



KINGDOM OF BELGIUM

Minister of Development Cooperation
and Major Cities Policy

D2.1 – UN Development System

Your contact person:
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UNEP Corporate Services Division
NAIROBI
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our reference

D2.1/JV/DEV 05.06.01/2023/4414

to be quoted in all correspondence

date

Re: Belgium JPO-programme – financing of JPO's in 2023

Dear Ms. Sonja,

I have the pleasure to inform you that the Government of Belgium through its Federal Public Service of Foreign Affairs, Foreign Trade and Development Cooperation – Directorate-General for Development Cooperation (DGD) has decided in the context of its Junior Professional Officer (JPO)-programme to make available an initial contribution of **551.661 USD** to finance one JPO-position assigned to the United Nations Environment Programme (UNEP).

This contribution is to be used under the Terms and Conditions as stated in this Letter.

TERMS AND CONDITIONS OF THE CONTRIBUTION

1. Within the framework of the MoU

This contribution is provided under the Agreement concerning the Belgian Junior Professional Officer (JPO) programme, signed between the United Nations Environment Programme (UNEP) and the Government of Belgium "Agreement between the Government of Belgium and the United Nations Environment Programme on the Provision of Junior Professional Officers" signed on 2 October 2015 (hereinafter the "Agreement"). All clauses of this Agreement apply to the present Contribution.

2. Payment

Payment will be made in annual installments, based on the cost estimate covering the entire anticipated amount of the appointment.

The disbursement of the first installment necessary for covering the costs of the first year of the appointment as per the applicable cost estimate will be made after your acknowledgment of receipt of this Letter. Your letter of acknowledgment should include for the JPO:

- Entire cost estimate and indication of the amount needed for year 1 of the appointment.
 - Payment reference.
 - Complete bank account information.
- a. In case the JPO appointment is renewed, subsequent disbursements, will be made upon receipt of an annual payment request which includes:
- Cost-estimate indicating the amount necessary for covering respectively year 2 or 3 of the appointment.
 - Request for renewal of the JPO, based on performance evaluation.
 - Payment reference and bank account information

3. Administration of the contribution

This JPO shall serve for an initial period of one year renewable each year for up to maximum three years depending on the performance of the JPO and by mutual agreement between UNEP and Government of Belgium.

The contribution covers the cost of a JPO-assignment of maximum 36 months. The contribution also covers the costs of selection, administration, and separation related to the assignment of JPO under the Agreement.

The Government will deposit the amount on a yearly basis into an account assigned by the UNEP. No appointment will be made unless the Government of Belgium has deposited the amount required to cover the first annual costs.

When the JPO enters the 2nd or 3rd year of assignment, revised cost estimates must be communicated by UNEP to the Government of Belgium.



The contribution shall be administered by the UNEP in accordance with its financial regulations applicable to the JPO Programme regulations, rules and procedures.

4. Justification and reporting

Each year, the UNEP will submit an annual monitoring report and a certified annual financial report on the previous calendar year to the Government.

When the amount deposited annually by the Government exceeds the total expenditure by UNEP during the given year, the balance may be carried over to the following year. This balance, taking into account any interests or deficits, could be settled with the transfer for the following year.

5. Correspondence

The offices responsible for all matters related to this letter are:

For the United Nations Environment Programme (UNEP) Director United Nations Environment Programme United Nations Avenue, Gigiri P.O. Box 30552- 00100 Nairobi Kenya	For DGD Director-General Development Cooperation and Humanitarian Aid Directorate-general for Development Cooperation and Humanitarian Aid (DGD) Rue des Petits Carmes 15 1000 BRUSSELS, BELGIUM
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I would be grateful if you could acknowledge receipt of this letter.

Yours sincerely,

Caroline Gennez

