

PERMANENT MISSION OF JAPAN
TO THE UNITED NATIONS
NEW YORK

11 March 2013

Dear Mr. Kohno,

I am pleased to inform you that the Government of Japan has approved the release of funds in the amount of USD 21.547 million from the Japan-UNDP Partnership Fund for the projects "Assistance to the Middle East and North Africa" allocated as follows:

1) Stabilization of the Region:

- a) USD 0.5 million for the project Capacity Development of Local Technical Committees in Infrastructure Damage Assessments in Pilot Areas of Aleppo, Homs, Rural Damascus Support in Syria
- b) USD 4 million for the project Mitigating the Impact of the Syrian Refugee Crisis on Jordanian Vulnerable Host Communities in Jordan
- c) USD 2 million for the Youth Employment Generation Programme in Arab Transition Countries, Phase 2 in Jordan
- d) USD 1 million for the project Local Governance of Drinking Water in Rural Areas in Tunisia (Governorates of Beja, Bizerte, Zaghouan and Kasserine)
- e) USD 5.6 million for the Employment Creation in Innovative Public Work programmes in Egypt Phase 2

2) Assistance for democratization:

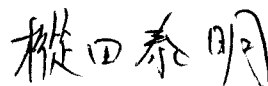
- a) USD 1 million for the project Support to the Electoral Process in Tunisia
- b) USD 1 million for the project Support to Security Sector Reform in Tunisia: "Building confidence and quality public service in Tunisia"
- c) USD 0.247 million for the project Support to the establishment of a National Integrity System in Tunisia
- d) USD 2 million for the project Enhancing Broad-based Participation in Public Dialogue Processes relating to Egypt's Democratic Transition
- e) USD 2 million for the project Strengthening of the Democratic Process in Egypt Phase 2
- f) USD 0.2 million for the project Improving Access and Quality of Public Services in Morocco
- g) USD 2 million for the project Support to Elections during the Transitional Period (SETP) in Yemen;

These projects have been approved since they are in line with the Japan-UNDP Partnership Fund 'Policies and Procedures'. In accordance with the approval of these projects, the Government of Japan requests UNDP to undertake the following:

- 1) Every effort should be made to publicize that the projects are funded by Japan in partnership with UNDP in accordance with the 'Policies and Procedures'⁴. It would be preferable to clearly refer to the fact that the projects are funded by Japan in publications and articles regarding the projects. Furthermore, UNDP is requested to submit materials, including press releases, promotional materials featuring Japan's ODA logo that were actually used, and pictures of the projects' implementation, accordingly.
- 2) The respective UNDP Country Offices in each project country should periodically submit progress reports, including financial disbursement records, for the projects to the respective Embassies of Japan. Furthermore, as stated in the proposal, a final report including accounting statements should be submitted to the Government of Japan within three months of completion of the projects. The statements should be based on actual expenditures.

I thank you in advance for your cooperation.

Sincerely,



Yasuaki Momita
First Secretary

Mr. Takeshi Kohno
Special Advisor and Senior Programme Advisor
Bureau for External Relations and Advocacy
United Nations Development Program
New York, NY 10017

UNDP / Partnership Fund: Policies and Procedures

1. Background

- (1) UNDP has been working actively to achieve reform with a view to adjusting to a changing environment and development agenda. Accordingly, the partnership between UNDP and Japan ought to be further strengthened in a more effective and efficient manner so that it will be possible to respond better to the various needs of developing countries. That response should include modalities such as joint research and study programmes on items on the development agenda deemed important.
- (2) It would also contribute to a closer partnership between UNDP and Japan were a programme of public information to be established on successful UNDP/Japan joint programmes and projects such as South-South cooperation, Millennium Development Goals (MDGs), and the Initiative for Development in East Asia (IDEA).
- (3) The institutional modality of cooperation between Japan and UNDP under this fund will be flexible so as to enable both Japan and UNDP to respond rapidly to changing development needs.

2. Implementation Guidelines

(1) Guiding Principles

- (a) In order to be considered, a project should have as one of its objectives strengthening the partnership between UNDP and Japan in an effective and efficient manner.
- (b) A project deemed appropriate would be implemented through either a cost-sharing contribution to UNDP or contribution to the thematic trust fund established under UNDP.
- (c) Both UNDP and Japan would make the utmost effort to publicize successful cooperation. At the field level, UNDP would designate an officer in charge of promoting publication for activities on every project funded by Japan.
- (d) Whenever possible, projects should take into account Japan's ODA strategy and include collaboration with parties already cooperating.
- (e) If Japanese NGOs recognized as appropriate wish to participate in the project as implementing partners, UNDP will make every effort to consider them to the extent possible in accordance with its regulations and rules and the project document as agreed by the Government of Japan and UNDP.

(2) Fields of assistance

The following are essential fields of assistance, but this list is subject to change by mutual agreement.

- (a) Democratic Governance
- (b) Poverty Reduction
- (c) Crisis Prevention and Recovery
- (d) Energy and Environment
- (e) Information and Communication Technology
- (f) HIV/AIDS
- (g) Gender
- (h) South-South Cooperation
- (i) Joint Study/Research and Joint Symposium/Seminar
- (j) Publicity for the Partnership
- (k) Other fields on which both the Japanese Government and UNDP agree

3. Administration

- (1) The fund is to be established and administered under the Bureau of Resources for Strategic Partnership.
- (2) The fund is to be administered in accordance with UNDP Policies and Procedures for the Administration of Programme or Project Cost-Sharing Contributions, excepting item 5. (support cost and recovery cost) and item 6. (interest).
- (3) Arrangements for support costs, recovery costs, and interest are to be decided by UNDP and Japan.
- (4) In the event that UNDP policies and procedures referred to (2) are to be amended partially or in their entirety, UNDP and Japan will decide by mutual agreement whether they are applicable.

4. Reporting

- (1) UNDP will provide Japan with a final report, including a financial statement, by 30 July of the year following the financial completion of the project.
- (2) Each final substantive project report by UNDP will include a section which deals with an evaluation of publicity for Japan's contribution.
- (3) UNDP will provide Japan with an annual financial report on the fund containing information on expenditures during the previous year, the balance, and carry-over, including interest.
- (4) Toward the end of the year, UNDP will provide Japan with a report containing information on the balance of the fund at the beginning of the year, a list of projects approved, carry-over, and a list of pipeline projects against the amounts of carry-over.
- (5) UNDP country office/relevant headquarters unit will make efforts to furnish Japan with financial data when requested by Japan.
- (6) UNDP will make efforts to prepare a document containing information on and an analysis of those projects approved on a regional basis.

5. Procedures

- (1) Approval Process

- (a) Project Proposals will be submitted through UNDP field offices or directly to the UNDP headquarters for consideration and possible funding.
- (b) UNDP will review proposals from the point of view of consistency with the guidelines of the fund. Once UNDP clears a proposal and decides that it can be recommended to the Japanese Government for approval, UNDP will forward the proposal to the Ministry of Foreign Affairs of Japan through its Permanent Mission in New York.
- (c) The relevant division of the Ministry of Foreign Affairs of Japan will review the proposal and inform its Permanent Mission in New York of the outcome.

(2) Other matters

In the event that the objectives, activities, or budget of an ongoing project must be modified, UNDP will consult with the Ministry of Foreign Affairs of Japan in advance for informal approval/objections. In the event that the Ministry is favourably inclined, UNDP will submit a revised project proposal to the Ministry of Foreign Affairs of Japan through its Permanent Mission in New York for formal approval.

Arrangements for the Interest Income derived from the Japan-UNDP Partnership Fund

June 2011

This paper identifies the arrangements for the utilization of interest income derived from the contribution of the Government of Japan to the Japan-UNDP Partnership Fund, in accordance with 3. (3) of the UNDP/Partnership Fund: Policies and Procedures which is attached to the letter of the UNDP Administrator addressed to the Permanent Representative of Japan to the United Nations dated 24 October 2003. The paper may be reviewed and modified as need be.

1. Basic principle

- (1) Interest income derived from the non-earmarked contribution from the regular budget of the Government of Japan

Interest income derived from both unallocated fund and the funds allocated to individual projects will be credited to the Japan-UNDP Partnership Fund and utilized as unallocated fund in accordance with the relevant provisions of UNDP/Partnership Fund: Policies and procedures.

- (2) Interest income derived from the earmarked contribution from the supplementary budget of the Government of Japan

Interest income derived from funds earmarked and allocated to individual projects may be utilized for follow-up projects which will have immediate impacts and are in line with the original projects that have already been completed.

2. Calculation and utilization of interest income

a) Calculation of interest income

- (1) Interest accruing from the balance remaining in the account of the Japan-UNDP Partnership Fund

Total interest income for a given calendar year will be prorated to individual projects approved during the same year in accordance with the amount of budgets of respective projects. The non-earmarked contribution referred to in 1. (1) above will be construed as one project in the said pro-rata calculation.

- (2) Interest accruing from the balance remaining in the accounts of country/regional offices or bureaux which implement the projects, after the funds for respective projects have been transferred to those accounts from the Japan-UNDP Partnership Fund

UNDP will estimate the amount (*) of interest income for each project at the completion of respective projects.

* The final figure of interest income will be determined by the end of May after completion of each project. In case there is a difference between the estimate and the final figure, UNDP will consult with the Government of Japan for necessary adjustments.

b) Utilization of interest income

- (1) Interest income derived from the non-earmarked contribution referred to in 1. (1), accruing from a) (1) and (2) above will be credited to the account of the Japan-UNDP Partnership Fund and utilized as unallocated fund therein.
- (2) Interest income derived from the earmarked contribution referred to in 1. (2), accruing from a) (1) and (2) above will be summed up and utilized as in 3. below.

3. *Follow-up project proposal of supplementary budget projects*

- (1) UNDP will inform the Government of Japan of the total interest income referred to in 2. b) (2) above and the completion date for each project at the earliest possible timing after the completion of respective projects.
- (2) In case UNDP wishes to conduct a follow-up project within the interest income specified in (1) above, which will have immediate impacts and are in line with the completed project, it will submit a proposal to and request approval from the Government of Japan.
- (3) In case UNDP decides not to utilize all or a part of the interest income specified in (1) above, the unutilized amount will be returned to the Government of Japan upon notification from UNDP.