United Nations Development Programme
Environment & Energy Group

28 August 2012

Mr. Daouda Touré,
UN Resident Coordinator
UNDP Nigeria

Subject: UNDP Managed Funds Under Nigeria's UN-REDD National Programme

I am pleased to delegate to you the authority for the funds managed by UNDP under the above mentioned UN-REDD National Programme. The National Programme, with a total budget of **$4,000,000** of which **$2,400,350** are to be managed by UNDP, has received its final approval in accordance with the established UN-REDD Programme procedures (see UN-REDD Programme Policy Board Approval, Annex 1).

You may request the transfer of UNDP funds to the National Programme by submitting an Atlas-generated Annual Work Plan (AWP) based on the *Results Framework* and *Harmonized Annual Work Plan* in the attached programme document to Mr. Tim Clairs, Principal Policy and Technical Adviser based in Geneva and Mr. Josep Gari, Regional Coordinator based in Nairobi. Any comments on the AWP will be provided within 3 working days through the Regional Coordinator.

Any budget revisions should be forwarded to the Regional Coordinator with an explanation of the changes proposed. In this connection, please note that the UN-REDD Programme is not in a position to increase the programme budget above the amount already approved by the UN-REDD Policy Board. Therefore, any over-expenditure on the UNDP funds will have to be absorbed by other Country Office resources.

For services related to supporting the National Programme and providing implementation oversight (as detailed in Annex 2), the Country Office will receive a total General Management Support (GMS) fee of **$112,166** over the lifetime of the programme as per UNDP's policies and procedures.

Please note that GMS is intended to cover the costs of programme support, supervision and oversight, not programme execution. Where a government party, as an implementing partner, requests UNDP to provide specific services as a part of the programme execution, then the government party is responsible for reimbursing UNDP in accordance with UNDP policies on cost recovery. In such a case your office must maintain appropriate separation between support and oversight, and execution services, in accordance with the UNDP Internal Control Framework.

We take this opportunity to draw your attention to the following mandatory requirements for all UN-REDD National Programmes:

- UN-REDD Programme operational guidance must be applied during the implementation of the National Programme.
- Any changes to the allocation of funds between the Participating UN Agencies must be approved by the UN-REDD Programme Policy Board.
- Any changes made to the National Programme at the outcome level need to be cleared by the UN-REDD Programme Secretariat before being signed-off by the UN Agencies, and will be reported to the Policy Board.
- If the changes are made at the output or activity level, they may be agreed between the UN Agencies and simply reported to the Secretariat. Before such changes are contemplated they must be discussed with and approved by the Regional Coordinator.
- All UN-REDD National Programmes are subject to a final evaluation conducted according to Terms of Reference established by the UN-REDD Secretariat.
- Funds managed by UNDP will be audited in accordance with UNDP Financial Regulations and Rules and audit policies.

In conclusion, I would like to assure you of the UNDP/UN-REDD and my personal commitment to the successful implementation of the National Programme. The UNDP/UN-REDD team in Headquarters and in the Regional Service Center is at your disposal for advice and technical support.

Should you have any concerns or questions, please do not hesitate to contact me.

Yours sincerely,

Veerle Vandeweerd

Director
Environment and Energy Group
Bureau for Development policy

cc.   Mr. Yannick Glemarec, Executive Coordinator, UNDP/GEF
        Mr. Timothy Clairs, Principal Policy and Technical Advisor, UNDP/UN-REDD
        Mr. Josep Gari, Regional Coordinator, UNDP/UN-REDD