



**KINGDOM OF BELGIUM**

**Minister of Development Cooperation  
and Major Cities Policy**

**Ms. Lykke Andersen**  
Chief, Talent Acquisition and People Programmes  
Office of Human Resources,  
Bureau for Management Services  
United Nations Development Programme  
Marmorvej 51, 2100 Copenhagen O  
**DENMARK**

**our reference**

D2.1/JV/DEV.05/06.04.2023/4414/6

to be quoted in all correspondence

**date**

**20 SEP. 2023**

**Subject: Belgium JPO programme - financing of JPOs in 2022**

Dear Ms. Andersen,

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 JPO-Programme to make available an initial contribution of 498.967 USD to finance 1 JPO position assigned to United Nations Development Programme (UNDP) administered by the United Nations Development Programme.

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 JPO Programme, signed between the United Nations Development Programme and the Government of Belgium "Agreement for the provision of Junior Professional Officers (JPOs) between the Government of the Kingdom of Belgium and the United Nations Development Programme signed in May 2022" (hereinafter the "Agreement"). All clauses of this Agreement apply to the present Contribution. The Agreement will prevail in case of inconsistency between the content of the Agreement and the below Terms and Conditions of the Contribution.

### **2. Payment**

In reference to Article 7 of the Agreement on "Financial Matters and Audit", 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 UNDP's acknowledgment of receipt of this letter whereby UNDP's letter should include for the JPO:

- Entire cost estimate + indication of the amount needed for year 1 of the appointment
- Payment reference
- Complete bank account information

Subsequent disbursements, in case the JPO appointment is renewed, 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

Payment will be based on the preliminary cost estimate that cannot be considered final as certain costs may vary over time. UNDP shall share revised cost estimate upon concluding the hiring process and when year 2 or 3 extensions fall due for consideration.

Should the payment fall short of the actual expenditure by UNDP in respect of the JPO's assignment, additional payment will be transferred to cover the deficit. Should the payment be greater than the actual expenditure by UNDP in respect of the JPO's assignment, UNDP shall carry over into the following year any residual funds not used and apply the funds to the following year's requirements.

### 3. Administration of the contribution

In reference to Article 3.3 of the Agreement on Appointment of JPOs, 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 UNDP and Belgium.

The contribution covers the cost of a JPO-assignment of maximum 36 months.

The contribution shall be administered by the United Nations Development Programme in accordance with its financial regulations applicable to the JPO Programme.

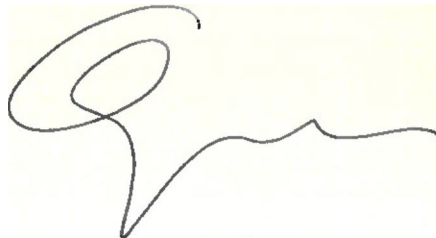
### 4. Correspondence

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

For the UNITED NATIONS DEVELOPMENT <b>PROGRAMME</b> Chief, Talent Acquisition and People Programmes Office of the Human Resources, Bureau for Management Services Marmorvej 51, 2100 Copenhagen (2) <b>DENMARK</b>	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

