



*Empowered lives.
Resilient nations.*

7 March 2013

Dear Ms. Lekoetje,

Subject: Project approved at the 68th Executive Committee Meeting - Montreal Protocol.

We are pleased to inform you that the following project was approved for Nigeria at the 68th Meeting of the Executive Committee of the Multilateral Fund, held in Montreal, Canada in December 2012.

MLF Reference*	Project Title	US\$
NIR-SEV-68-INS-134	Extension of the institutional strengthening project (phase VII)	260,000

Note*: Please indicate this reference number in the project document cover sheet and in the ATLAS project title.

Please note the following important clarifications related to this project.

1. Implementation Modality. We are suggesting that this project will be implemented through the National Implementation modality.

2. Project Document. We are attaching herewith the project document prepared based on the approval by the Executive Committee. It is important to annex this document without any change, to the project document that will be signed between UNDP and the Government. No outputs, activities or inputs can be added, modified or deleted in the attached documents that were approved by the Executive Committee.

3. Entering the Budget into ATLAS. Your office is requested to enter the budget into ATLAS, using the Annual Work Plan table in **Annex 1**. The Multilateral Fund guidelines do not give us flexibility to shift funds between specific budget categories. Please ensure that in view of the UNDP requirement for multi-year project budgeting, the total approved budget per the work plan is entered in Atlas for the current and future years as indicated. Authorized Spending Limits will not be issued where this action has not been taken. If changes need to be made, these can be reflected in a subsequent budget revision after our office has been consulted and has agreed with them.

4. Support Cost. The General Management Support Services (GMS) fee received by UNDP in relation to these projects is managed centrally at BDP-HQ, and should NOT be part of the project budget. In ATLAS, please therefore leave the F/A field % at zero. GMS, at 3% covering management support rendered by your office, will be credited directly to your XB income based on delivery. Implementation Support Services (ISS) should be charged to the project budget, following the 2004 UNDP guidelines on Cost Recovery Policy using the Universal Price List.

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Ms. Ade Mamonyane Lekoetje

Country Director
UNDP – Abuja, Nigeria

5. Government Counterpart. Just as a reminder, kindly note that the National Ozone Focal Point in your country is **Mr. A. K. Bayero, National Ozone Officer, Federal Ministry of Environment, Abuja, Nigeria** (kasimubayero@yahoo.com). While he may not be the one to sign the project document on behalf of the Government, kindly make sure that he is copied on every correspondence related to this matter.

6. Over-Expenditures. We wish to remind you that over-expenditures are absolutely not allowed in Montreal Protocol projects. Please therefore ensure that total expenditures never exceed the budget total.

Based on the above points, kindly finalise the project documentation and enter the proposal into ATLAS. Please inform Mr. Etienne Gonin (etienne.gonin@undp.org) using the “email notification” feature within ATLAS. After this last clearance from us, you are then authorized to sign the project document on behalf of UNDP. Please do not send the budget to KK before the project document has been signed. Once the project document has been signed please send the total approved budget, including future years, where applicable to “Commitment Control” and send a copy of the cover page and request for ASL to MPU.

Thank you very much for your important partnership in the implementation of this programme.

Yours sincerely,



Suely Carvalho, Ph.D.
Director, Montreal Protocol Unit/Chemicals
Environment and Energy Group
Bureau for Development Policy

== ANNEX 1 ==

Budget to be Entered into ATLAS

Country: Nigeria

Business Unit: NGA10

Short Title: NIR/SEV/68/INS/134 – Institutional Strengthening Phase VII

Long Title: NIR/SEV/68/INS/134 – Extension of Institutional Strengthening Phase VII

Activity	Budget Category	Description	TOTAL	Period 1 2013	Period 2 2014	Account	Dept ID	Oper Unit	Fund	Impl Agency	Donor ID
CTIVITY1	EQUIP	Equipment	10,000	5,000	5,000	72200	tbd	NGA	63030	Tbd	10009
CTIVITY1	PERLOC	National Consultant	20,000	10,000	10,000	71300	tbd	NGA	63030	Tbd	10009
CTIVITY1	SERCT	Public Awareness	140,000	70,000	70,000	72100	tbd	NGA	63030	Tbd	10009
CTIVITY1	TRAV	Travel	66,000	33,000	33,000	71600	tbd	NGA	63030	Tbd	10009
CTIVITY1	SERCT	Operational Costs	14,000	7,000	7,000	72100	tbd	NGA	63030	Tbd	10009
CTIVITY1	MISC	Sundries	10,000	5,000	5,000	74500	tbd	NGA	63030	Tbd	10009
			260,000								

Tbd = to be determined at the CO