

To: Ms. Pratibha Mehta
UN Resident Coordinator
Vietnam

Date: 27 August 2012

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

Subject: No-cost extension request: MDGF-2065 – *“Green Production and Trade to Increase Income and Employment Opportunities for the Rural Poor”*

I. Approval Status

We are pleased to inform you that, as per your request, the MDG-F Secretariat has granted the Joint Programme *“Green Production and Trade to Increase Income and Employment Opportunities for the Rural Poor”* a no cost extension of four (4) months and twenty five (25) days, thus the new end date of the programme is 30 June 2013. 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 June 2013) will have to be reimbursed to the MDG-F.

II. Recommendations

The joint programme has been granted supplementary funding. This no cost extension is intended to allow the programme to implement the additional activities proposed, fully assess and consolidate results of the joint programme, and conduct a final evaluation.

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.:

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MDG-F Secretariat

