

Lia Shelegia

From: Malika Bhandarkar
Sent: Wednesday, November 2, 2016 2:23 PM
To: Lia Shelegia
Subject: Request for GLJE & Budget Revision
Attachments: UNDP Innovation Facility - Compact Letter for Open Data for Development Regional Node; Update: UNDP Innovation Facility - Compact Letter for Embedding Innovation in UNDP Business Processes; Compact letter UNDP Rwanda signed - Sept 2016.pdf

Dear Lia

Please make the following budget revision:

- Increase Egypt (BO448) by \$10,000 to total \$32,000

Please make the following cash allocations via GLJE:

- Egypt (BO448): \$10,000
- RH-Istanbul (BO574/Activity 1): \$10,000
- Rwanda (BO336): \$5,389

Supporting documents:

- As Bernardo is OIC for DIG, please find attached e-mails for:
 - Egypt: Compact Letter sent noting the new initiative and top up
 - RH-Istanbul: Noting a top-up for the existing initiative
- Rwanda: We had only made \$48,501 in cash available instead of the full amount \$53,890 as per the Compact Letter. However, as Rwanda has exceeded the available cash, via this GLJE we will be making the full cash balance available.

Many thanks

Malika



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Malika Bhandarkar
Innovation Facility Coordinator & Roster Manager
Development Impact Group
Bureau for Policy and Programme Support
United Nations Development Programme
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New York, NY 10017
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Join the #Inno4dev community [here](#)



Lia Shelegia

From: Bernardo Cocco
Sent: Wednesday, November 2, 2016 1:48 PM
To: Naglaa Arafa
Cc: Gazbia Sorour; Sherif El Tokali; Jennifer Colville; Benjamin Kumpf; Malika Bhandarkar; Simona Marinescu
Subject: UNDP Innovation Facility - Compact Letter for Open Data for Development Regional Node
Attachments: 2016 UNDP ROAR - Innovation Section.pdf; Compact letter - UNDP Egypt Nov 2016-signed.pdf

Dear Naglaa,

Greetings from the Innovation team in New York! I am pleased to attach a letter from the Innovation Facility awarding the Egypt team funds for the implementation of the initiative titled "Open Data for Development Regional Node". We would be grateful if you could sign and share a copy for our records.

This e-mail, along with the attachment, contains the terms of the award, detailed operational guidance on the fund management and reporting on the progress of the initiative. We kindly ask that you review this with your project teams before the start of implementation.

The funds awarded to UNDP GCPSE will be available through the attached COA (BPPS Project ID 81451, Output ID 00090714, UNDP1 Business Unit). The Authorized Spending for the initiative is a total of US\$ 10,000 using your department code (448). Please note that funds will need to be fully expensed by 31 December 2016, in line with the "rapid prototyping" nature of the innovation initiatives funded by the Innovation Facility.

BPPS will be working with your team through Jennifer Colville, the Regional Innovation Lead for Arab States, to support implementation of the initiative and fund management.

On a related note, I am also pleased to share with you the Innovation section of the upcoming 2016 ROAR. While this is not a mandatory section in the ROAR, we are keen to share this preview and will remain grateful for input from your office when the time comes to submit the ROAR early in 2017. The ROAR has been a valuable tool for us to get a pulse on the state of innovation in the organization. Thank you in advance for your continued support on this.

Once again, congratulations on the innovative work being done by your team in Cairo and for your keen commitment to innovation as a means of advancing development outcomes. We look forward to this collaboration.

Kind regards,
Bernardo



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Bernardo Cocco
Global Policy Advisor
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To: Naglaa Arafa
Officer-in-Charge, UNDP Egypt

Date: 2 November 2016

Subject Compact Letter with UNDP Innovation Facility: 'Open Data for Development Regional Node '.

Dear Naglaa,

I am pleased to inform you that funds in the amount of US\$ 10,000 are made available from UNDP's Innovation Facility to support the initiative 'Open Data for Development Regional Node,' as specified in the proposal to the Innovation Facility.

This letter contains the terms of the award and detailed operational guidance on the fund management. It also serves as a joint statement of intent for deliverables. I would be very grateful if you or your designated official could kindly sign and return a copy to us for our record. Please also note that your designated regional focal point from the global innovation team for this initiative is Jennifer Colville.

Upon receipt of the countersigned letter, your office is authorized to access the resources up to the Authorized Spending Limit of US\$ 10,000 using your department code (448), under the UNDP BPPS' Project "UNDP Innovation Facility" (Project ID 81451, Output ID 00090714 under UNDP1 Business Unit). The full COA is detailed below. Please be reminded that activities must be completed and funds fully expensed by 31 December 2016. The 'Fund Management' section of this letter contains additional important details on the administration of the funds.

Once again, congratulations on the innovative work being done by your team in Egypt and for your keen commitment to innovation as a means of advancing development outcomes. On behalf of BPPS and the Development Impact Group, we look forward to this collaboration.

With best wishes,

A handwritten signature in black ink, appearing to read 'Bernardo Cocco'.

Bernardo Cocco

Officer-in-Charge

Development Impact Group – BPPS



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Please countersign to acknowledge your concurrence with the principles and conditions outlined in this award letter:

Name: Naglaa Arafa
Officer-in-Charge, UNDP Egypt

(signature)

Date: _____

AGREED PRINCIPLES FOR RECIPIENTS OF INNOVATION FACILITY FUNDS

It is our expectation that the following principles will be observed during the implementation phase:

- As for all innovation initiatives, “working out loud” is an important part of the learning process. To this end we encourage you to give visibility to the initiative and to publish one blog post on the Innovation for Development community to share progress update and insights and proactively ask for feedback. We also encourage you to publish blog posts on the corporate blog “Our Perspective”. If you would like advice on preparing posts for this blog, please contact your Regional Portfolio Team. Here is a good blog example from UNDP Nepal which outlines issue + intervention + value add + call to action, all in very relatable language.
- Please also share any photos, videos, press releases and events related to your project with the Innovation for Development community and on Social Media, using the #inno4dev hashtag in all related communication and outreach.
- Bring your project updates to the attention of the following Twitter accounts: @UNDP_innovation, Denmark UN, @denmarkdotdk, UNDP regional accounts (@UNDPAfrica, @UNDPArabStates, @UNDPArabic @UNDPasiapac, @UNDPEurasia, @UNDPLAC).
- Please make sure to give the fullest profile and credit to the UNDP Innovation Facility and to the Government of Denmark as funding donor of the Facility.
- Please collect relevant data and information from the inception and have this ready to share as such information will be crucial to submit as part of the UNDP ROAR, report to current donors of the Innovation Facility as well as mobilize resources for future innovation work.



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OPERATIONAL GUIDANCE FOR RECIPIENTS OF INNOVATION FACILITY FUNDS

Congratulations on the receipt of this award from the Innovation Facility. This section of the award letter contains important operational guidance on fund management. Jennifer Colville, of the Regional Portfolio Management team, will be working accordingly with your team during the implementation of the initiative.

Chart of Accounts (COA):

Ledger	Account	OU	Fund	Dept	PC Bus Unit	Project Output	Activity	Impl Agent	Donor	Budget Period
UNDP1	7XXXX	H70	30000	448	UNDP1	00090714	1	001981	00095	2016

The Authorized Spending Limit is a total of US\$32,000 for two initiatives, as well as to support of UNDP Egypt's participation in the YouthConnekt event in Rwanda, as noted below, using your department code (448).

Initiatives	Amount (US\$)
<i>Open Data for Development Regional Node</i>	US\$ 10,000
<i>Behavioural Insights Capacity Building</i>	US\$ 20,000
<i>Support of Egypt's participation in YouthConnekt Rwanda (Sep 2016)</i>	US\$ 2,000

Fund management

Please note that the conditions for receiving the funds are:

- Rapid delivery is of paramount importance. The receiving office is expected to begin expending funds within ten weeks of receipt of the COA specified below. Inactivity of the funds may trigger their return to the Innovation Facility for reallocation. Please regularly update the Portfolio Management Team on delivery forecasts.
- All payments must be made within the 2016 accounting period and any unspent money be returned. No unliquidated obligation may remain open (all POs with open balances must be closed).
- Any direct costs incurred by the Office may be charged in line with the corporate policy on Direct Project Costs. GMS – where applicable - will be deducted by Headquarters and thus your office should not charge GMS.
- Funds may not be used for staff salaries.
- All procurement, contracting, and financial transactions must adhere to UNDP's procurement policy and financial rules and regulations. Your office must retain all relevant procurement documentation, in line



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with UNDP procurement guidelines, rules, and regulations. Such documentation may be audited in the future.

Guidance on requisition and purchase order management:

Innovation Facility funds are budgeted under a Global Project in ATLAS with your allocations being budgeted under your department (448). We kindly request that only one requisition be created to reflect the total amount allocated to your office. The requisition shall be quantity based, with multiple lines covering all possible item descriptions, reflecting different types of planned activities (i.e. audio-visual productions, interpretation, local consultants etc. - as per the approved proposal). Within each line, there should be multiple quantities so that the lines can be sourced to multiple POs. Please note that if only one quantity is selected per line, it can only be sourced to one PO. Therefore, we suggest to allocate more than one quantity per line.

As the Innovation Facility is a project centrally managed by BPPS in NY, your office may not create requisition approvers on the country level. Requisitions must be sent to the following colleagues for approval:

- Benjamin Kumpf (benjamin.kumpf@undp.org)
- Malika Bhandarkar (malika.bhandarkar@undp.org)

Purchase Orders (POs) and Vouchers must be approved by Country Office staff with approval rights delegated by the Head of the Office, based on the approved allocation and in line with the Internal Control Framework of your office, and UNDP's programme and operations policies and procedures.

If you have questions regarding the above operational arrangement please contact benjamin.kumpf@undp.org with a copy to malika.bhandarkar@undp.org.

Lia Shelegia

From: Bernardo Cocco
Sent: Wednesday, November 2, 2016 2:12 PM
To: Rastislav Vrbensky
Cc: Milica Begovic; Asli Hekimoglu; Simona Marinescu; Elena Panova; Benjamin Kumpf; Malika Bhandarkar
Subject: Update: UNDP Innovation Facility - Compact Letter for Embedding Innovation in UNDP Business Processes
Attachments: RH Istanbul -Operational Guidance for Recipients of Innovation Facility Funds.pdf

Dear Rasto,

I hope you are well. As per the request received by the Innovation Facility, an additional \$10,000 has been made available to the initiative implemented by the UNDP Istanbul Regional Hub for Europe and the CIS titled "*Embedding Innovation in UNDP Business Processes.*"

Please find attached an updated Award Letter noting the increased Authorized Spending for the initiative. It is now a total of \$48,950 using your department code (574). Please note that funds will need to be fully expended by 31 December 2016, in line with the "rapid prototyping" nature of the innovation initiatives funded by the Innovation Facility.

On behalf of BPPS and the Development Impact Group, we look forward to this continued collaboration.

Best,

Bernardo

Bernardo Cocco
Policy Advisor - Knowledge Management and Innovation
Development Impact Group - BPPS
+1 (212) 906-6547

From: Asli Hekimoglu
Sent: Wednesday, September 21, 2016 10:29 AM
To: Bernardo Cocco <bernardo.cocco@undp.org>
Cc: Olivier Adam <olivier.adam@undp.org>; Milica Begovic <milica.begovic@undp.org>; Simona Marinescu <simona.marinescu@undp.org>; Rastislav Vrbensky <rastislav.vrbensky@undp.org>; Elena Panova <elena.panova@undp.org>; Benjamin Kumpf <benjamin.kumpf@undp.org>; Malika Bhandarkar <malika.bhandarkar@undp.org>
Subject: RE: UNDP Innovation Facility - Compact Letter for Embedding Innovation in UNDP Business Processes

Dear Bernardo,

Greetings from IRH.

Thank you very much for your e-mail and attachments. I would kindly like to inform you that the letter has been signed by Rasto today. A scanned copy is herewith attached for your records.

Wishing you all a pleasant day.

Best regards,



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Asli Hekimoglu (Ms.)

Programme Assistant

Quality Assurance and Coordination Unit

Istanbul Regional Hub, Regional Bureau for Europe and the CIS

Key Plaza, Abide-I Hurriyet Cad. Istiklal Sok. No:11,

floor 13, room 13.05, Sisli, Istanbul, 34381, TURKEY

Office tel: (+90) 850-288 23 35

Skype ID: aslihek

asli.hekimoglu@undp.org

www.undp.org/europeandcis

From: Bernardo Cocco

Sent: Saturday, September 10, 2016 1:02 AM

To: Rastislav Vrbensky <rastislav.vrbensky@undp.org>; Elena Panova <elena.panova@undp.org>

Cc: Olivier Adam <olivier.adam@undp.org>; Milica Begovic <milica.begovic@undp.org>; Benjamin Kumpf <benjamin.kumpf@undp.org>; Asli Hekimoglu <asli.hekimoglu@undp.org>; Malika Bhandarkar <malika.bhandarkar@undp.org>; Simona Marinescu <simona.marinescu@undp.org>

Subject: UNDP Innovation Facility - Compact Letter for Embedding Innovation in UNDP Business Processes

Dear Rasto and Elena,

We are very much looking forward to the Istanbul Innovation Days in October! In this regard, I am pleased to attach the standard award letter from the Innovation Facility allocating funds to the Istanbul Regional Hub to implement the "Embedding Innovation in UNDP Business Processes" initiative. I'd be grateful if you could send us a signed copy of the letter for our records.

We will be working with Millie to support implementation of the initiative and fund management. The funds will be available through the attached COA (BPPS Project ID 81451, Output ID 00090714, UNDP1 Business Unit). The Authorized Spending for the initiative is a total of US\$ 38,950 using your department code (574). Please note that funds will need to be fully expended by 31 December 2016, in line with the "rapid prototyping" nature of the innovation initiatives funded by the Innovation Facility.

On a related note, I am also pleased to share with you the *draft* section on Innovation of the upcoming 2016 ROAR. While this is not a mandatory section in the ROAR, we are keen to share this preview and will remain grateful for input from your office when the time comes to submit the ROAR early in 2017. The ROAR has been a valuable tool for us to get a pulse on the state of innovation in the organization. Thank you in advance for your continued support on this.

Once again, we look forward to this collaboration.

Kind regards,
Bernardo



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Bernardo Cocco
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To: Rastislav Vrbensky
Manager, UNDP Regional Hub Istanbul

Date: 2 November 2016

OPERATIONAL GUIDANCE FOR RECIPIENTS OF INNOVATION FACILITY FUNDS

Congratulations on the receipt of this award from the UNDP Innovation Facility. This section of the award letter contains important operational guidance on fund management. The Regional Innovation Lead for ECIS, Milica Begovic, will work with your team during the implementation of the initiative.

Chart of Accounts (COA):

The Authorized Spending Limit is **\$36,528**:

Ledger	Account	OU	Fund	Dept	PC Bus Unit	Project Output	Activity	Impl. Agent	Donor	Budget Period
UNDP1	7XXXX	H70	30000	574	UNDP1	00090714	1	001981	00095	2016

The Authorized Spending Limit is **\$12,422** for the contract of the Scaling up Consultant:

Ledger	Account	OU	Fund	Dept	PC Bus Unit	Project Output	Activity	Impl. Agent	Donor	Budget Period
UNDP1	7XXXX	H70	30000	574	UNDP1	00090714	11	001981	00095	2016

The Authorized Spending Limit is total of US\$ 48,950 (across the two COAs noted above) to implement the initiative titled *Embedding Innovation in UNDP Business Processes* using your department code (574).

Please note that:

- Funds will need to be fully expensed by 31 December 2016. There will be no extensions.
- All payments must be made within the 2016 accounting period and any unspent money be returned. No unliquidated obligation must remain open (close all POs with open balances).
- Any direct costs incurred by the Office may be charged in line with the corporate policy on Direct Project Costs.
- GMS – where applicable - will be deducted by Headquarters and thus your office may not charge GMS.
- Funds may not be used for staff salaries.
- All procurement, contracting, and financial transactions must adhere to UNDP's procurement policy and financial rules and regulations. Your office must retain all relevant procurement documentation, in line with UNDP procurement guidelines, rules, and regulations. Such documentation may be audited in the future.

Please also note that the Atlas Project Manager functions for this global project are performed by BPPS/New York. Thus, your office may not create requisition approvers at country level. All requisitions may be sent to the following colleagues for approval:

- Benjamin Kumpf (benjamin.kumpf@undp.org)
- Bernardo Cocco (bernardo.cocco@undp.org)

Purchase Orders (POs) and Vouchers must be approved by Country Office staff with approval rights delegated by the head of your office, based on the approved allocation and in line with the Internal Control Framework of your office, and UNDP's programme and operations policies and procedures.



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To: Lamin Manneh
Resident Representative, UNDP Rwanda

Date: 1 September 2016

From: Bernardo Cocco
Global Advisor, Innovation and Knowledge Management
Development Impact Group
Bureau for Policy and Programme Support

Subject Compact Letter with UNDP Innovation Facility: 'Scaling Up YouthConnekt in Africa'.

Dear Mr. Manneh,

I am pleased to inform you that funds in the amount of US\$ 53,890 are made available from UNDP's Innovation Facility to the Rwanda Country Office. The funds are allocated to support the initiative 'Scaling Up YouthConnekt in Africa,' as specified in your proposal to the Innovation Facility.

This letter contains the terms of the award and detailed operational guidance on the fund management. It also serves as a joint statement of intent for deliverables. I would be very grateful if you or your designated official could kindly sign and return a copy to us for our record. Please also note that your designated regional focal point from the global innovation team for this initiative is Marc Lepage.

Upon receipt of the countersigned letter, your office is authorized to access the resources up to the Authorized Spending Limit of US\$ 53,890 using your department code (336), under the UNDP BPPS' Project "UNDP Innovation Facility" (Project ID 81451, Output ID 00090714 under UNDP1 Business Unit). The full COA is detailed below. Please be reminded that activities must be completed and funds fully expensed by 31 December 2016. The 'Fund Management' section of this letter contains additional important details on the administration of the funds.

It is our expectation that the following principles will be observed during the implementation phase:

- As for all innovation initiatives, "working out loud" is an important part of the learning process. To this end we encourage you to give visibility to the initiative and to publish one blog post on the [Innovation for Development community](#) to share progress update and insights and proactively ask for feedback. We also encourage you to publish blog posts on the corporate blog "[Our Perspective](#)". If you would like advice on preparing posts for this blog, please contact your Regional Portfolio Team. [Here](#) is a good blog example from UNDP Nepal which outlines issue + intervention + value add + call to action, all in very relatable language.

- Please also share any photos, videos, press releases and events related to your project with the Innovation for Development community and on Social Media, using the [#inno4dev](#) hashtag in all related communication and outreach.
- Bring your project updates to the attention of the following Twitter accounts: [@UNDP_innovation](#), [Denmark UN](#), [@denmarkdotdk](#), UNDP regional accounts ([@UNDPAfrica](#), [@UNDPArabStates](#), [@UNDPArabic](#), [@UNDPasiapac](#), [@UNDPEurasia](#), [@UNDPLAC](#)).
- Please make sure to give the fullest profile and credit to the UNDP Innovation Facility and to the Government of Denmark as funding donor of the Facility.
- Please collect relevant data and information from the inception and have this ready to share as such information will be crucial to submit as part of the UNDP ROAR, report to current donors of the Innovation Facility as well as mobilize resources for future innovation work.

Operational guidance on fund management

The conditions for receiving the funds are:

- Rapid delivery is of paramount importance. The receiving office is expected to begin expending funds within ten weeks of receipt of the COA specified below. Inactivity of the funds may trigger their return to the Innovation Facility for reallocation. Please regularly update the Portfolio Management Team on delivery forecasts.
- All payments must be made within the 2016 accounting period and any unspent money be returned. No unliquidated obligation may remain open (all POs with open balances must be closed).
- Any direct costs incurred by the Office may be charged in line with the corporate policy on Direct Project Costs. GMS – where applicable - will be deducted by Headquarters and thus your office should not charge GMS.
- Funds may not be used for staff salaries.
- All procurement, contracting, and financial transactions must adhere to UNDP's procurement policy and financial rules and regulations. Your office must retain all relevant procurement documentation, in line with UNDP procurement guidelines, rules, and regulations. Such documentation may be audited in the future.

Guidance on requisition and purchase order management:

Innovation Facility funds are budgeted under a Global Project in ATLAS with your allocations being budgeted under your department (366). We kindly request that only one requisition be created to reflect the total amount allocated to your office. The requisition shall be quantity based, with multiple lines covering all possible item descriptions, reflecting different types of planned activities (i.e. audio-visual productions, interpretation, local consultants etc. - as per the approved proposal). Within each line, there should be multiple quantities so that the lines can be sourced to multiple POs. Please note that if only one quantity is selected per line, it can only be sourced to one PO. Therefore, we suggest to allocate more than one quantity per line.

As the Innovation Facility is a project centrally managed by BPPS in NY, your office may not create requisition approvers on the country level. Requisitions must be sent to the following colleagues for approval:

- Benjamin Kumpf (benjamin.kumpf@undp.org)

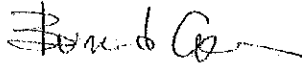
- Malika Bhandarkar (malika.bhandarkar@undp.org)

POs and Vouchers must be approved by Country Office staff with approval rights delegated by the Head of the Office, based on the approved allocation and in line with the Internal Control Framework of your office, and UNDP's programme and operations policies and procedures.

If you have questions regarding the above operational arrangement please contact benjamin.kumpf@undp.org with a copy to malika.bhandarkar@undp.org.

Once again, congratulations on the innovative work being done by your team in Rwanda and for your keen commitment to Innovation as a means of advancing development outcomes. On behalf of BPPS and the Development Impact Group, we look forward to this collaboration.

With best wishes,



Bernardo Cocco

Global Advisor

Knowledge Management and Innovation
Development Impact Group – BPPS

Please countersign to acknowledge your concurrence with the principles and conditions outlined in this award letter:

Name: Lamin Manneh
Resident Representative, UNDP Rwanda



(signature)

Date:

05/09/16

Chart of Accounts (COA):

Ledger	Account	OU	Fund	Dept	PC Bus Unit	Project Output	Activity	Impl. Agent	Donor	Budget Period
UNDP1	7XXXX	H70	30000	366	UNDP1	00090714	1	001981	00095	2016