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20.12.2018

Interoffice Memorandum

To: **Mr. Dmitry Mariyasin**
Resident Representative for UNDP Armenia i.e.

Cc: Mr. Alexander Averchenkov, Russia TFD Manager

From: **Rastislav Vrbensky, Deputy Director, RBEC**

Extension:

A handwritten signature in blue ink, appearing to read 'R. Vrbensky', is placed over the 'From' field.

Subject: **Release of funding from Russia-UNDP Trust Fund for Development (TFD) for the project “Future Skills and Jobs for Armenia’s Rural Youth”.**

File:

Dear Farid,

I am pleased to inform you that the Russia-UNDP TFD Steering Committee approved a total of US\$ 800,000 (attached as Annex 2 are the Minutes of the virtual SC meeting) as funding for the project “Future Skills and Jobs for Armenia’s Rural Youth“ submitted by your Country Office.

As, in accordance with the *Agreement on the Establishment of the Russian Federation -UNDP Trust Fund for Development*, RBEC has been entrusted with representing the UNDP in TFD, I am pleased to share below a summary of the next steps and an outline of the mandatory project financial and results management requirements, prescribed by the Russia-UNDP TFD Rules of Operations.

Next steps and mandatory TFD-specific requirements:

1. Project document signature:

To facilitate a quick start to the project, once the project document is signed, we would appreciate it if the Atlas-generated *Annual Work Plan (AWP)* based on the *Schedule of TFD’s tranches*, outlined below, *Total Budget and Annual Work Plan* in the project document, is sent to Mr. Alexander Averchenkov, UNDP Trust Fund Manager (TFM).

Please note that any significant changes in the project objectives, outcomes, indicators and budget require review and approval by the TFD Steering Committee, and we would appreciate if you could please forward the proposed budget revisions to the TFM together with a clear explanation of the changes proposed. The TFD is not in a position to increase the project budget above the amount already approved by the TFD Steering Committee, therefore, any over-expenditure on this project would have to be absorbed by other Country Office resources.

Istanbul Regional Hub

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2. Schedule of TFD's tranches: The Project shall be financed from contributions by the TFD on an annual basis with the following schedule of payments:

<i>Amount, USD</i>	<i>Date</i>
500,000	On or before January 31th, 2019
300,000	On or before January 31th, 2020

The above schedule of payments takes into account the requirement that the payments will be made in advance of the implementation of planned activities. The schedule of payments may be amended by a mutual agreement in order to be consistent with the progress of the Project delivery.

3. The following Fund and Donor codes need to be used in the AWP Chart of Accounts:

Fund Code	Donor Code
49639	00206

Upon receipt and review of the above documents, contributions will be transferred by TFD via UNDP RBEC's Istanbul Regional Hub via GLJEs to the Project.

4. GMS and other charges: Total GMS over the lifetime of the above-mentioned project for all units in UNDP will be \$ 59,259. For payment of GMS (8%), the Country Office is requested to set up F&A in Atlas to reflect the appropriate GMS distribution among UNDP Units as per UNDP rules. Actual transfer of project funding and GMS will be in USD.

Please note that the fee is intended to cover the General Management Service (GMS) indirect costs of project support, supervision and oversight. Any direct costs incurred by the Country Office may only be incurred in full compliance with UNDP and TFD requirements.

5. Specific project management requirements:

- The Project is required to submit annual consolidated narrative and financial reports as of 31 December every year, to be submitted no later than 30 March of the following year. The TFD-specific Template of Project Annual Narrative and Financial Progress Report has been enclosed.
- The Country Office and the implementing partners shall regularly provide project progress information on their web sites including through mass media and social media. All projects' knowledge and communications materials, including publications and signs in the field would need to have reference to the TFD.
- In order to accord proper acknowledgement to the Russian Federation for providing funding, full compliance is needed with the Article 9 of the Agreement for establishment of the Russian Federation – UNDP Trust Fund for Development and with the Communication and Visibility Strategy, approved by 5th TFD SC meeting.

In concluding, I would like to assure you of UNDP RBEC and my personal commitment to a successful implementation of the project. The UNDP Trust Fund Manager and other staff in the Istanbul Regional Hub are at your disposal for advice and technical support. Should you have any concerns or questions, please do not hesitate to contact me.

ANNEXES

- Annex 1. TFD Template of Project Annual Narrative and Financial Progress Report*
- Annex 2. Minutes of the 10th TFD SC meeting*