**UNDP Fellowship Undertaking Letter for Fellowships Funded by A Sponsoring Entity**

**Dear [INSERT NAME],**

Dear **[INSERT NAME**],

We are pleased to inform you that the United Nations Development Programme (UNDP) is hereby offering you a Fellowship sponsored by [**Name of Sponsoring Entity**] (“Sponsoring Entity”). This Fellowship is pursuant to the Fellowship Agreement between the Sponsoring Entity and UNDP for provision of fellows to UNDP (the “Fellowship Agreement”).

You will find the details and conditions of the Fellowship assignment in this letter. Please return this letter to UNDP with your signature as formal acceptance of the Fellowship terms and conditions herewith.

Please find below the details of the Fellowship:

Programme:

Duty Station:

Hiring Unit:

Reporting to:

Fellowship Starting Date:

Fellowship Ending Date:

The terms and conditions of the Fellowship are as follows:

1. **Status, Responsibilities and Obligations of Fellows**
2. You acknowledge and agree that you perform your fellowship under the authority of, and in full compliance with the instructions of my UNDP supervisor or any person acting on his/her behalf.
3. You Acknowledge and agree that the United Nations Staff Regulations and Staff Rules do not apply to you and that your status, rights, obligations, and duties are governed by the UNDP Fellowship Policy, the Fellowship Undertaking Letter and the Fellowship Agreement with Sponsoring Entity.
4. You acknowledge and agree that you, as a fellow, are neither a “staff member” under the Staff Regulations of the United Nations nor an “official” for the purpose of the Convention on the Privileges and Immunities of the United Nations of 13 February 1946 (the “Convention”). You may, however, be given the status of “expert on mission” for purposes of Section 22 of Article VI of the Convention.
5. You recognize and agree that you are not entitled to the payment of any stipend, salary nor remuneration by UNDP nor will you be provided with medical or other insurance by UNDP.
6. You understand and accept that you may not represent UNDP in any official capacity nor commit UNDP, financially or otherwise.
7. You understand and accept that, as a UNDP Fellow, you must:

a. Observe all applicable regulations, rules, policies, procedures, instructions, and other directives, including all security guidance, standards and other safety and security arrangements.

b. Although Fellows are not “officials” of UNDP, comply with the standards of conduct set forth in the Secretary General’s Bulletin ST/SGB/2002/9 of 18 June 2002, entitled “Regulations Governing the Status, Basic Rights and Duties of Officials other than Secretariat Officials, and Experts on Mission”.

c. Comply with the standards of conduct set forth in the Secretary-General’s Bulletin ST/SGB/2003/13 of 9 October 2003, concerning “Special measures for protection from sexual exploitation and sexual abuse” and with UNDP’s Policy on “Harassment, Sexual Harassment, Discrimination, and Abuse of Authority”.

d. Upon completion of the fellowship, provide the UNDP receiving office with all materials prepared or collected by you during the Fellowship. UNDP shall be entitled to all property rights, including, but not limited to, patents, copyrights and trademarks, with regards to material that bears a direct relation to, or is made as a consequence of, the activities conducted during the Fellowship. At the request of UNDP, you shall assist UNDP in securing such property rights and transferring them to UNDP in compliance with the requirements of the applicable law.

e. Respect the impartiality and independence required of the United Nations, UNDP and the UNDP receiving office and not seek nor accept instructions regarding the activities conducted under the Fellowship from any Government or from any authority, organization or body external to UNDP.

f. Refrain from communicating at any time to the media or to any institution, person, government or any other party external to UNDP any information that has become known to you by reason of their association with the United Nations, UNDP or the UNDP receiving office unless otherwise authorized by the receiving office. You may not use any such information without the written authorization of the UNDP receiving office, and such information may never be used for personal gain. These obligations also apply after the end of the Fellowship with UNDP.

g. Refrain from any conduct that would adversely reflect on the United Nations, UNDP, or the UNDP receiving office and from engaging in any activity which is incompatible with the aims and objectives of the United Nations or UNDP.

h. Comply with your personal obligations, local laws and customs, including any taxation requirements.

1. Failure to comply with the requirements in Paragraphs 5 and 6, above of Section I, as well as other requirements set forth in this Letter, may result in the immediate termination of the Fellowship assignment.
2. You understand and agree that, should sufficient information of prohibited conduct including but not limited to sexual harassment (SH) and/or sexual exploitation and abuse (SEA) against you be brought to UNDP’s attention, UNDP shall commence an investigation into your conduct in this regard in accordance with UNDP’s regulations, rules, policies and procedures and should the allegations (i) be found to have been substantiated and (ii) should they constitute grounds for termination of the Fellowship even after the expiry or termination of the Fellowship, where such prohibited conduct involves SH or SEA, your name will be placed into an internal United Nations’ database which may affect your ability to work with/for the United Nations System in any capacity in the future.
3. **Family Members**
4. By countersigning this Letter, you certify that you are not the father, mother, son, daughter, brother or sister of a UNDP staff member.
5. **Termination**
6. A Fellowship assignment can be terminated by either UNDP or you, for any reason, and without the need to provide cause, upon giving two (2) weeks’ notice, except that UNDP may terminate the Fellowship with immediate effect in the cases set forth in Section I above.
7. **Liability and Indemnification**
8. UNDP is not responsible for any claims by any third parties for loss of or damage to their property, death or personal injury caused by your actions or omission during the Fellowship.
9. UNDP accepts no responsibility for loss or damage to your personal effects and property that may occur during the Fellowship, except for losses and damages caused by UNDP’s gross negligence or wilful acts.
10. **Employment with UNDP**
11. You may not apply for nor be appointed to any staff position with UNDP nor may you apply to (nor be considered for) consultancies or any other type of paid engagement with UNDP during the duration of your Fellowship.
12. Your Fellowship does not give rise to any right to or expectation of future employment of any kind with UNDP.

We are confident that the Fellowship will lead to a valuable experience and that it will effectively help you contribute to UNDP’s mandate.

**I herewith accept the terms and conditions of my Fellowship included herein:**

Name of Fellow (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Fellow: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_