**Country Programme Action Plan Template (version: 2018)**

**SAMPLE COVER PAGE**

Country Programme Action Plan

Between

The Government of \_\_\_\_\_\_\_\_

and

UNDP

20xx to 20yy

**Part I. The Framework**

*The framework sets out the context to the CPAP and states that both parties (the Government and UNDP) are in mutual agreement to the content of the CPAP and to their responsibilities in the implementation of the Country Programme.*

*This section includes the following core statements –*

**<Standard Text >:**

1.1 WHEREAS the Government of \_\_\_\_\_\_\_\_\_ and the United Nations Development Programme (hereinafter referred to as UNDP) have entered into a basic agreement to govern UNDP’s assistance to the country (Standard Basic Assistance Agreement (SBAA)) [or other agreement depending on country], which was signed by both parties on \_\_\_\_\_\_\_ (date).

1.2 [Based on Article I, paragraph 2 of the SBAA,][[1]](#footnote-1)[Further to the foregoing,][[2]](#footnote-2) UNDP’s assistance to the Government shall be made available to the Government and shall be furnished and received in accordance with the relevant and applicable resolutions and decisions of the competent UNDP organs, and subject to the availability of the necessary funds to the UNDP.

* 1. As per decision 2005/1 of 28 January 2005 of UNDP’s Executive Board approved the revised Financial Regulations and Rules (“the FRRs”), the term 'execution' is redefined as the overall ownership and responsibility for UNDP programme results at the country level. The government, through the Government Coordinating Agency, exercises its ownership and responsibility for UNDP programme activities by approving and signing the [Country Programme Action Plan (CPAP)](https://popp.undp.org/node/1961) with UNDP. All activities falling within the country programme are, therefore, nationally executed.
  2. The term 'implementation' is redefined as the management and delivery of programme activities to achieve specified results, specifically the mobilization of UNDP programme inputs and their use in producing outputs that will contribute to development outcomes, as set forth in the project documents as well as multi-year work plans, which are signed by UNDP and the implementing partner.

1.5 In light of this decision this CPAP together with a work plan concluded hereunder constitute together a project document as referred to in the SBAA [or other appropriate governing agreement[[3]](#footnote-3)].

*[Note: In countries where SBAA has not been signed, the* [Standard Annex: Supplemental Provisions to the Project Documents: The Legal Context)](https://intranet.undp.org/global/documents/ppm/Supplemental.pdf) *must be attached to and form part of the CPAP. The CPAP, together with the Annual Work Plan constitute “the Project Document”.]*

# Part II. Programme Rationale

* *Include the CPD’s programme rationale*

# Part III. Proposed Programme

* *Include the CPD’s programme priorities and partnerships section*

**<Standard Text >:**

3.1 UNDP will provide support to the development and implementation of activities within the CPAP, which may include technical support, cash assistance, supplies, commodities and equipment, procurement services, transport, funds for advocacy, research and studies, consultancies, programme development, monitoring and evaluation, training activities and staff support. Part of UNDP’s support may be provided to Non-Governmental [and Civil Society] organizations as agreed within the framework of the individual work plans (WPs) and project documents.

3.2 Additional support may include access to UNDP-managed global information systems, the network of the UNDP’s country offices and specialized information systems, including rosters of consultants and providers of development services, and access to the support provided by the network of UN Specialized Agencies, Funds and Programmes.

3.3 UNDP shall appoint staff and consultants for programme development, programme support, technical assistance, as well as monitoring and evaluation activities.

3.4 Subject to annual reviews and progress in the implementation of the programme, UNDP’s funds are distributed by calendar year and in accordance with the CPAP. These budgets will be reviewed and further detailed in the work plans (WPs) and project documents. By mutual consent between the Government and UNDP, funds not earmarked by donors to UNDP for specific activities may be re-allocated to other programmatically equally worthwhile activities.

3.5 In case of direct cash transfer or reimbursement, UNDP shall notify the Implementing Partner of the amount approved by UNDP and shall disburse funds to the Implementing Partner in [here insert the number of days as per UNDP schedule].

3.6 In case of direct payment to vendors or third parties for obligations incurred by the Implementing Partners on the basis of requests signed by the designated official of the Implementing Partner; or to vendors or third parties for obligations incurred by UNDP in support of activities agreed with Implementing Partners, UNDP shall proceed with the payment within [here insert the number of days as agreed by UNDP].

3.7 UNDP shall not have any direct liability under the contractual arrangements concluded between the Implementing Partner and a third party vendor.

3.8 Where UNDP and other UN system agency provide cash to the same Implementing Partner, programme monitoring, financial monitoring and auditing will be undertaken jointly or coordinated with those UN system agencies.

# Part IV. Programme and Risk Management

* *Include the CPD’s programme and Risk Management Section*

**<Standard Text for UNDP >:**

* 1. The programme will be nationally executed under the overall co-ordination of \_\_\_\_\_\_\_ (Government Coordinating Authority). Government coordinating authorities for specific UNDP programmes are noted in Annex X. Government Ministries, NGOs, INGOs and UN system agencies will implement programme activities. The CPAP will be made operational through the development of joint work plan(s) (JWPs)[[4]](#footnote-4) and/or agency-specific work plans and project documents as necessary which describe the specific results to be achieved and will form an agreement between UNDP and each implementing partner as necessary on the use of resources. To the extent possible UNDP and partners will use the minimum documents necessary, namely the signed CPAP and signed joint or agency-specific work plans and project documents to implement programmatic initiatives. However, as necessary and appropriate, project documents can be prepared using, inter alia, the relevant text from the CPAP and joint or agency-specific work plans and / or project documents*[[5]](#footnote-5)*.
  2. All cash transfers to an Implementing Partner are based on the Work Plans (WPs[[6]](#footnote-6)) agreed between the Implementing Partner and the UN system agencies.
  3. Cash transfers for activities detailed in work plans (WPs) can be made by the UN system agencies using the following modalities:

1. Cash transferred directly to the Implementing Partner:
   1. Prior to the start of activities (direct cash transfer), or
   2. After activities have been completed (reimbursement);
2. Direct payment to vendors or third parties for obligations incurred by the Implementing Partners on the basis of requests signed by the designated official of the Implementing Partner;
3. Direct payments to vendors or third parties for obligations incurred by UNDP in support of activities agreed with Implementing Partners.

*[In countries where it has been agreed that cash will be transferred to institutions other than the Implementing Partner (e.g., the Treasury) please replace with the following text:]*

*6.3. Cash transfers for activities detailed in work plans (WPs) can be made by the UN system agencies using the following modalities:*

1. *Cash transferred to the [national institution] for forwarding to the Implementing Partner:* 
   1. *Prior to the start of activities (direct cash transfer), or*
   2. *After activities have been completed (reimbursement).*
2. *Direct payment to vendors or third parties for obligations incurred by the Implementing Partners on the basis of requests signed by the designated official of the Implementing Partner.*
3. *Direct payments to vendors or third parties for obligations incurred by UN system agencies in support of activities agreed with Implementing Partners.* 
   1. Where cash transfers are made to the [national institution], the [national institution] shall transfer such cash promptly to the Implementing Partner.
   2. Direct cash transfers shall be requested and released for programme implementation periods not exceeding three months. Reimbursements of previously authorized expenditures shall be requested and released quarterly or after the completion of activities. UNDP shall not be obligated to reimburse expenditure made by the Implementing Partner over and above the authorized amounts.
   3. Following the completion of any activity, any balance of funds shall be refunded or programmed by mutual agreement between the Implementing Partner and UNDP.
   4. Cash transfer modalities, the size of disbursements, and the scope and frequency of assurance activities may depend on the findings of a review of the public financial management capacity in the case of a Government Implementing Partner, and of an assessment of the financial management capacity of the non-UN[[7]](#footnote-7) Implementing Partner. A qualified consultant, such as a public accounting firm, selected by UNDP may conduct such an assessment, in which the Implementing Partner shall participate. The Implementing Partner may participate in the selection of the consultant.
   5. Cash transfer modalities, the size of disbursements, and the scope and frequency of assurance activities may be revised in the course of programme implementation based on the findings of programme monitoring, expenditure monitoring and reporting, and audits.

**Part V. Monitoring and Evaluation**

* *Include the CPD’s Monitoring and Evaluation section*

**<Standard Text >:**

5.1 Implementing Partners agree to cooperate with UNDP for monitoring all activities supported by cash transfers and will facilitate access to relevant financial records and personnel responsible for the administration of cash provided by UNDP. To that effect, Implementing Partners agree to the following:

1. Periodic on-site reviews and spot checks of their financial records by UNDP or their representatives, as appropriate, and as described in specific clauses of their engagement documents/ contracts with UNDP.
2. Programmatic monitoring of activities following UNDP’s standards and guidance for site visits and field monitoring,

5.2 Special or scheduled audits. UNDP, in collaboration with other UN system agencies (where so desired and in consultation with the respective coordinating Ministry) will establish an annual audit plan, giving priority to audits of Implementing Partners with large amounts of cash assistance provided by the UN system agencies, and those whose financial management capacity needs strengthening.

**To include VERBATIM: (Select from the following two options):**

**5.3** [Where an assessment of the Public Financial Management system has confirmed that the capacity ofthe Supreme Audit Institution is high and willing and able to conduct scheduled and special audits]:

*The Supreme Audit Institution may undertake the audits of Government Implementing Partners. If the SAI chooses not to undertake the audits of specific Implementing Partners to the frequency and scope required by UNDP, UNDP will commission the audits to be undertaken by private sector audit services[[8]](#footnote-8).*

**5.3** [Where no assessment of the Public Financial Management Capacity has been conducted, or such anassessment identified weaknesses in the capacity of the Supreme Audit Institution]:

*The audits will be commissioned by UNDP and undertaken by private audit services.*

**Part VIII. Commitments of UNDP**

*This section describes the commitments of UNDP, and will normally include the following core commitments (other UNDP CO specific commitments may be added as appropriate):*

<Start sections with paragraph number 8.1 onwards>

* *The commitment of a specified amount of Regular Resources, subject to* ***availability of funds;***
* *The commitment to mobilize a specified amount of Other Resources, subject to* ***donor interest;***
* *A statement that the Regular and Other resource funds are exclusive of funding received in response to emergency appeals;*
* *A statement of the types of support to be provided to national counterparts as agreed within the framework of the CPAP;*

**<Standard Text >:**

* 1. UNDP will ensure coherence between the CPAP/AWP, UNDAF results matrix [where relevant] and SDGs, including M & E reporting. Through annual reviews and periodic progress reporting, responsibilities between UNDP, the Government and the Implementing Partners will be emphasized.
  2. In case of direct cash transfer or reimbursement, UNDP shall notify the Implementing Partner of the amount approved by UNDP and shall disburse funds to the Implementing Partner in [here insert the number of days as per agency schedule].
  3. In case of direct payment to vendors or third parties for obligations incurred by the Implementing Partners on the basis of requests signed by the designated official of the Implementing Partner; or to vendors or third parties for obligations incurred by UNDP in support of activities agreed with Implementing Partners, UNDP shall proceed with the payment within [here insert the number of days as per agency schedule].
  4. UNDP shall not have any direct liability under the contractual arrangements concluded between the Implementing Partner and a third party vendor.
  5. Where more than one UN agency provides cash to the same Implementing Partner, programme monitoring, financial monitoring and auditing will be undertaken jointly or coordinated with those UN agencies.

**Part IX . Commitments of the Government**

*This section describes the commitments of the Government, and will normally include the following core commitments (other country specific commitments may be added as appropriate)*

<Start sections with paragraph number 9.1 onwards>

* *A statement of the government's contribution to the country programme;* <Indicate here the total amount contributed by the government in terms of cash or other items>
* *A commitment by the government to support UNDP in its efforts to raise funds required to meet the financial needs of the country programme;* <Indicate here the type of support extended by the Government>
* *A commitment by the government to organize periodic programme review and planning meetings and where appropriate, to facilitate the participation of donors and NGOs;* *Describe institutional mechanisms, their role and responsibility, frequency of meetings.*

**<Standard Text >:**

9.1 The Government will support UNDP’s efforts to raise funds required to meet the needs of this CPAP and will cooperate with UNDP including: encouraging potential donor Governments to make available to UNDP the funds needed to implement unfunded components of the programme; endorsing UNDP’s efforts to raise funds for the programme from other sources, including the private sector both internationally and in [name of country]; and by permitting contributions from individuals, corporations and foundations in [name of country] to support this programme which will be tax exempt for the Donor, to the maximum extent permissible under applicable law.

9.2 Cash assistance for travel, stipends, honoraria and other costs shall be set at rates commensurate with those applied in the country, but not higher than those applicable to the United Nations system (as stated in the ICSC circulars).

9.3 The Government will honour its commitments in accordance with the provisions of the SBAA as defined in Part 1 above.

9.4 The Government shall apply the provisions of the Convention on the Privileges and Immunities of the United Nations (the “General Convention”) to UNDP’s property, funds, and assets and to their officials and experts on mission. The Government shall also accord to UNDP and its officials and to other persons performing services on its behalf, the privileges, immunities and facilities as set out in the SBAA. The Government will be responsible for dealing with any claims, which may be brought by third parties against UNDP and their officials, experts on mission or other persons performing services on its behalf and shall hold UNDP harmless in respect of any claims and liabilities resulting from operations under the cooperation and assistance agreements, except where it is any claims and liabilities resulting from operations under the cooperation and assistance agreements, except where it is mutually agreed by Government and UNDP that such claims and liabilities arise from gross negligence or misconduct of UNDP, or its officials, advisors or persons performing services.

[If required]: Without prejudice to the generality of the foregoing, the Government shall insure or indemnify UNDP from civil liability under the law of the country in respect of vehicles provided by UNDP but under the control of or use by the Government.

(a) Nothing in this Agreement shall imply a waiver by UNDP of any privileges or immunities enjoyed by it, or its acceptance of the jurisdiction of the courts of any country over disputes arising of this Agreement.

(b) Nothing in or relating to this document will be deemed a waiver, expressed or implied, of the privileges and immunities of the United Nations and its subsidiary organs, under the Convention on the Privileges and Immunities of the United Nations of 13th February 1946, , and no provisions of this document or any Institutional Contract or any Undertaking will be interpreted or applied in a manner, or to an extent, inconsistent with such privileges and immunities.

*9.5 A standard Fund Authorization and Certificate of Expenditures (FACE) report, reflecting the activity lines of the work plan (WP), will be used by Implementing Partners to request the release of funds, or to secure the agreement that UNDP will reimburse or directly pay for planned expenditure. The Implementing Partners will use the FACE to report on the utilization of cash received. The Implementing Partner shall identify the designated official(s) authorized to provide the account details, request and certify the use of cash. The FACE will be certified by the designated official(s) of the Implementing Partner.*

*9.6 Cash transferred to Implementing Partners should be spent for the purpose of activities and within the timeframe as agreed in the work plans (WPs) only.*

*9.7 Cash received by the Government and national NGO Implementing Partners shall be used in accordance with established national regulations, policies and procedures consistent with international standards, in particular ensuring that cash is expended for activities as agreed in the work plans (WPs), and ensuring that reports on the utilization of all received cash are submitted to [UN organization] within six months after receipt of the funds. Where any of the national regulations, policies and procedures are not consistent with international standards, UNDP financial and other related rules and system agency regulations, policies and procedures will apply.*

*9.8 In the case of international NGO/CSO and IGO Implementing Partners cash received shall be used in accordance with international standards in particular ensuring that cash is expended for activities as agreed in the work plans (WPs), and ensuring that reports on the full utilization of all received cash are submitted to UNDP within six months after receipt of the funds.*

*9.9 To facilitate scheduled and special audits, each Implementing Partner receiving cash from UNDP will provide UNDP or its representative with timely access to:*

**•** All *financial records, which establish the transactional record of the cash transfers provided by* *UNDP, together with relevant documentation;*

* All relevant documentation and personnel associated with the functioning of the Implementing Partner’s internal control structure through which the cash transfers have passed.

9.10 The findings of each audit will be reported to the Implementing Partner and UNDP. Each Implementing Partner will furthermore:

* Receive and review the audit report issued by the auditors.
* Provide a timely statement of the acceptance or rejection of any audit recommendation to UNDP that provided cash (and where the SAI has been identified to conduct the audits, add: and to the SAI) so that the auditors include these statements in their final audit report before submitting it to UNDP.
* Undertake timely actions to address the accepted audit recommendations.

9.11 Report on the actions taken to implement accepted recommendations to UNDP (and where the SAI has been identified to conduct the audits, add: and to the SAI), on a quarterly basis (or as locally agreed).

*IN WITNESS THEREOF the undersigned, being duly authorized, have signed this Country Programme Action Plan on this day* [day, month, and year] *in* [name of city, name of country].

|  |  |
| --- | --- |
| For the Government of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | For the United Nations Development Programme [Country] |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

# Annex I: Country Programme Results and Resources Framework

*Include the Results and Resources Framework of the CPD*

1. Use if there is an SBAA [↑](#footnote-ref-1)
2. Use if there is no SBAA and we operate based on a predecessor agreement [↑](#footnote-ref-2)
3. In the countries where SBAA [or other agreement depending on country] have not been signed, the Standard annex to project documents for use in countries which are not parties to the Standard Basic Assistance Agreement (SBAA) should be attached to the UNDAF,. These documents together with the work plan constitute the "project document”. [↑](#footnote-ref-3)
4. As per the UNDG Standard Operating Procedures (SOPs) for countries adopting the “Delivering as One” approach [↑](#footnote-ref-4)
5. In the case of UNDP, the Government Coordinating Authority will nominate the Government Co-operating Agency directly responsible for the Government’s participation in each UNDP-assisted work plan. The reference to “Implementing Partner(s)” shall mean “Executing Agency(s)” as used in the SBAA. Where there are multiple implementing partners identified in an work plan, a Principal Implementing Partner will be identified as who will have responsibility for convening, co-ordinating and overall monitoring (programme and financial) of all the Implementing Partners identified in the work plan to ensure that inputs are provided and activities undertaken in a coherent manner to produce the results of the work Plan. [↑](#footnote-ref-5)
6. Refers to results Groups’ or agency specific annual, bi-annual or multiyear work plans [↑](#footnote-ref-6)
7. For the purposes of these clauses, “the UN” includes the IFIs. [↑](#footnote-ref-7)
8. Seen through a South-South lens, the capacity assessment process presents an opportunity to identify capacity assets that a particular country could offer to other developing countries and the capacity gaps that could be filled by other developing countries. For UNDP, the audit of NGO or nationally implemented projects can be assigned to the national Supreme Audit Institution (SAI) only on the condition that the institution has a demonstrated capacity to carry out the audits in an independent manner. To this effect, the Office of Audit and Investigations (OAI) has made available on its Intranet site guidance on the assessment of SAIs along with a questionnaire that will need to be properly completed, signed and communicated to OAI to support that due diligence has been exercised prior to opting for having such audits undertaken by the national SAI. Please refer to OAI Intranet site for further details. [↑](#footnote-ref-8)