### Appendix 4: Sample Letter for further delegation of authorities by Director of Central Bureau

***Interoffice Memorandum***

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| To | Full name of Deputy Director of Central Bureau | Reference |  |
| From | Full name of Director of Central Bureau |  |  |
| Copy to: | Administrator | Date | MMDDYYYY |

**Subject: Delegation of Authority**

1. In the interest of ensuring the efficient and effective operations of the UNDP office and consistent with the principles of the UNDP Accountability Framework (DP/2008/16 Rev.1) which was approved by the Executive Board in September 2008, I am hereby delegating the following authorities to you in my capacity as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Official appointment of delegator):
* Approves the award of all competitively selected contracts for procurement of goods and services in the office valued less than USD 100,000 or the higher Delegated Procurement Authority (DPA) granted by the CPO
* Approves Individual Contractor (IC) contract for your group valued up to USD 100,000. If the consulting fee for the IC contract exceeds USD 1000 per day or in the event that the IC’s engagement on an assignment (including extensions of the same contract) exceeds 12 months, my approval have to be sought prior to issuance or formalization of the IC contract;
* Approves project budget revisions;
* Signs Memorandum of Understanding when they pertain to the activities of the Groups or Portfolio they lead.
1. This delegation of authority shall be effective \_\_\_\_\_\_\_\_\_\_\_\_\_ (MM/DD/YYYY). This delegation of authority shall remain valid and in effect while you hold the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, unless otherwise amended, repealed or superseded by myself or my successor in writing, as applicable, prior thereto.
2. You shall observe all UNDP policies and procedures as set forth in the UN Staff Regulations and Rules, the [UNDP Internal Control Framework and the Programme and Operations Policies and Procedures](http://content.undp.org/go/userguide/) (POPP) as well as prevailing policies. This delegation is in no way suspending any rules, requirements or procedures as well as the need for transparency, competitive and fair selection and prudent financial management. Any deviation from the above requires consultation with and written approval by me or my designated representatives.
3. The delegated authorities [may]/[may not] be further delegated to other managers without my prior consent.
4. You will be personally accountable for the discharge of delegated authority to me.
5. Please sign below to indicate your acceptance of the conditions set forth above.

Delegated by: Accepted by: