

To: Mr. Eugene Owusu  
UN Resident Coordinator  
Ethiopia

Date: 02 July 2012

From: Ms. Sara Ferrer Olivella  
Officer-in-Charge  
MDG-F Secretariat

Subject: No-cost extension request: MDGF-1791 – *"Harnessing Diversity for Sustainable Development and Social Change"*  
Culture and Development - Thematic Window

## **I. Approval Status**

We are pleased to inform you that, as per your request, the MDG-F Secretariat has granted the Joint Programme *"Harnessing Diversity for Sustainable Development and Social Change"* a no cost extension of five (5) months and twenty-nine (29) days. Thus, the new end date of the Joint Programme is 31 December 2012. Please note that this is a one-time only extension intended to allow the Joint Programme to complete its activities and achieve its expected results. At this end date, the programme should be operationally closed, so that no new financial commitments are made, only outstanding payments. Any unspent funds within the agreed timeframe (31 December 2012) will have to be reimbursed to the MDG-F.

## **II. Recommendations**

We appreciate the efforts of the team in the preparation of the necessary documentation to support this request for no-cost extension. We remain concerned about the discrepancies between the reported balances of non-unutilized funds already transferred to the regions and those funds managed directly by the UN agencies, and the fact that the proposed revised work plan only includes the latter. As the programme enters the last six months of programme implementation with the approval of this no-cost extension, we recommend the following:

- (i) To revise the work plan from 3 July to 31<sup>st</sup> December 2012 in order to capture both sources of funding: a) unutilized funds already transferred to the regions in the amount of \$636,526, and b) remaining funds managed by UN agencies in the amount of \$274,803. Currently, the revised work plan is budgeted at \$207,548 and only captures the proposed activities to be undertaken from remaining funds managed by UN agencies. It is unclear to the MDG-F Secretariat how the remainder of funding will be used. The revised work plan needs to be sent to the Secretariat no later than August 2, 2012.
- (ii) A final evaluation of the joint programme needs to be budgeted and included in the revised work plan to capture the achievements made over the last 13 months since the last mid-term evaluation. We recommend this evaluation is led by the UN Resident Coordinator office and charged to the joint programme's budget, as per original programme document.

- (iii) With the recruitment of an international coordinator/facilitator, we strongly encourage him/her along with the team to coordinate the implementation of the last phase of activities, better articulate the interventions with the view to extract achievements, consolidate results, strengthen the sustainability of programme interventions and reinforce the advocacy and communication content of the joint programme.
- (iv) We would like to take this opportunity to remind you of the importance to plan adequately the programme closure. The MDG-F's policy on closing joint programmes is available in our website at <http://www.mdgfund.org/sites/default/files/Closing%20of%20MDG-F%20Joint%20Programmes.pdf>, in addition to the information sent by the MPTF office. The evaluation process is expected to take place prior to the official end date of the joint programme and needs to be part of the work plan. **Any unspent funds after the official end date of the programme will need to be reimbursed to the MPTF office by participating UN agencies.** The final narrative report for the joint programme is expected to be sent to the MDG-F Secretariat no later than a month after the official end date of the programme. The financial closure follows each UN agency rules and regulations.

### III. Monitoring and Reporting

Quarterly color-coded annual work plans, and biannual monitoring reports should continue to be prepared and submitted to the MDG-F Secretariat. Please be reminded that each Joint Programme is responsible for conducting its final evaluation prior to the closure of the programme and sharing the final report with the MDG-F Secretariat.

We would highly appreciate it if you could forward this memo to all participating UN agencies to the joint programme, and each participating UN agency should forward the memo to their corresponding HQs. Further information on the closure of programmes is available on the revised "MDG-F Joint Implementation Guidelines" uploaded on the MDG-F website ([www.mdgfund.org](http://www.mdgfund.org)).

With best wishes.

cc.:

Mr. Bisrat Aklilu, Executive Coordinator, Multi-Partner Trust Fund Office  
Mr. Tegegnework Gettu, Assistant Administrator and Director Bureau for Africa, UNDP, New York  
Ms. Sigrid Kaag, Assistant Secretary-General and Assistant Administrator of the Bureau of External Relations and Advocacy, UNDP New York  
MDG-F Secretariat