

United Nations Development Programme



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Interoffice Memorandum

Date: 29 November 2018

To: Igor GARAFULIC
Resident Representative
UNDP, Honduras

From: Rosemary Kalapurakal *Kalapurakal*
Director, a.i, Lead Advisor, 2030 Agenda,
UNDP/BPPS/HQ
Extension: +1 6467814045

Subject: SDG Communication Activities for Honduras.

The Bureau for Policy and Programme Support (BPPS) of the United Nations Development Programme is pleased to support the SDG communication activities in Honduras.

Your office is herein kindly requested to provide support in accordance with the **Concept Note and the TOR enclosed**. The total amount not exceeding **USD 3,500** to be charged against the following COA:

GL Unit	Account	Oper Unit	Fund	DeptID	Project	Impl Agent	Donor	Activity ID
UNDP1	As required	H70	11421	29208	00102884	001981	00012	COMMUNICATION

The allocation is from UNDP core resources and therefore it is not subject to GMS application. The direct cost of support services of your office is to be covered from the allocated resources.

All activities under these funds must be implemented in accordance with the approved work-plan and the allocation must be expended no later than **17 December 2018**. UNDP-BPPS may not be responsible for any over expenditures as indicated above.

Notification for review and approval of E-requisitions in ATLAS should be sent to Alice Chen at alice.chen@undp.org and requests for approval of POs and vouchers - to Elson Decolongon at elson.decolongon@undp.org. Please copy all communications to Sviatlana Shutko at sviatlana.shutko@undp.org Catharina Klingspor catharina.klingspor@undp.org and Semret Amanuel at asmeret.amanuel@undp.org.

While notifying us for approval of a purchase order or a voucher, we kindly request your office to share with us electronically the complete set of the supporting documents as per Annex 1.

Thank you for your kind assistance.

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Countersign to acknowledge duties and obligations as outlined in this letter of approval:

A handwritten signature in black ink, appearing to read 'Igor Garafulic'.

Igor GARAFULIC
Resident Representative
UNDP, Honduras

For

Cc.: Alice Chan, Policy Specialist, UNDP/HQ/BPPS, alice.chan@undp.org
Catharina Klingspor catharina.klingspor@undp.org
Sviatlana Shutko, Programme Management Analyst, UNDP/BPPS/SPU sviatlana.shutko@undp.org
Jaimie Grant, Consultant on MAPS engagements, UNDP/HQ/BPPS, jaimie.grant@undp.org
Semret Amanuel at asmeret.amanuel@undp.org



Annex 1:

Supporting documents for approval of vouchers and POs related to procurement services

- Bidding documents containing Terms of reference or specifications (IC procurement notice, RFQ, RFP, ITB, others);
- Evaluation Report produced by procurement staff (buyer) and approved by the authorizing officer of your office;
- Approvals of CAP/ACP where required;
- Duly signed contract;
- Other relevant documents justifying selection process or any other possible exceptions rationalizing the deviation to the standard procurement policy and procedures.

