

United Nations Development Programme



10 June 2022

Dear Ms. Rose Kayita Ssebatindira,

Subject: Project approved at the 87th Executive Committee Meeting of the Multilateral Fund for the Implementation of the Montreal Protocol

We are pleased to inform you that the following project was approved for Eswatini at the 87th Intersessional Meeting of the Executive Committee of the Multilateral Fund for the Implementation of the Montreal Protocol held in June 2021.

MLF Reference No.*	Project Title	Funding (US\$)
SWA/KIP/87/PRP/33	Preparation of an HFC phase-down plan	30,000

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

1. Implementation Modality: We are suggesting that this project be implemented through the Direct Implementation Modality (DIM).

2. Project Document Format: We are attaching herewith the document that was approved 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.

3. Review of Draft Project Document: Please ensure that the draft UNDP Project Document is shared with the MPU/Chemicals' representative in Istanbul, Ms Charlotte De Bruyne (charlotte.de.bruyne@undp.org) for review and input before signature.

4. Entering the Budget in ATLAS: Your office is requested to enter the budget in ATLAS, using the Annual Work Plan, attached. In line with the UNDP requirement for multi-year project budgeting, please ensure the total approved budget per the work plan table is entered in ATLAS for the current and future years, if applicable.

5. Budget Revisions: In case there is a need to shift funds between budget categories, please consult with the MPU/Chemicals' representative in Istanbul, Ms Charlotte De Bruyne (charlotte.de.bruyne@undp.org), as in certain cases, the Multilateral Fund will have to be consulted prior to approving of such shifts.

6. Support Costs: The General Management Support Services (GMS) fee received by UNDP in relation to these projects is managed centrally at BPPS-HQ and should NOT be part of the project budget. In ATLAS, please therefore leave the F/A field % at zero. GMS at the internal distribution rate approved effective January 2016 covering management support rendered by your office will be credited to your Cost Centre income account based on delivery. Direct Project Costs (DPC) formerly, Implementation Support Services (ISS) may be charged to the project budget, using the Universal Price List.

Ms. Rose Kayita Ssebatindira
UNDP Resident Representative
UNDP Eswatini
Mbabane, Eswatini

cc: Mr Stan Nkwain, Director of Regional Hub in Addis Ababa, Ethiopia

7. Government Counterpart: Just as a reminder, kindly note that the National Ozone Focal Point in your country is Ms. Thabile S. Dlamini (tldlamini@SEA.ORG.SZ). While she may not be the one to sign the project document on behalf of the Government, kindly make sure that she is copied on all correspondence related to this project.

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

Based on the above, we request you to kindly finalize the project documentation and enter the proposal/project in ATLAS. Once the project document is signed, please send an electronic copy to the MPU/Chemicals' representative in Istanbul, Ms Charlotte De Bruyne (charlotte.de.bruyne@undp.org) with a request for ASL and send the budget to KK.

Thank you very much for your partnership in the implementation of this important Programme, which falls under the UNDP Strategic Plan 2022-2025 **IRRF Signature Solution 4, Output 4.1.2** – Sustainable use of natural resources to enhance productivity and livelihoods.

Yours sincerely,

DocuSigned by:

Xiaofang Zhou

Director, Montreal Protocol Unit
Principal Technical Advisor, Chemicals and Waste
Nature, Climate and Energy
Bureau for Policy and Programme Support

United Nations Development Programme



Attachment: Annual Work Plan

PROJECT ID	TBD									
OUTPUT ID	TBD									
MLF Ref.	SWA/KIP/87/PRP/33									
Project Title	Preparation of an HFC phase-down plan									
Executing Agency	UNDP									
ATLAS Activity	Responsible Party	Imple. Agency	BU	Source of Funds/ Fund code	Donor ID	ATLAS Account Code	ATLAS Budget Description	2022	2023	Total (USD)
Activity 1: Preparation of an HFC phase-down plan	UNDP	UNDP	SWA10	MLF 63030	10009	71300	Local consultants	5,000	5,000	10,000
	UNDP	UNDP	SWA10	MLF 63030	10009	75700	Workshops	2,000	3,000	5,000
	UNDP	UNDP	SWA10	MLF 63030	10009	71200	International consultants	5,000	10,000	15,000
TOTAL								12,000	18,000	30,000