



## DELEGATION OF AUTHORITY AND INITIATION PLAN

**[This template is auto-populated by PIMS+ and sent to the Head of Office for signature]**

### **Global Environment Facility Project Preparation Grant to:**

**Country:**

**Full Project Title:**

**PIMS ID:**

**Project Type:**

**Quantum BU:**

**Quantum Project ID:**

**Quantum Award ID:**

### **(the “Project Preparation Grant (PPG)”)**

The Project Preparation Grant (“PPG”), which amounts to a total of US\$ [amount of GEF PPG budget excluding GEF Agency Fee], has received approval [hyperlink to relevant GEF letter in PIMS+] on [date in Day Month Year format] in accordance with established [policies and guidelines](#) of the Global Environment Facility (GEF).

This Notification constitutes the Delegation of Authority and Initiation Plan for the implementation of the PPG phase. Through this DOA, primary accountability and full responsibility for this PPG is being transferred from the BPPS Vertical Funds Executive Coordinator, from whom this DOA is sent, to the Resident Representative [or Regional Hub Manager, if a regional project.] These conditions apply to the function of the RR [or RHM] and are automatically transferred to a new RR [or RHM] should a change occur during the implementation of this GEF project.

The RR [or RHM] receives these funds for the purpose of developing a complete CEO Endorsement package that shall be submitted to the GEF Secretariat before the cancellation deadline set out by GEF (see CEO Endorsement Deadlines below).

The Resident Representative [or RHM] is accountable to comply with standard UNDP requirements for oversight, management, and quality assurance over project preparations as outlined in the [UNDP POPP](#), Financial Regulations and Rules and the Internal Control Framework, as well as an additional layer to meet GEF policies and requirements. All GEF-specific project assurance and oversight functions can be found in [the GEF RACI](#) and align with UNDP’s internal project assurance and quality oversight functions under the PPM framework.

In addition to the UNDP POPP conditions, the following GEF-specific conditions shall apply to the Project:

- **The total GEF Fee:** The total GEF Fee over the lifetime of this project shall be [USD XX- amount to be inserted as the fee approved by the donor at the financial clearance milestone]. The GEF Fee shall only be applied in relation to the performance of oversight services as per GEF Policies and Procedures. The GEF Fee may be returned to the GEF in the event of non-compliance with the POPP and/or GEF project management requirements. Please note, the fee share to the Country Office (CO) [or Regional Hub] is allocated based on annual delivery projections and should be included in the annual IB allocation the CO receives from the Regional Bureau. [or "...allocation the Regional Hub receives."]
- **Firewall:** UNDP staff and non-staff personnel engaged in execution support services shall under no circumstances be involved in oversight services (and vice versa). Keep in mind while developing the project proposal during the PPG phase, that the RR [or RHM] shall be required to appraise and formulate the most appropriate project implementation and execution modality for the project, taking into account the GEF Policies that require a separation of functions between project implementation (i.e., oversight) and project execution.
- **Risk management:** Should this PPG be at-risk of non-compliance with UNDP and GEF policies, requirements and deadlines, these risks must be escalated by the CO to the Regional Bureau for action [or "... escalated by the RHM to the Regional Director for action"]. The BPPS Quality and Impact Hub and BPPS Planet Hub should also be informed of these risks. Non-compliance may lead to this PPG being suspended or cancelled and/or this DOA being revoked by the BPPS VF Executive Coordinator.
- **Budget revisions:** PPG budget deviations are not permitted unless approved by the BPPS RTA. Budget revision requests must be cleared by the VF MPSU and approved by BPPS RTA for oversight in PIMS+ before it is approved in Quantum. Please note that the PPG budget cannot be increased above the amount already approved by the GEF, and any over-expenditure on this project during the PPG phase must be absorbed by other Country Office [or Regional Hub] resources.
- **Operational and Financial Closure.** The RR [or RHM] shall ensure that this PPG is operationally closed at the CEO Endorsement date and financially closed (and supporting documents so the financial closure should be submitted to the BPPS Quality and Impact Hub) within 6 months after operational closure. Failure to financially close the project by the above deadline will result in the elevation of the Office to a high-risk category and no further Vertical Fund programming will be undertaken until overdue closures are addressed.
- **CEO Endorsement deadlines:** In line with the GEF Cancellation Policy, the project will be cancelled if a CEO Endorsement package is not submitted to the GEF within the following deadlines:
  - For FSPs: 12 months from the date of PIF Approval; or
  - For MSPs: 8 months from the date of PIF Approval; or
  - For GBFF MSPs and FSPs: 9 months from the date of PPG Approval; or
  - For PFDs: by Programme Commitment Deadline.
- **[If the PPG is not DIM] Initiation Plan cover page:** The RR [or RHM] shall ensure that the terms of this Initiation Plan (including all annexes) are agreed in writing with the Implementing Partner prior to commencement of the PPG activities, a copy of which shall be provided to the RTA/RPA for uploading in PIMS+.

**In order to action this DOA, the RR [or RHM] is requested to promptly:**

1. Sign this DOA by clicking on the link below.
2. Please ensure that the project is set to the "ongoing" status in Quantum. This allows for the funds to be deposited to the project.

## United Nations Development Programme

3. **[IF THIS PROJECT IS NON-DIM, INCLUDE THIS SENTENCE:]** For non-DIM PPGs, please complete the following documents, as appropriate, and have them signed by the RR **[RHM]** and the Implementing Partner and return to the RTA/RPA for uploading to PIMS+:
  - a. NGO/CSO as the Implementing Partner: please complete and sign the [Project Coordination Agreement Template](#) on the POPP.
  - b. UN Agency or NIM implemented: please sign the PPG TBWP Initiation Plan **[link]**.

This Delegation of Authority shall enter into force upon the date of execution, corresponding to the Resident Representative's **[or Regional Hub Manager's]** signature of this DOA, and shall remain in force until all legal liabilities towards GEF in relation to the PPG have ceased, unless revoked earlier by the BPPS VF Executive Coordinator.

This DOA, including the annexed PPG Total Budget Workplan and linked attachments, constitutes the equivalent of the corporate Project Initiation Plan for the PPG phase, serving as the formal authorization for initiating project activities.

This preparatory project will start on the date of the PPG DOA signature with an end date of **[expected CEO Endorsement date]**.

To sign this DOA, click on the link below:

**[link to Docusign where the RR/RHM will sign the DOA]**

Signed by **[Ms./Mr. First Name, Last Name]**  
Resident Representative **[or Regional Hub Manager]**  
UNDP Country Office **[Name of Country] [or UNDP Regional Bureau Name]**

Attachments: **[PIMS+ to hyperlink automatically the following attachments]**

- PPG Total Budget Work Plan (TBWP)
- PIF or PPG Request
- PPG Approval letter
- [GEF PPG Guidance Document](#)
- OFP Letter of Endorsement
- GEF Core Indicators
- Terms of Reference (TORs) for PPG Consultants

A copy of this Delegation of Authority shall be provided to:

**[Name of Regional Bureau Director, [Title], [Bureau Acronym]**  
**[Name of Regional Bureau Deputy Director, [Bureau Acronym]]**  
**[Name of Country Support person (COS Desk Officer), [Title][Bureau Acronym]]**  
**[Name of DRR (Programme), [Title], [Country]]**  
**[Name of Environment Focal Point, [Title], [Country]]**  
**[Name of Regional Team Leader, [Title], [Region]]**  
**[Name of Regional Technical Advisor (RTA), [Title], BBPS Planet Hub]**  
**[Name of Principal Technical Advisor (PTA), [Title], BPPS Planet Hub]**  
**[Name of Regional Programme Analyst/Associate (RPA), [Title], BPPS Planet Hub]**

**ANNEX: GEF PPG Total Budget Work Plan**

[PIMS to auto-include content from the completed GEF PPG Total Budget Workplan]