

**Memorandum of Understanding  
between  
the Recipient UN Organizations  
and  
the United Nations Development Programme  
regarding the Operational Aspects of the Peacebuilding Fund**

**WHEREAS**, the General Assembly of the United Nations has requested the Secretary-General in its resolution 60/180 of 30 December 2005, to establish a multi-year standing Peacebuilding Fund (PBF) to support post-conflict peacebuilding activities, which has been endorsed by the General Assembly in resolution A/60/287 of 21 September 2006 on “The Peacebuilding Fund”;

**WHEREAS**, under the revised Terms of Reference (hereinafter referred to as the “revised TOR”) for the PBF contained in the Secretary-General’s report A/63/818 of 13 April 2009 on “Arrangements for revision of the terms of reference of the Peacebuilding Fund,” attached hereto as Annex I, and incorporated herein by reference into this MOU, UNDP, represented by its Multi-Partner Trust Fund Office (UNDP MPTF Office), has been requested to continue to serve as the PBF Administrative Agent, responsible for the administration of the Fund, under the overall direction and guidance of the Head of the Peacebuilding Support Office (PBSO);

**WHEREAS**, the United Nations, represented by its Peacebuilding Support Office (PBSO), and the UNDP, represented by its MPTF Office, have agreed on the terms and conditions under which the UNDP MPTF Office will serve as Administrative Agent of the PBF and disburse funds to Recipient UN Organizations who choose to participate in programmatic activities funded through the PBF, as set forth in the Revised Memorandum of Understanding attached hereto as Annex II (hereinafter referred to as the “revised UN MOU”); and

**WHEREAS**, the Recipient UN Organizations have agreed to receive funds through the PBF and carry out programmatic activities in accordance with the Terms of Reference and the revised UN MOU, and this Memorandum of Understanding.

**NOW, THEREFORE**, the UNDP and the Recipient UN Organizations (hereinafter referred to collectively as the “Participants”) hereby agree as follows:

**Section I**  
**Fund Administration**

1. The UNDP MPTF Office will serve as Administrative Agent on the terms set out in the revised Terms of Reference for the PBF and the revised UN MOU. The Administrative Agent carries out its functions on the understanding that Recipient UN Organizations receiving funds from the PBF assume full programmatic and financial accountability for the funds disbursed to them by the Administrative Agent.

2. On behalf of the United Nations, and in accordance with the revised UN MOU, the Administrative Agent will:

- (a) Conclude a standardized Memorandum of Understanding with Recipient UN Organizations wishing to support the implementation of the peacebuilding activities for which they will receive funds from the PBF, incorporating the revised UN MOU and the revised TOR for the PBF;
- (b) Receive contributions from Donors that wish to provide financial support to the PBF; the Administrative Agent will enter into a Standard Administrative Arrangement (SAA) with each Donor that wishes to provide financial support to the PBF. The Administrative Agent will not agree with the Donor to amend the terms of the SAA without prior written agreement of PBSO. The Administrative Agent will ensure the online posting of a copy of the SAA it enters into, as well as information on Donor contributions;
- (c) Administer such funds received in accordance with the revised UN MOU and this Memorandum of Understanding, including the provisions relating to winding up of the PBF Account and related matters;
- (d) Administer the PBF Account as specified in Section II of the revised UN MOU, and designate country accounts in accordance with the instructions received from PBSO;
- (e) Subject to availability of funds and within the overall funding envelope for the country concerned, as advised by PBSO, disburse such funds to each of the Recipient UN Organizations in accordance with instructions from the Head of PBSO or relevant PBF Joint Steering Committee (JSC)<sup>1</sup>, taking into account the budget set out in the approved programmatic document<sup>2</sup>, as amended from time to time by the Head of PBSO or the relevant PBF JSC, pursuant to paragraph 3.6 of the revised TOR;
- (f) Consolidate statements and reports, based on submissions provided to the Administrative Agent by each Recipient UN Organization, as set forth in the revised TOR, and provide these to the PBSO (for review and acceptance by the Head of PBSO) and then to each Donor that has contributed to the PBF Account, in accordance with the timeline set forth in the revised UN MOU and SAA;
- (g) Provide final reporting, including notification that the PBF has been fully expended or has been wound up, in accordance with Section IV of the revised UN MOU;
- (h) Request that each Recipient UN Organization establish a separate ledger account under its financial regulations and rules for the receipt and administration of the funds disbursed to it by the Administrative Agent from the PBF Account;

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<sup>1</sup> As described in the PBF revised TOR and subsequent PBF Guidelines, instructions from the Head of PBSO are required under the Immediate Response Facility (IRF), while instructions from the country-level Joint Steering Committee is required under the Peacebuilding and Recovery Facility (PRF).

<sup>2</sup> As used in this document, an approved programmatic document refers to a programme/project document etc, which is approved for fund allocation purposes.

- (i) Disburse funds to any Recipient UN Organization for any additional costs of the tasks that PBSO may decide to allocate (as referred to in paragraph 3 below), in accordance with the revised TOR;
  - (j) Perform such other activities as PBSO and the Administrative Agent may agree in writing.
3. PBSO may request any of the Recipient UN Organizations to perform additional tasks in support of the PBF's operations at global and country levels that are not related to the Administrative Agent functions detailed in paragraph 2 (i) above and subject to the availability of funds. Costs for such tasks will be agreed in advance and, with the approval of PBSO, be charged to the PBF as direct costs.
4. None of the Recipient UN Organizations will be responsible for the acts or omissions of the Administrative Agent or its personnel, or of persons performing services on its behalf, except in regard to any contributory acts or omissions. With respect to such contributory acts or omissions of the Recipient UN Organizations, the resulting responsibility will be apportioned among them or any one of them to the extent of such contributory acts or omissions, or as may otherwise be agreed. In addition, Donors to the PBF will not be directly responsible for the activities of any person employed by the Recipient UN Organizations or the Administrative Agent as a result of this Memorandum of Understanding.
5. A clear delineation, including distinct reporting lines and an accountability framework, will be established and maintained within UNDP between its functions as an Administrative Agent and its functions as a Recipient UN Organization.

## **Section II** **Financial Matters**

### **The Administrative Agent**

1. The Administrative Agent has established a separate bank account under its financial regulations and rules for the receipt and administration of the funds received pursuant to the Standard Administrative Arrangements concluded with Donors (hereinafter referred to as the "PBF Account"), in accordance with the revised UN MOU and the revised Terms of Reference. The PBF Account will be administered by the Administrative Agent in accordance with the regulations, rules, directives and procedures applicable to it, including those relating to interest. The PBF Account will be subject exclusively to the internal and external auditing procedures laid down in the financial regulations, rules, directives and procedures applicable to the Administrative Agent.
2. The Administrative Agent will not absorb gains or losses on currency exchanges which will increase or decrease the funds available for disbursement to Recipient UN Organizations.
3. The Administrative Agent will be entitled to allocate an administrative fee of one percent (1%) of the amount contributed by each Donor signing a Standard Administrative

Arrangement, to meet the Administrative Agent's costs of performing the Administrative Agent's functions described in this Memorandum of Understanding.

4. The Administrative Agent may also transfer direct costs approved by PBSO in support of the PBF's operations at global and country levels at a rate not to exceed three percent (3%) of the amount contributed by each Donor. Direct costs include (a) the implementation by PBSO of activities related to the PBF; (b) expenditures related to the PBF Advisory Group; (c) support to the office of the Senior UN Representative and the national counterparts responsible for the management of the PBF programme at the country level. Payment of direct costs will be approved in writing by the Head of PBSO. The direct costs approved by the Head of PBSO are in addition to the administrative fee of 1% and the indirect costs of Recipient UN Organizations of 7% (as described in paragraph 11 below). The overall PBF management fees for programme implementation, fund management and fund administration will not exceed 11%.

5. Subject to the availability of funds, the Administrative Agent will make disbursements from the PBF Account in accordance with the revised TOR for the PBF, the revised UN MOU and this MOU, based on instructions from the Head of PBSO or the relevant PBF Joint Steering Committee, in line with the budget set forth in the programmatic document, as amended from time to time by the Head of PBSO or relevant PBF Joint Steering Committee. The disbursements will consist of direct and indirect costs as set out in the approved programmatic document.

6. The Administrative Agent will normally make each disbursement within three (3) to five (5) business days after receipt of instructions from the Head of PBSO or relevant PBF Joint Steering Committee, in line with the revised TOR, along with a copy of the relevant programmatic document, signed by all parties concerned. The Administrative Agent will transfer funds to each Recipient UN Organization through wire transfer in US dollars. Each Recipient UN Organization will advise the Administrative Agent in writing of the bank account for transfers pursuant to this Memorandum of Understanding. When making a transfer to a Recipient UN Organization, the Administrative Agent will notify that Recipient UN Organization's Treasury Operations of the following: (a) the amount transferred; (b) the value date of the transfer; and (c) that the transfer is from the UNDP MPTF Office in respect of the PBF in [name of country] pursuant to this Memorandum of Understanding.

7. Where the balance in the PBF Account on the date of a scheduled disbursement is insufficient to make a disbursement in full, the Administrative Agent will consult with the Head of PBSO and the Senior UN Representative, and through the Senior UN Representative the Government counterpart, and make a partial disbursement, if any, in accordance with the Head of PBSO and Senior UN Representative's instructions, provided that such partial disbursement will not exceed the funds available in the PBF Account.

#### The Recipient UN Organizations

8. Each Recipient UN Organization will establish a separate ledger account under its financial regulations and rules for the receipt and administration of the funds disbursed to it by the Administrative Agent from the PBF Account. That separate ledger account will be administered by each Recipient UN Organization in accordance with its own regulations,

rules, directives and procedures, including those relating to interest. That separate ledger account will be subject exclusively to the internal and external auditing procedures laid down in the financial regulations, rules, directives and procedures applicable to the Recipient UN Organization concerned.

9. Each Recipient UN Organization will use the funds disbursed to it by the Administrative Agent from the PBF Account to carry out the activities for which it is responsible as set out in the approved programmatic document, as well as for its indirect costs. The Recipient UN Organizations will commence and continue to conduct operations for the programmatic activities only upon receipt of disbursements as instructed by the Head of PBSO or the relevant PBF Joint Steering Committee. The Recipient UN Organizations will not make any commitments above the approved budget in the approved programmatic document, as amended from time to time by the Head of PBSO or the relevant PBF Joint Steering Committee. If there is a need to exceed the budgeted amount, the Recipient UN Organization concerned will submit a supplementary budget request to the Head of PBSO or the relevant PBF Joint Steering Committee.

10. Indirect costs of the Recipient UN Organizations recovered through programme support costs will be 7%. In accordance with the UN General Assembly resolution 62/208 (2007 Triennial Comprehensive Policy Review principle of full cost recovery), all other costs incurred by each Recipient UN Organization in carrying out the activities for which it is responsible under the PBF will be recovered as direct costs.

### **Section III** **Activities of the Recipient UN Organizations**

1. The implementation of the programmatic activities will be the responsibility of the Recipient UN Organizations and will be carried out by each Recipient UN Organization in accordance with its applicable regulations, rules, directives and procedures. On the termination or expiration of this Memorandum of Understanding, the matter of ownership of supplies and equipment will be determined in accordance with the regulations, rules, directives and procedures applicable to such Recipient UN Organizations, including, where applicable, any agreement with the relevant host Government (if applicable).

2. Any modifications to the scope of the approved programmatic document, including as to their nature, content, sequencing or the duration thereof will be subject to mutual agreement in writing between the relevant Recipient UN Organization and the Head of PBSO or the Joint Steering Committee. The Recipient UN Organization will promptly notify the Administrative Agent, through the Joint Steering Committee, where applicable, of any change in the budget as set out in the programmatic document.

3. Where a Recipient UN Organization wishes to carry out its programmatic activities through or in collaboration with a third party, it will be responsible for discharging all commitments and obligations with such third parties, and no other Recipient UN Organization, nor the Administrative Agent or PBSO, will be responsible for doing so.

4. In carrying out their programmatic activities, none of the Recipient UN Organizations will be considered as an agent of any of the others and, thus, the personnel of one will not be

considered as staff members, personnel or agents of any of the others. Without restricting the generality of the preceding sentence, none of the Recipient UN Organizations will be liable for the acts or omissions of the other Recipient UN Organizations or their personnel, or of persons performing services on their behalf.

5. Each Recipient UN Organization will advise the Administrative Agent, through the Joint Steering Committee, where applicable, in writing when all activities for which it is responsible under the approved programmatic document have been completed.

6. The Recipient UN Organizations recognize that the donors reserve the right to discontinue future contributions if reporting obligations are not met as set forth in the Standard Administrative Arrangement; or if there are substantial deviations from agreed plans and budgets. If it is agreed among PBSO, the donor(s), the Administrative Agent and the concerned Recipient UN Organization under the Standard Administrative Arrangement that there is evidence of improper use of funds, the Recipient UN Organization will use its best efforts, consistent with its regulations, rules, policies and procedures to recover any funds misused. The Recipient UN Organization will, in consultation with PBSO or the Joint Steering Committee and the Administrative Agent, credit any funds so recovered to the PBF Account or agree with PBSO or the Joint Steering Committee to use these funds for a purpose mutually agreed upon. Before withholding future contributions or requesting recovery of funds and credit to the PBF Account, PBSO, the Administrative Agent, the concerned Recipient UN Organization and the donor will consult with a view to promptly resolving the matter.

7. The Recipient UN Organizations recognize that it is important to take all necessary precautions to avoid corrupt, fraudulent, collusive or coercive practices. To this end, each Recipient UN Organization will maintain standards of conduct that govern the performance of their staff, including the prohibition of corrupt, fraudulent, collusive or coercive practices, in connection with the award and administration of contracts, grants, or other benefits, as set forth in their Staff Regulations and Rules and Financial Regulations and Rules, including regarding procurement. In the event that a Recipient UN Organization determines that an allegation in relation to the implementation of activities – including that corrupt, fraudulent, collusive or coercive practices may have taken place - is credible enough to warrant an investigation, it will promptly notify PBSO or the Joint Steering Committee and the Administrative Agent, to the extent that such notification does not jeopardize the conduct of the investigation. The allegation will be dealt with in accordance with the Recipient UN Organization's accountability and oversight framework and by the Recipient UN Organization's unit in charge of investigations. Upon completion of the investigation, the Recipient UN Organization will inform PBSO or the Joint Steering Committee and the Administrative Agent about the results of the investigation.

8. As an exceptional measure, particularly during the start up phase of the PBF, subject to conformity with their financial regulations, rules and directives, Recipient UN Organizations may elect to start implementation of programmatic activities in advance of receipt of initial or subsequent transfers from the PBF Account by using their own resources. Such advance activities will be undertaken in agreement with PBSO or the Joint Steering Committee on the basis of funds it has allocated or approved for implementation by the particular Recipient UN Organization following receipt by the Administrative Agent of an

official commitment form or signature of the Standard Administrative Arrangements by donors contributing to the PBF. Recipient UN Organizations will be solely responsible for decisions to initiate such advance activities or other activities outside the parameters set forth above.

#### **Section IV** **Reporting**

1. Each Recipient UN Organization will provide the Administrative Agent with the following statements and reports prepared in accordance with the accounting and reporting procedures applicable to the Recipient UN Organization concerned, as set forth in the revised TOR and revised UN MOU. The Recipient UN Organizations will endeavour to harmonize their reporting formats to the extent possible:

- (a) Annual narrative progress reports, to be provided no later than three months (31 March) after the end of the calendar year;
- (b) Annual financial statements and reports as of 31 December with respect to the funds disbursed to it from the PBF Account, to be provided no later than four months (30 April) after the end of the calendar year;
- (c) Final narrative reports after the completion of the activities in the approved programmatic document and including the final year of the activities in the approved programmatic document, to be provided no later than four months (30 April) of the year following the financial closing of the programmatic activities. The final report will give a summary of results and achievements compared to the goals and objectives of the Fund; and
- (d) Certified final financial statements and final financial reports after the completion of the activities in the approved programmatic document and including the final year of the activities in the approved programmatic document, to be provided no later than six months (30 June) of the year following the financial closing of the programmatic activities.

2. The Administrative Agent will provide consolidated narrative progress and financial reports, based on the reports referred to in paragraphs 1 (a) to (d) above, and will provide those reports to the Head of PBSO, in accordance with the timetable established in the revised UN MOU Section III paragraph 1 (a) and (b). Following the review and acceptance by the Head of PBSO of the consolidated reports, the Administrative Agent will provide the consolidated reports to each Donor that has contributed to the PBF Account in accordance with the timetable established in the Standard Administrative Arrangement.

3. The Administrative Agent will also provide PBSO, Donors and Recipient UN Organizations with the following statements on its activities as Administrative Agent:

- (a) Certified annual financial statement (“Source and Use of Funds” as defined by UNDG guidelines) to be provided no later than five months (31 May) after the end of the calendar year; and

(b) Certified final financial statement (“Source and Use of Funds”) to be provided no later than seven months (31 July) of the year following the financial closing of the PBF.

4. Consolidated reports and related documents will be posted online on the website of the Administrative Agent (<http://mptf.undp.org>).

## **Section V** **Monitoring and Evaluation**

1. The Head of PBSO will provide overall management of the PBF at the global level, and monitor its operations, in accordance with Section IV paragraph 1 of the revised UN MOU.

2. Monitoring and evaluation of the programmatic activities will be undertaken by the respective Recipient UN Organizations in accordance with the provisions contained in the approved programmatic documents, which are to be consistent with the respective regulations, rules and procedures of the Recipient UN Organizations.

3. In addition, the PBF Advisory Group or Head of the PBSO may request an independent evaluation, assessment or review of PBF operations, including country-level programmes, thematic interventions, in particular interventions with innovative features.

## **Section VI** **Audit**

1. The Administrative Agent and Recipient UN Organizations will be audited in accordance with their own Financial Regulations and Rules and in accordance with the Framework for auditing multi-donor trust funds which has been agreed to by the Internal Audit Services of Recipient UN Organizations and endorsed by the UNDG in September 2007.

## **Section VII** **Joint Communication**

1. Each Recipient UN Organization will take appropriate measures to publicize the PBF and to give due credit to the other Recipient UN Organizations. Information given to the press, to the beneficiaries of the PBF, all related publicity material, official notices, reports and publications, will acknowledge the role of the host Government, the United Nations, the donor, the Recipient UN Organizations, the Administrative Agent and any other relevant entities. In particular, the Administrative Agent will include and ensure due recognition of the role of each Recipient UN Organization, PBSO and the host Government in all external communications relating to the PBF.

2. The Administrative Agent, in consultation with PBSO and Recipient UN Organizations, will ensure that decisions regarding the review and approval of the PBF, as well as periodic reports on the progress of implementation of the PBF, including associated



external evaluations, are posted online, where appropriate, on the website of the Administrative Agent (<http://mptf.undp.org>). Such reports and documents may include PBSO and Joint Steering Committee approved programmes and programmes awaiting approval, fund level annual financial and progress reports and external evaluations, as appropriate.

**Section VIII**  
**Expiration, Modification and Termination of the Agreement**

1. This MOU will expire upon winding up of the PBF, subject to the continuance in force of paragraph 4 below for the purposes therein stated.
2. This MOU may be modified only by written agreement between the Participants, subject to written agreement of the Head of PBSO.
3. Any of the Recipient UN Organizations may withdraw from this Memorandum of Understanding upon giving thirty (30) days' written notice to all other Participants to this MOU subject to the continuance in force of paragraph 4 below for the purposes therein stated.
4. Obligations assumed by the Participants under this MOU will survive the expiration or termination of this MOU or the withdrawal of a Recipient UN Organization to the extent necessary to permit the orderly conclusion of the activities and the completion of final reports, the withdrawal of personnel, funds and property, the settlement of accounts between the Participants hereto and the settlement of contractual liabilities that are required in respect of any subcontractors, consultants or suppliers. Any balance remaining in the individual Recipient UN Organizations' separate ledger accounts will be used for a purpose mutually agreed upon by the donor(s) and PBSO.

**Section IX**  
**Notices**

1. Any action required or permitted to be taken under this Memorandum of Understanding may be taken on behalf of the Administrative Agent by the Executive Coordinator of the MPTF Office, or his or her designated representative and on behalf of a Recipient UN Organization by the official indicated in Annex III below, or his or her designated representative.
2. Any notice or request required or permitted to be given or made in this MOU will be in writing. Such notice or request will be deemed to be duly given or made when it will have been delivered by hand, mail or any other agreed means of communication to the party to which it is required to be given or made, at such party's address specified in Annex III to this MOU or at such other address as the party will have specified in writing to the party giving such notice or making such request.

**Section X**  
**Entry into Effect**

1. This MOU will come into effect upon signature by authorized officials of the Participants and will continue in full force and effect until it is expired or terminated.

**Section XI**  
**Settlement of disputes**

1. The Participants will use their best efforts to promptly settle through direct negotiations any dispute, controversy or claim arising out of or in connection with this MOU or any breach thereof. Any such dispute, controversy or claim which is not settled within sixty (60) days from the date either party has notified the other party of the nature of the dispute, controversy or claim and of the measures which should be taken to rectify it, will be resolved through consultation between the Executive Heads of each of the Recipient UN Organizations and of the Administrative Agent.

**IN WITNESS WHEREOF**, the undersigned, duly authorized representatives of the respective Participants, have signed this MOU in English.

*For the Administrative Agent*

*For the United Nations (UN)*

Signature: (signed)  
Name: Bisrat Aklilu  
Title: Executive Coordinator,  
UNDP MPTF Office

Signature: (signed)  
Name: Jun Yamazaki  
Title: ASG, Office of Programme Planning,  
Budgets and Accounts, and Controller  
Place: New York, NY  
Date: 25 July 2011

Place: New York, NY  
Date: 28 January 2010

*For the International Labour Organization (ILO)*

*For the United Nations Development Programme (UNDP)*

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Place: \_\_\_\_\_  
Date: \_\_\_\_\_

Signature: (signed)  
Name: Jordan Ryan  
Title: Director, BCPR  
Place: New York, NY  
Date: 2 August 2011

*For the United Nations Educational, Scientific & Cultural Organization (UNESCO)*

*For the United Nations Children's Fund (UNICEF)*

Signature: (signed)  
Name: Hans d'Orville  
Title: Assistant Director-General  
Place: UNESCO, BPS – HQ Paris

Signature: (signed)  
Name: Hilde Frafjord Johnson  
Title: Deputy Executive Director  
Place: New York, NY

Date: 17 Jan 2011

*For the United Nations Population Fund (UNFPA)*

Signature: (signed)  
Name: Mari Simonen  
Title: Deputy Executive Director  
Place: New York  
Date: 27 May 2011

*For the United Nations Development Fund for Women (UN-WOMEN)*

Signature: (signed)  
Name: Yassin Fall  
Title: OIC Policy and programme\_\_  
Place: New York\_\_  
Date: 22 August 2012\_\_

*For the World Food Programme (WFP)*

Signature: (signed)  
Name: Terri Toyota  
Title: Director, ERD  
Place: Rome, ITALY  
Date: 20 May 2011

*For the United Nations Capital Development Fund (UNCDF)*

Signature: (signed)  
Name: David Morrison  
Title: Executive Secretary  
Place: New York  
Date: 4 January 2011

*For the United Nations Human Settlements Programme (UN-HABITAT)*

Signature: (signed)  
Name: Mr. Antoine King  
Title: Director, PSD  
Place: Nairobi, Kenya  
Date: 24 January 2011

*For United Nations Relief and Works*

Date: 16 May 2011

*For the United Nations Office for Project Services (UNOPS)*

Signature: (signed)  
Name: Bruce McCarron  
Title: Regional Director  
Place: New York, NY  
Date: 27 July 2012

*For the United Nations High Commissioner for Refugees (UNHCR)*

Signature: (signed)  
Name: Kumiko Matsuura-Mueller  
Title: Controller and Director, DFAM  
Place: Geneva  
Date: 9 October 2012

*For the United Nations Industrial Development Organization (UNIDO)*

Signature: (signed)  
Name: Kandeh K Yumkella  
Title: Director-General  
Place: Vienna  
Date: 8 March 2011

*For the United Nations Office on Drugs and Crime (UNODC)*

Signature: (signed)  
Name: Sandeep Chawla  
Title: Director, DPA  
Place: Vienna, Austria  
Date: 30 December 2010

*For the Office of the High Commissioner for Human Rights (OHCHR)*

Signature: (signed)  
Name: Kyle Ward  
Title: Chief, PSMS  
Place: Geneva, Switzerland  
Date: 10 January 2011

*Agency for Palestinian Refugees  
in the Near East (UNRWA)*

Signature: (signed)  
Name: Filippo Grandi  
Title: Commissioner General  
Place: Jerusalem  
Date: 10 January 2011

*For the World Health Organization (WHO)*

Signature: (signed)  
Name: Anne Marie Worning  
Title: Executive Director  
Place: Geneva  
Date: 21 February 2011

*For United Nations Environment  
Programme (UNEP)*

Signature: (signed)  
Name: Achim Steiner  
Title: Executive Director  
Place: Nairobi, Kenya  
Date: 18 March 2011

*For For the Food and Agriculture Organization  
of the United Nations (FAO)*

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Place: \_\_\_\_\_  
Date: \_\_\_\_\_

*For United Nations Volunteers (UNV)*

Signature: (signed)  
Name: Flavia Pansieri  
Title: Executive Coordinator  
Place: Bonn, Germany  
Date: 13 January 2012

*For [name of Recipient UN Organization]*

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Place: \_\_\_\_\_  
Date: \_\_\_\_\_

- ANNEX I: Revised PBF Terms of Reference
- ANNEX II: Revised Memorandum of Understanding between UN (PBSO) and UNDP (MPTF Office)
- ANNEX III: Notices

**ANNEX III:**  
**NOTICES**

*For the Administrative Agent:*

Name: Bisrat Aklilu  
Title: Executive Coordinator, MPTF Office  
Address: 730 Third Avenue, 20<sup>th</sup> Floor,  
New York, NY 10017, USA  
Telephone: +1 212 906 6880  
Facsimile: +1 212 906 6990  
Electronic mail: [bisrat.aklilu@undp.org](mailto:bisrat.aklilu@undp.org)

*For the United Nations (UN)*

Name: Jun Yamazaki  
Title: ASG, Office of Programme  
Planning, Budgets and Accounts, and  
Controller  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
Electronic mail: \_\_\_\_\_

*For the International Labour  
Organization (ILO)*

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
Electronic mail: \_\_\_\_\_

*For the United Nations Development  
Programme (UNDP)*

Name: Jordan Ryan  
Title: Director, BCPR  
Address: 1 UN Plaza, NY, NY 10017  
Telephone: 212 906 6096  
Facsimile: 212 906 5379  
Electronic mail: [jordan.ryan@undp.org](mailto:jordan.ryan@undp.org)

*For the United Nations Educational,  
Scientific & Cultural Organization  
(UNESCO)*

Name: Shantha Retnasingam  
Title: Chief of Section – BSP/CFS/MLT  
Address: 7, Place de Fontenoy Paris VII  
Telephone: 33 1 45 68 22 79  
Facsimile: 33 1 45 68 55 07  
Electronic mail:  
[s.retnasingam@unesco.org](mailto:s.retnasingam@unesco.org)

*For the World Food Programme (WFP)*

Name: Terri Toyota  
Title: Director, ERD  
Address: Via Cesare Giulio Viola 68/70  
Telephone: 39 06 6513 2501  
Facsimile: 39 06 6513 2071  
Electronic mail: [terri.toyota@wfp.org](mailto:terri.toyota@wfp.org)

*For the United Nations Industrial  
Development Organization (UNIDO)*

Name: Adrie de Groot  
Title: Director, Resource Mobilization  
and Quality Assurance  
Address: Wagramerstrasse 5, A 1400,  
Vienna  
Telephone: +431 260265356  
Facsimile: +431 260266813  
Electronic mail: [a.degroot@unido.org](mailto:a.degroot@unido.org)

*For the United Nations Capital  
Development Fund (UNCDF)*

Name: David Morrison  
Title: Executive Secretary  
Address: Two UN Plaza 26<sup>th</sup> Floor  
Telephone: +1 212 906 5441  
Facsimile: +1 212 906 6929  
Electronic  
mail: [david.morrison@uncdf.org](mailto:david.morrison@uncdf.org)

*For United Nations Office on Drugs and Crime (UNODC)*

Name: Sandeep Chawla  
Title: Director, Division of Policy Analysis and Public Affairs  
Address: PO Box 500, 1400 Vienna, Austria  
Telephone: 43 1 26060 4654  
Facsimile: 43 1 26060 74196  
Electronic mail: [sandeep.chawla@unodc.org](mailto:sandeep.chawla@unodc.org)

*For the United Nations Human Settlements Programme (UN-Habitat)*

Name: Mr. Antoine King  
Title: Director, Programme Support Div.  
Address: P.O. Box 30030 – 00100 Nairobi  
Telephone: +254 20 762 4084  
Facsimile: +254 20 7624262  
Electronic mail: [Antoine.king@unhabitat.org](mailto:Antoine.king@unhabitat.org)

*For United Nations Children's Fund (UNICEF)*

Name: Afshan Khan  
Title: Director, PARMO  
Address: 3 UN Plaza, NY, NY  
Telephone: 212-326-7160  
Facsimile: 212-326-7165  
Electronic mail: [akhan@unicef.org](mailto:akhan@unicef.org)

*For the United Nations Population Fund (UNFPA)*

Name: Heimo Laakkonen  
Title: Chief, Resource Mobilization Branch  
Address: 605 Third Avenue, New York, New York 10158  
Telephone: +1 (212) 297 5132  
Facsimile: +1 (212) 297 4918  
Electronic mail: \_\_\_\_\_

*For United Nations Office for Project Services (UNOPS)*

Name: Bruce McCarron  
Title: Regional Director  
Address: 405 Lexington Ave, 5<sup>th</sup> Floor NY, NY  
Telephone: 212 457 1860  
Facsimile: 212 457 4044  
Electronic mail: [brucemc@unops.org](mailto:brucemc@unops.org)

*For the United Nations Development Fund for Women (UN-WOMEN)*

Name: Yassine Fall  
Title: OIC Policy and Programme  
Address: 220 E42nd Street, NY, NY  
Telephone: 646 781 4437  
Facsimile: \_\_\_\_\_  
Electronic mail: \_\_\_\_\_

*For the United Nations High Commissioner for Refugees (UNHCR)*

Name: Kumiko Matsuura-Mueller  
Title: Controller and Director, DFAM  
Address: Geneva  
Telephone: +41 22 739 8322  
Facsimile: +41 22 739 7397  
Electronic mail: [matsuura@unhcr.org](mailto:matsuura@unhcr.org)

*For Office of the High Commissioner for Human Rights (OHCHR)*

Name: Mr. Kyle Ward  
Title: Chief of Programme Support and Management Services  
Address: Address: Palais Wilson, United Nations Office at Geneva, CH-1211 Geneva 10  
Telephone: +41 22 928 9116  
Facsimile: +41 22 928 9016  
Electronic mail: [kward@ohchr.org](mailto:kward@ohchr.org)

*For United Nations Relief and Works Agency for Palestinian Refugees in the Near East (UNRWA)*

Name: Graham McNeill  
Title: Deputy Director of External Relations  
Address: UNRWA PO Box 19149  
Jerusalem 97200  
Telephone: +972.2.589.0766  
Facsimile: +972.2.589.0427  
Electronic mail: [g.mcneill@unrwa.org](mailto:g.mcneill@unrwa.org)

*For United Nations Environment Programme (UNEP)*

Name: Achim Steiner  
Title: Executive Director  
Address: P.O. Box 30552  
Nairobi - Kenya  
Telephone: (254 20) 762 3386  
Facsimile: (254 20) 762 4275  
Electronic mail: \_\_\_\_\_

*For United Nations Volunteers (UNV)*

Name: Naheed Haque  
Title: Deputy Executive Coordinator  
Address: UNV Headquarters  
Hermann-Ehlers-Strasse #10  
53113 Bonn, Germany  
Telephone: +492288153507  
Facsimile: +492288152001  
Electronic mail:  
[naheed.haque@unvolunteers.org](mailto:naheed.haque@unvolunteers.org)

*For [Recipient UN Organization]*

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
Electronic mail: \_\_\_\_\_

*For the World Health Organization (WHO)*

Name: Anne Marie Worning  
Title: Executive Director  
Address: 20 Avenue Appia, Geneva  
Telephone: 791 23 11  
Facsimile: 022 791 48 46  
Electronic mail: [worninga@who.int](mailto:worninga@who.int)

*For the Food and Agriculture Organization of the United Nations (FAO)*

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
Electronic mail: \_\_\_\_\_

*For [Recipient UN Organization]*

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
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*For [Recipient UN Organization]*

Name: \_\_\_\_\_  
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Electronic mail: \_\_\_\_\_