**Interoffice**

**Memorandum**

|  |  |  |  |
| --- | --- | --- | --- |
| **To:** | Full Name of Country Director  or Deputy Resident Representative | **Date:** |  |
| **From:** | Full name of UNDP Resident Representative  UNDP Country Office |  |  |
| **Subject:** | **Delegation of Authority Checklist** |  |  |

This checklist is supplemental to the Letter of Delegation of Authority issued by the Resident Representative to you as Country Director /Deputy Resident Representative.

The checklist provides detailed authorities that the Resident Representative delegates to the **Country Director/ Deputy Resident Representative** based on country context andas approved by the Director, Regional Bureau.

**Programme management**

* Represent UNDP in UN Development Assistance Framework (UNDAF) formulation, implementation and review process and effectively promote UNDP’s support to UN development.
* Sign the UNDAF and joint programmes with the programme country Government on behalf of UNDP. Sign projects and budget revisions, as well as corresponding multi-year and/or annual work plans based on the approved Country Programme Document.
* Approve the selection of an executing entity or, implementing partner for respective UNDP programme activities.
* Approve the designation of a project manager for each DIM project or endorses the implementing partners’ designation of a project manager for non-DIM projects and approves the designation of approving managers and the disbursing officer for the office.
* May approve, on behalf of UNDP, initiation plan and advance authorization documents relating to UNDP programme activities at the country level.
* Sign third party cost-sharing agreement (see 1998 Memo of the Associate Administrator on decentralization of authority to sign cost sharing agreements). Any proposed third party cost-sharing agreement which deviates from the templates model texts on the intranet (<https://intranet.undp.org/unit/pb/resmob/SitePages/Financing-Agreements-and-Templates.aspx> ) must be referred to the Director, Legal Office, Bureau for Management Services, for clearance before signature.
* Sign the standard UNDP partnership Memorandum of Understanding (MOU) and Letters of Agreement (LOA) as it relates to the Country Programme. Any proposed MOUs and LOA’s which deviates from model texts in the POPP ([Selecting an Implementing Partner](http://content.undp.org/go/userguide/results/ppm-overview/implementing-partner/?lang=en#top)), including prevailing corporate cost recovery rates must be referred to the Bureau for Management Services through the Regional Bureau, for clearance;

**Procurement management**

* Approve the award of all contracts for procurement of goods and services in the office valued less than USD 150,000 (or such other amount prescribed by the POPP) or up to the Increased Delegated Procurement Authority (IDPA). This delegation shall be exercised to conclude contracts conforming to the relevant standard contract templates and the General Conditions of Contract of UNDP. Any deviation from such templates and General Conditions of Contract shall be referred for clearance by the Legal Office, Bureau for Management Services and shall only be signed when such clearance is received. Furthermore, this authority is accompanied by corresponding Purchase Order approval authority within the Atlas System.
* May, in the interest of UNDP, reject bids or proposals for a particular procurement action and can determine whether to undertake a new solicitation or to negotiate a procurement contract directly pursuant to Rule 121.05, or to terminate or to suspend the procurement action.
* Establish a Contracts, Asset and Procurement (CAP) Committee in the office and appoint CAP members to render written advice on procurement actions.
* Approve amendments to contract that in aggregate increases its value by 20 percent or the DPA whichever is less.
* Approve Individual Contracts (IC), Reimbursable Loan Agreements (RLA) with cumulative value of up to the Delegated Procurement Authority (DPA). If the consulting fee for the IC contract exceeds USD 1,350 per day (or such other amount prescribed by the POPP), or in the event that the IC’s engagement on an assignment (including extensions of the same contract) exceeds 24 months, the approval of the Director of the Regional Bureau shall be sought (through me) prior to issuance or formalization of the IC contract.
* Approve direct contracting with a supplier with a cumulative value in a calendar year between $50,000 and up to 50 percent of the DPA.
* May authorize the disposal of assets of a fair market value under $ 2,500 without competitive bidding; and the disposal by sale of assets of a value more than $2,500 (with competitive bidding)
* subject to the approval of the CAP, Regional Advisory Committee for Procurement (RACP) or Advisory Committee for Procurement (ACP) in accordance with currently prescribed procurement review limits.

**Financial resources and budget management**

* Make financial and budgetary decisions in the day-to-day running of the UNDP Office, including making adequate arrangements for reimbursement of costs incurred by UNDP, and assigning Atlas roles as per Internal Control Framework.
* May, with the approval of the UNDP Treasurer, designate appropriate staff members as signatories to operate local UNDP bank account(s) and designate staff authorized to amend signatory panel (per FRR Rule 125.03).
* Approves micro-capital grants not exceeding USD150,000.
* Sign the financial attestation statements for the country office.

**Human resources management**

* Approve the appointment and extension of all internationally recruited Fixed Term Appointments (FTA) (P1 to P6) on posts not subject to Executive Board (non-core functions) subject to the approval of the Compliance Review Board.
* Approve the appointment and extension of all internationally recruited and locally recruited Temporary Appointments (TA).
* Approve the appointment of local FTA including General Staff (GS) and National Officer (NO)
* Approve the creation or extension of Fixed Term Appointment (FTA) for locally recruited positions in the Country Office funded from the non-core management resources of the Country Office, subject to availability of funds.
* Sign Service Contracts for recruiting personnel for project implementation.
* Sign Letters of Appointment for locally recruited staff subject to the approval of the Compliance Review Panel.
* Approve lateral moves for General Service staff and National Officers within the country office.
* Approve staff benefits and entitlements of locally recruited staff at the country office.
* Approve the classification of positions in the General Service and National Officer categories in the country office (except for NOD level); and the creation of positions linked to projects at country level, or national level positions.
* Approve Non-Reimbursable Loan Agreements.
* Approve the request of Special Leave without Pay for Temporary Appointment holders and locally recruited staff members.

**Enterprise Risk Management**

* Provide strategic guidance on the application of an enterprise risk management framework for the UNDP office.

**Audit**

* Ensure full compliance to audit requirements and recommendations.

Please sign below to indicate your acceptance of the conditions set forth above. This delegation of authority shall remain valid and in effect while you hold the position of **Country Director or Deputy Resident Representative** unless otherwise amended, repealed or superseded by myself or my successor, as applicable, prior thereto.

Delegated by: Accepted by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Name] [Name]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Date] [Date]

CC: Director, Regional Bureau

Director, Bureau for Management Services

Director, Bureau for External Relations and Advocacy