

UN Development Programme

East Timor

Donor

UNDP

UNDP

UNDP

UNMIT

Award Total

Budget (USS) as of Last Revision on

Total Budget (2012 and Beyond)

Unprogrammed/Unfunded

Total Expenditure (2011 and Prior)

Fund

04400 Dev Support Services (Line 3.1

11888 Country Co-Financing CS

30000 Programme Cost Sharing

11999 Development Advisory Srvcs

Amount

55,000.00

170,314.68

12,764.00

8,560.00

246,638.68

622,780.73

869,419.41

0.00

14-September, 2012

Award ID:

00031537

Award Title:

Development Support Services

Start Year:

2004

End Year:

2011

Implementing Partner

(Executing Agency):

Direct Execution

Responsible Party

(Implementing Agent):

UNDP

Revision Type:

General Revision 9

Brief Description:

The purpose of this budget revision is to include Development Advisory Services (DAS) Fund 11999 amount of \$12,764 and UNMIT fund 30000, donor 11872 for the amount of \$8,560

Agreed by:

reed by:

Agreed by:

Agreed by:



Annual Work Plan

East Timor

Report Date: 9/14/2012

Award Id: 00031537

Award Title: Development Support Services

Year: 2012

| Project ID Expected Outputs | Key Activities | Timeframe | ine ine | Responsible Party | | | Plan | Planned Budget | |
|---------------------------------------|---------------------|-----------|---------|-------------------|-------|-------|----------|---------------------------------|-------------|
| | | Start | End | | Fund | Donor | | Budget Descr | Amount US\$ |
| 00031666 Development Support Services | DEVELOPMENT SUPPORT | | | UNDP | 11888 | UNDP | 71200 in | 71200 International Consultants | 50,000.00 |
| | | | | UNDP | 11888 | UNDP | 72500 St | Supplies | 7,123.42 |
| | | | | UNDP | 11888 | UNDP | 71300 Lc | 71300 Local Consultants | 20,000.00 |
| | | | | UNDP | 30000 | UNMIT | 71300 Lc | 71300 Local Consultants | 8,560.00 |
| | | | | UNDP | 11888 | UNDP | 61300 S | Salary & Post Adj Cst-IP Staff | 93,191,26 |
| | | | | UNDP | 04400 | UNDP | 71200 In | 71200 International Consultants | 55,000.00 |
| | | | | UNDP | 11999 | UNDP | 71200 In | 71200 International Consultants | 12,764.00 |
| TOTAL | | | | | | | | | 246,638.68 |
| GRAND TOTAL | | | | | | | | | 246,638.68 |
| | 7 | | | | | | | | |

Jose Leong

From:

Noura Hamladji

Sent:

Wednesday, August 15, 2012 4:46 PM

To:

Jose Leong, Mikiko Tanaka

Cc:

Ermira Basha; Farhan Sabih; Luca Bruccheri

Subject:

RE: UNMIT-UNDP MoU

OK, on an exceptional basis please budget this consultancy to DSS budget and I count on the governance unit to be fully accountable in monitoring the exact expenditure, including overhead, and report to UNMIT.

Many thanks

Noura



Noura Hamfadji

Deputy Country Director

UNDP Timor Leste

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via Brindisi: +390.831233555 ext2042, via NY: +1.2129630099 ext2042

Empowered lives. Fax: +670.3313534,

Resilient nations. E-mail: < noura.hamladji@undp.org >,

Skype: noura.hamladji

From: Jose Leong

Sent: Wednesday, August 15, 2012 2:41 PM

To: Noura Hamladji; Mikiko Tanaka

Cc: Ermira Basha; Farhan Sabih; Luca Bruccheri

Subject: RE: UNMIT-UNDP MoU

Dear Noura,

I will suggest to take second option advised by Maggie since this portions categories as outside the scope/mandate of t projects. Beside, the report for UNMIT donor will be combined from several projects where we can include DSS portion on the consultancy cost as part of the report.

Best Regards,



Jose Barros Leong

Finance Analyst/Head of Finance

UNDP Timor Leste

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E-mail: jose.leong.tp@undp.org, Skype: zeleong,

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Resilient nations.

From: Noura Hamladji

Sent: Wednesday, August 15, 2012 1:18 PM

To: Jose Leong; Mikiko Tanaka

Cc: Ermira Basha; Farhan Sabih; Luca Bruccheri

Subject: RE: UNMIT-UNDP MoU

What do you advise based on that Jose?

Noura



Noura Hamladji

Deputy Country Director

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Skype: noura.hamladji

From: Jose Leong

Sent: Wednesday, August 15, 2012 8:31 AM

To: Noura Hamladji; Mikiko Tanaka

Cc: Ermira Basha; Farhan Sabih; Luca Bruccheri

Subject: FW: UNMIT-UNDP MoU

Dear Noura,

Please find below advice from Maggie on the \$8,560.

Best Regards,



Jose Barros Leong

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Resilient nations.

From: Margaret Arokium

Sent: Tuesday, August 14, 2012 7:08 PM

To: Jose Leong Cc: Ermira Basha

Subject: Re: UNMIT-UNDP MoU

Dear Jose,

I had also spoken to my colleagues also on the split, but that will have to be taken into account when reporting back to the donor. I would suggest you enter the whole amount as cost sharing to avoid any reporting problems. However, if you also want to record a portion to DAS/DSS I think you should also be able to indicate that in DMS.

Hope the above is helpful.

Maggie Sent from my iPod

On Aug 14, 2012, at 3:22 AM, "Jose Leong" < iose.leong.tp@undp.org> wrote:

Dear Maggie,

Sorry for coming back to you with UNMIT-UNDP MoU contribution, we are seeking for your advice on the related issue to it. As part of the MoU, 0.45% (\$8,560) of the contribution are allocated to recruit national consultant to support the Gov Unit in coordinating activities of the CSO Advisory Committee to the UN. This function categories as outside the scope/mandate of the projects, hence they are requesting us either we can accommodate this allocation to any of Country Office Management project. I propose to accommodate this allocation to country office DSS or DAS. In principle management have no problem with that, but they are want to make sure whether its not against UNDP rules and regulations. I would really appreciated if you can advice us on this issue. Thank you in advance for your support.

Best Regards,

<image005.png>Jose Barros Leong Finance Analyst/Head of Finance UNDP Timor Leste UN House, Caicoli Street, Dili, Timor-Leste

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E-mail: jose.leong.tp@undp.org, Skype: zeleong,

Website: www.tl.undp.org

From: Noura Hamladji

Sent: Tuesday, August 14, 2012 10:49 AM

To: Jose Leong; Mikiko Tanaka

Cc: Ermira Basha; Farhan Sabih; Luca Bruccheri

Subject: RE: UNMIT-UNDP MoU

Dear Jose,

Have you checked if we are allowed to do that? I am not sure this is in line with our rules and regulations.

I was under the understanding that all activities were part of an existing project.

Kind regards, Noura

> <image003.png>Noura Hamladji Deputy Country Director

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via Brindisi: +390.831233555 ext2042, via NY: +1.2129630099 ext2042

Fax: +670.3313534,

E-mail: <noura.hamladji@undp.org>,

Skype: noura.hamladji

From: Jose Leong

Sent: Tuesday, August 14, 2012 10:01 AM

To: Mikiko Tanaka; Noura Hamladji

Cc: Ermira Basha; Farhan Sabih; Luca Bruccheri

Subject: FW: UNMIT-UNDP MoU

Dear Management,

As part of UNMIT fund contribution to UNDP, Governance Unit would like to recruit national consultant to support the Gov Unit in coordinating activities of the CSO Advisory Committee to the UN. This function categories as outside the scope/mandate of the projects, hence they are requesting us either we can accommodate this allocation to any of Country Office Management project. I propose to accommodate this allocation to DSS or DAS, if you agree to facilitate this function. Please advice.

Best Regards,

<image004.png>Jose Barros Leong Finance Analyst/Head of Finance **UNDP Timor Leste** UN House, Caicoli Street, Dili, Timor-Leste

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E-mail: jose.leong.tp@undp.org, Skype: zeleong,

Website: www.tl.undp.org

From: Luca Bruccheri

Sent: Monday, August 13, 2012 10:47 AM

To: Joviano Neto; Jose Belo

Cc: Ermira Basha; Farhan Sabih; Jose Leong; Noura Hamladji

Subject: RE: UNMIT-UNDP MoU

Dear Jose,

Many thanks for your assistance in this process. Now that we have both donor and fund code, we'll proceed with the previously discussed budget revisions to reflect UNMIT funds.

Re the USD 8,560, kindly note that this amount refers to the recruitment of a national consultant to support the Gov Unit in coordinating activities of the CSO Advisory Committee to the UN. Therefore, this recruitment is outside the scope/mandate of our projects. Can the amount be allocated to country office management?

Best

luca

From: Joviano Neto

Sent: Monday, August 13, 2012 10:35 AM

To: Luca Bruccheri; Jose Belo

Cc: Ermira Basha; Farhan Sabih; Jose Leong; Noura Hamladji

Subject: RE: UNMIT-UNDP MoU

Dear Luca and Jose Belo

Seems HQ already confirmed the donor and fund code to the related contribution however we still need your assistance to provide us the complete CoA in order to uploaded into DMS, thanks in Advance

Dear Luca - Could you please confirm to which project you are going to allocate the \$8,560.00?? whether to DSS or DAS?

Best Regards

JJ Neto

From: Margaret Arokium

Sent: Monday, August 13, 2012 8:52 AM

To: Jose Leong

Cc: Joviano Neto; Ermira Basha; mitsuhiko inaba; Joel Thalla; Luca Bruccheri; John Rutere

Subject: RE: UNMIT-UNDP MoU

Dear Jose,

Please go ahead and upload the agreement to DMS and submit to GSSC for processing.

Best regards, Maggie

From: Jose Leong

Sent: Sunday, August 12, 2012 7:37 PM

To: Margaret Arokium

Cc: Joviano Neto; Ermira Basha; mitsuhiko inaba; Joel Thalla; Luca Bruccheri; John Rutere

Subject: RE: UNMIT-UNDP MoU

Dear Maggie,

Thank you very much for your kind support, we did received donor code for UNMIT as attached.

Best Regards,

<image007.png>Jose Barros Leong Finance Analyst/Head of Finance **UNDP Timor Leste**

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E-mail: jose.leong.tp@undp.org, Skype: zeleong,

Website: www.tl.undp.org

From: Margaret Arokium

Sent: Saturday, August 11, 2012 7:19 AM

To: Jose Leong

Cc: Joviano Neto; Ermira Basha; mitsuhiko inaba; Joel Thalla; Luca Bruccheri; John Rutere

Subject: RE: UNMIT-UNDP MoU

Dear Jose,

Many thanks for your response. I would like to confirm that the CO should use cost sharing fund code 30000 to upload the agreement to DMS and submit to GSSC for processing. However, before the agreement is uploaded, kindly send a request to PS Support to issue a donor code for UNMIT.

Should you require additional clarification, please let me know.

Many thanks and regards, Maggie

From: Jose Leong

Sent: Thursday, August 09, 2012 9:29 PM

To: Margaret Arokium

Cc: Joviano Neto; Ermira Basha; mitsuhiko inaba; Joel Thalla; Luca Bruccheri

Subject: RE: UNMIT-UNDP MoU

Dear Maggie,

The mentioned contribution will be shared for several projects as indicated below and please find attached MOU with UNMIT.

UNMIT MOU

| Project Name | Project no. | Amount | Amount | |
|--------------|----------------------|--------------|-------------------------|--------|
| | | Excluded GMS | included GMS 454,750 | % |
| PNTL | 00079620 | 425,000 | | 23.96% |
| JSP | 00014955 | 896,100 | 958,827 | 50.53% |
| Multi donor | 00070040 | | 392,048 | |
| Parliament | 00073810 | 366,400 | 41,730 | 20.66% |
| ACC | 00078459 | 39,000 | | 2.20% |
| Election | 00053311 | 39,000 | 41,730 | 2.20% |
| Ciccion | To be | 8,000 | 8,560 | |
| Gov Unit | decided (DSS/DAS) | | | 0.45% |
| GOV OTHE | TOTAL | 1,773,500 | 1,897,645 | 100% |
| 7% GMS | | 124,145 | | |
| 770 (1113 | | 1,897,645 | | |

Best Regards,

<image008.png>Jose Barros Leong
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UNDP Timor Leste

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E-mail: jose.leong.tp@undp.org, Skype: zeleong,

Website: www.tl.undp.org

From: Margaret Arokium

Sent: Saturday, August 04, 2012 7:45 AM

To: Jose Leona

Cc: Joviano Neto; Ermira Basha; mitsuhiko inaba; Joei Thalla

Subject: RE: UNMIT-UNDP MoU

Dear Jose,

Assuming that the project(s) are awarded in ATLAS please let us know the ATLAS project ID/s. Also kindly share with us the project document.

Many thanks and regards, Maggie

From: Jose Leong

Sent: Wednesday, August 01, 2012 8:44 PM

To: Martins Hildebrants

Cc: Joviano Neto: Joel Thalia: Ermira Basha; Paul Johnsamson; Margaret Arokium; Haridasan

Gopalakrishnan

Subject: RE: UNMIT-UNDP MoU

Dear Martins,

Appreciate if you can advice us on the Fund code for the mentioned contribution. Fund has been received by HQ as per email corresponded attached, and we are waiting for Fund Code to upload COA to DMS and start on budget revision.

Best Regards,

<image004.png>Jose Barros Leong
Finance Analyst/Head of Finance
UNDP Timor Leste
UN House, Caicoli Street, Dili, Timor-Leste
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Fax: +670.3313534,

E-mail: jose.leong.tp@undp.org, Skype: zeleong,

Website: www.tl.undp.org

From: Margaret Arokium

Sent: Wednesday, August 01, 2012 9:29 PM

To: Jose Leong; Martins Hildebrants

Cc: Joviano Neto; Joel Thalla; Ermira Basha; Paul Johnsamson

Subject: RE: UNMIT-UNDP MoU

Dear Jose,

As per Joel's email message, kindly follow-up with RBAP or BERA. I am also copying Martins in RBAP for his assistance.

Best regards, Maggie

From: Jose Leong

Sent: Tuesday, July 31, 2012 8:08 PM **To:** Paul Johnsamson; Margaret Arokium **Cc:** Joviano Neto; Joel Thalla; Ermira Basha

Subject: RE: UNMIT-UNDP MoU

Dear Maggie,

I will appreciated if you can advice us on the fund code as projects need to set up budget for this contribution.

Best Regards,

<image002.png>Jose Barros Leong
Finance Analyst/Head of Finance
UNDP Timor Leste
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Mabilia, 1670,7331381

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E-mail: jose.leong.tp@undp.org, Skype: zeleong,

Website: www.tl.undp.org

From: Paul Johnsamson

Sent: Thursday, July 26, 2012 6:07 AM **To:** Jose Leong; Margaret Arokium **Cc:** Joviano Neto; Joel Thalla **Subject:** FW: UNMIT-UNDP MoU

Dear Jose,

As of today we have not received the funds, please follow-up with the donor for the exact date of remittance to further investigate.

Dear Maggie,

Please advise regarding the fund code to be used as per e-mail below.

Regards,

Paul.

From: Jose Leong

Sent: Wednesday, July 25, 2012 1:12 AM

To: Paul Johnsamson **Cc:** Joviano Neto

Subject: FW: UNMIT-UNDP MoU

Dear Paul,

We are expecting a transfer from United Nations Secretariat through UNMIT (united Nations Mission in Timor-Leste) as per attached MoU, can you please advise us if any fund receive from them? We are also not sure on the fund code to be used for this modality, can we consider this us cost sharing or trust fund?

Thank in advance for your clarification.

Best Regards,

<image007.png>Jose Barros Leong
Finance Analyst/Head of Finance

UNDP Timor Leste

UN House, Caicoli Street, Dili, Timor-Leste

Mobile: +670.7231281

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via Brindisi: +390.831233555 x 2010, via NY: +1.2129630099 x 2010

Fax: +670.3313534,

E-mail: jose.ieong.tp@undp.org, Skype: zeleong,

Website: www.tl.undp.org

From: Luca Bruccheri

Sent: Tuesday, July 10, 2012 12:37 PM

To: Jose Leong

Cc: Joviano Neto; Farhan Sabih; Joao Pereira; Jose Belo

Subject: UNMIT-UNDP MoU

Dear Maun,

As just discussed, kindly find the signed DPKO-UNDP MoU. The total amount to be disbursed to UNDP accounts is USD 1,897,645, out of which USD 124,145 is for ISS, leaving a balance of USD 1,773,500 for projects.

According to my calculations, this is the breakdown by project:

- PNTL = USD 425,000
- JSP = USD 896,100
- Multi donor Parliament = USD 366,400
- ACC = USD 39,000
- Election = USD 39,000
- Gov Unit = USD 8,000. For this specific allocation, can you please advise us to which account/CoA the funds should be channeled. This amount is to cover a consultancy in the Gov Unit

I will now share these project costs breakdown with the projects under my portfolio and ask PMs to do a budget revision so to reflect these allocations. Joao and Jose B. could you kindly do the same?

Thanks Luca

Luca Bruccheri Governance Programme Officer **UNDP Timor-Leste**

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UN Development Programme

East Timor

Budget (US\$) as of Last Revision on

Award ID:

00031537

Award Title:

Development Support Services

Start Year:

2004

End Year:

201 I

Implementing Partner

(Executing Agency):

Direct Execution

Responsible Party

(Implementing Agent):

UNDP

Revision Type:

General Revision 9

Brief Description:

The purpose of this budget revision is to include Development Advisory Services (DAS) for the year 2012 to project ID 00031666

Fund 11999

Agreed by:

reed by:

Agreed by:

Agreed by:

 Total Expenditure (2011 and Prior)
 622,780.73

 Award Total
 860,859.41

 Unprogrammed/Unfunded
 0.00



Annual Work Plan

East Timor

Report Date: 9/14/2012

Award Title: Development Support Services

Award Id: 00031537

2012 Year:

| Project ID Expected Outputs | Key Activities | Timeframe | эше | Responsible Party | | | | Planned Budget | |
|---------------------------------------|---------------------|-----------|-----|-------------------|-------|-------|-------|--------------------------------------|-------------|
| | | Start | End | | Fund | Donor | | Budget Descr | Amount US\$ |
| 00031666 Development Support Services | DEVELOPMENT SUPPORT | | | UNDP | 11888 | UNDP | 71200 | 71200 International Consultants | 50,000,00 |
| | | | | UNDP | 11888 | UNDP | 72500 | 72500 Supplies | 7,123.42 |
| | • | | | UNDP | 11888 | UNDP | 71300 | 71300 Local Consultants | 20,000.00 |
| | | | | UNDP | 11888 | UNDP | 61300 | 61300 Salary & Post Adj Cst-IP Staff | 93,191,26 |
| | | | | UNDP | 04400 | UNDP | 71200 | 71200 International Consultants | 55,000.00 |
| | | | | UNDP | 11999 | UNDP | 71200 | 71200 International Consultants | 12,764.00 |
| TOTAL | | | | | | | | | 238,078.58 |
| GRAND TOTAL | | : | | | | | | | 238,078,68 |

Budget Detail

| Projecti | O. | 0031666 | | Development | Support Services | | | | | | |
|------------|-------------------|-------------|----------------|-----------------------------|------------------|-----------------------|---------|------------------------|--------------------------------|-------|------|
| Budget Pe | eriod: 9 | | Begin | Date: 01/01/2012 | End Date: 31. | /12/2012 | inalize | Process Monitor | | | |
| Project Bu | dget Sumn | пагу | | | | | | | | | |
| Cost Shar | e Direct \$ | 0 00 | Sponsor B | udget \$238,078.68 | Currency: | USD Total Bud | dget: | \$238,078.68 | | | |
| Budget Ar | Project D | etail Gener | a: Ledger Cata | d Centesting at Control Get | al Graes Detail | | | Gustomiza Find Med | Q AB [전] 불 FPB 보 146 616 원 [| ast . | . "] |
| Account | Operating Unit | Fund Code | Oppartment | Activity | Analysis Type | Implementing Agent | Donor | Budget Item | Amount Currency | | |
| 61300 | TLS | 11888 | B0402 | ACTIVITY1 | BUD | 001981 | 00012 | 61300 | 93,191.26 USD | [+] | 1-1 |
| 71200 | TIS | 11888 | B0402 | ACTIVITY1 | RUD | 001981 | 00012 | 71200 | 50 000 00 USD | [4] | 1-11 |

| | | | • | | | | | | | | |
|-------|---------|--------|-----------|------------|-------|-----------|---------|---------|-----|---------------|---------|
| 71200 | α tis α | 11999 | Q B0402 C | ACTIVITY1 | Q BUD | Q :001981 | Q 00012 | Q 71200 | ં વ | 12,764.00 USD | (+) (-) |
| 72500 | TLS | 11888 | 80402 | ACTIVITY1 | BUD | 001981 | 00012 | 72500 | | 7,123.42 USD | en m |
| 71300 | TLS | 11888 | B0402 | ACTIVITY1 | BUD | 001981 | 00012 | 71300 | | 20,000.00 USD | |
| 71200 | TLŞ | 04400 | B0402 | ACTIVITY1 | BUD | 001981 | 00012 | 71200 | | 55,000.00 USD | [+] [-] |
| 1200 | 150 | 1 1000 | 00402 | ALC: IT TO | 500 | | 444.4 | , 1400 | | 00,000.00 | 1 |