



United Nations Multi-Partner Trust Fund Office



21 February 2022

To: *UN Resident Coordinators and Participating Organizations*
cc: *MDTF/JP Fund Managers/Secretariats*

Subject: 2021 Annual Reporting for MPTFs and Joint Programmes

Dear Colleagues,

I am writing to you regarding the 2021 annual reporting cycle for the various Multi-Donor Trust Funds (MDTFs) and Joint Programmes (JPs) administered by the UN Multi-Partner Trust Fund Office (MPTF Office) as listed on the [MPTF Office GATEWAY](#).

In accordance with the Memorandum of Understanding (MOU), each Participating Organization is required to provide annual or final narrative reporting, and financial reporting for the MPTF programmes/JPs for which their organization has received funding. These reports are used to prepare the Fund-level consolidated narrative and financial reports that will be submitted to relevant Steering Committees, contributing partners and other stakeholders.

Mandatory Reporting Timeline

In accordance with the signed MOUs, the reporting deadlines are:

- Submission of Participating Organizations' narrative reports by **31 March 2022**
- Submission of Participating Organizations' financial reports by **30 April 2022**
 - to be done at headquarters level
 - a separate letter with further financial guidance will be sent to your organization's comptroller
- Submission of MPTF Office fund-level consolidated narrative and financial reports by **31 May 2022**

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The full annual reporting package is available on the Gateway Document Center page <http://mptf.undp.org/document/reporting>.

Annual and Final Narrative Reports

In order to ensure timely completion of the annual and final narrative reporting for all MDTFs/JPs that are currently operational, the relevant Fund Manager/Secretariat or the MPTF Portfolio Manager will be in contact with the appropriate focal points in the Participating Organizations to provide details on the narrative reporting arrangements.

Optional - Featuring results in the MPTF Office Partners Gateway

I would like to inform you that as we get ready to release the MPTFO new Partners Gateway (you can visit the site in its beta version [here](#)), we would also be very pleased to showcase some of the 2021 results in real time. If you would like the MPTFO to feature some 2021 results, impact stories or other communications materials, please fill [the following survey](#). Please note that this is an additional service provided by the MPTFO and does not form part of the legal reporting obligations contained in the MoU and SAA.

I thank you for your usual kind cooperation in meeting the abovementioned reporting timelines.

Sincerely,

DocuSigned by:

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Jennifer Topping
Executive Coordinator

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