNDP-NCE Regional Team Leader, Bangkok  
 Mr. Gabriel Jaramillo, Regional Technical Specialist, NCE, RBAP/RSCPA

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Mr. Sharad Neupane , COSQA Desk Officer for the Philippines, RBAP  
 Ms. Mayu Sakaguchi, Management and Oversight Specialist, RBAP  
 Mr. Edwine Carrie, Deputy Resident Representative, UNDP Philippines  
 Ms. Floradema Eleazar , Team Leader, Climate Action Programme Team, UNDP Philippines  
 Ms. Maria Theresa Espino-Yap, Programme Analyst, UNDP Philippines

<p><b>Pradeep Kurukulasuriya</b>  <b>Executive Coordinator and Director</b>  <b>Nature, Climate and Energy</b>  <b>Bureau for Policy and Programme Support</b>  <b>UNDP</b></p>	<p>Date: 02-Nov-2022</p> <p>Signature: </p>
<p><b>Haoliang Xu</b>  <b>Assistant Administrator and Director</b>  <b>Bureau for Policy and Programme Support</b>  <b>UNDP</b></p>	<p>Date: 02-Nov-2022</p> <p>Signature: </p>
<p><b>Accepted By:</b></p> <p><b>Christophe Bahuet</b>  <b>Deputy Regional Director for Asia &amp; the Pacific ,</b>  <b>Director of the Bangkok Regional Hub</b></p>	<p>Date: 02-Nov-2022</p> <p>Signature: </p>
<p><b>Accepted By:</b></p> <p><b>Selva Ramachandran</b>  <b>Resident Representative</b>  <b>UNDP Philippines</b></p>	<p>Date: 02-Nov-2022</p> <p>Signature: </p>