

To: Ms. Bintou Djibo
UN Resident Coordinator
Senegal

Date: 05 July 2012

From: Ms. Sophie de Caen
Director
MDG-F Secretariat

Subject: No-cost extension request: MDGF-1729 – *“Expanding access to environmental finance - Reversing the decline in forest ecosystem services”*
Environment and Climate Change - Thematic Window

I. Approval Status

We take note of the oversight of your office in ensuring the timely approval of the no-cost extension and we are pleased to inform you that, as per your request, the MDG-F Secretariat has granted the Joint Programme *“Expanding access to environmental finance - Reversing the decline in forest ecosystem services”* a no cost extension of six (6) months and ten (10) days. Thus, the new end date of the Joint Programme is 30 September 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 (30 September 2012) will have to be reimbursed to the MDG-F.

II. Recommendations

We thank you for the submission of all the required supporting documents to process this request for no-cost extension, and we look forward to receiving the sustainability strategy of the joint programme as per MDG-F policy no later than July 31, 2012.

We would like to take this opportunity to remind the joint programme of a few upcoming milestones that require adequate planning and preparation:

- Final Evaluation: We understand that the joint programme team is currently preparing the final evaluation, although it is not clearly indicated in the work plan. Grateful if you could confirm this is the case and when the final evaluation report is expected.
- Plan for operational closure: As per MDG-F’s policy, we recommend to each joint programme to plan for an adequate operational closure. This planning should be captured in 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. For further information on MDG-F closing joint programmes, grateful if you could review our website at <http://www.mdgfund.org/sites/default/files/Closing%20of%20MDG-F%20Joint%20Programmes.pdf>.

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- Final Report of the joint programme: 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, hence, it is due 31 October 2012. Subsequently, 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).

With best wishes.

cc.:

Mr. Bisrat Aklilu, Executive Coordinator, Multi-Partner Trust Fund Office

Mr. Tegegnetwork 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