RELATIONSHIP BETWEEN THE
UNITED NATIONS DEVELOPMENT FUND FOR WOMEN
AND THE
UNITED NATIONS DEVELOPMENT PROGRAMME

The attached information (available in English only) is being provided to Members of the Board for their consideration of item 8 of the provisional agenda.
27 January 1988

Dear Colleague,

Re: UNDP/UNIFEM Guidelines

You may be aware of, or have been consulted on, the work recently undertaken at headquarters with regard to the elaboration of guidelines on the operational relationship between UNIFEM and UNDP. This work was completed in November 1987 and I attach for your guidance a copy of the Final Guidelines signed by the Administrator and the Fund Director. I shall be glad if you and your colleagues would note and observe the various provisions of these guidelines, as they inter alia relate to programming, administration and finance. I wish to emphasize the need for your office to play an active role with regard to UNIFEM projects. You will find on page 2 of the guidelines some of the specific responsibilities entrusted to Field Offices. In this respect, given the views expressed last year by the Norwegian Evaluation Team to the effect that very little monitoring and supervision was provided by UNDP Field Offices for UNIFEM projects, I would appreciate your making every possible effort, not only to comply with the guidelines, but also to associate yourself and your office more closely with UNIFEM projects.

The legal background to the elaboration of these operational guidelines is General Assembly resolution 39/125 and I attach a copy of this resolution for your information.

Yours sincerely,

G. Arthur Brown
I. INTRODUCTION

1. By its Resolution 39/125 of 14 December 1984, the General Assembly decided that the activities of the Voluntary Fund for the United Nations Decade for Women should be continued through establishment of a separate and identifiable entity in autonomous association with UNDP, which would play an innovative and catalytic role in relation to the UN overall system of development co-operation. The Fund was subsequently named the United Nations Development Fund for Women, with the acronym UNIFEM.

2. The Administrator of UNDP is accountable for all aspects of the management and operations of the Fund. The Consultative Committee advises the Administrator on all policy matters relating to the activities of the Fund.

3. Under Resolution 39/125, the Administrator shall delegate the management and administration of the Fund including the responsibility of mobilization of resources to the Director. The relationship between UNIFEM and UNDP are set out in the Annex of General Assembly Resolution 39/125.

4. As an effort to facilitate the relationship decided upon by the General Assembly, this document complements but is not a substitute for Resolution 39/125.

II. INTERACTION BETWEEN THE ADMINISTRATOR AND THE FUND DIRECTOR

5. The Director is authorized to approve individual projects not exceeding the amount that will be decided periodically by the Consultative Committee regarding discretionary funding. The Director shall forward to the Administrator, following the conclusion of each meeting of the Consultative Committee, a list of all projects approved since the previous meeting of the Committee. Such list shall include a one paragraph summary of each project and the amount. Issues or questions arising from such lists can be addressed in consultation between the Administrator and the Consultative Committee on UNIFEM at its regular sessions or through the Chairperson of the Consultative Committee.

6. Regular consultations shall be maintained between the Administrator and the Director through, inter alia, the monthly consultations between the Associate Administrator and the Director. The Administrator shall designate an appropriate
officer to attend sessions of the Consultative Committee on UNIFEM, when unable to attend. When matters within the scope of UNIFEM's competence, are under consideration, the Administrator shall consider including UNIFEM in an appropriate manner on relevant UNDP delegations and committees.

III. PRINCIPLES GOVERNING UNIFEM/UNDP COLLABORATION IN PROGRAMMING AND IMPLEMENTATION OF TECHNICAL ASSISTANCE AT THE COUNTRY, REGIONAL AND INTERREGIONAL LEVEL

A. AT THE FIELD LEVEL

7. The UNDP Resident Representative shall represent the interests of UNIFEM at the field level, and in the discharge of these functions shall be accountable to the UNIFEM Director and therefore to the Administrator.

8. UNIFEM consultants and project personnel assigned to country offices shall be responsible to the Fund Director through the Resident Representative. The Resident Representative shall, as appropriate, also seek their substantive inputs to country programming, NATCAPs, round tables and other operations.

9. The Resident Representative shall assign wherever possible a staff member to perform liaison duties with UNIFEM and with its actual/potential executing agencies as part of that staff member's regular UNDP functions and responsibilities.

10. The Resident Representative will assist in project identification and design, and will carry out activities in respect of the identification, appraisal, implementation, monitoring, evaluation and reporting of UNIFEM projects in the same manner as is done for projects financed by UNDP. The only differences will be:

(i) The Resident Representative will have no authority to approve UNIFEM projects;

(ii) in the case of a submission by a non-governmental organization, the Resident Representative will establish that the project is in line with national development priorities and that the government has no objection to the project;

(iii) the Resident Representative will communicate on UNIFEM matters directly to UNIFEM headquarters, with a copy to the relevant UNDP Regional Bureau as appropriate.

11. In accordance with the above, UNIFEM-assisted projects will be subject to the same financial and substantive reporting requirements as UNDP-assisted projects subject to such variations as may be required by UNIFEM and will be included in
the Resident Representative's Country Programme Management Plan. Details governing the programme policies and procedures of UNIFEM will be issued, after clearance by the UNIFEM Director and the Administrator, to all UNDP headquarters and field staff.

B. AT THE HEADQUARTERS LEVEL

12. UNIFEM will continue to make direct requests that eligible proposals be appraised, inter alia, by the regional bureaux (with special emphasis on potential relationships with other ongoing or planned programmes or projects and on country priorities), BPPE, DOI and other appropriate units of UNDP in accordance with UNIFEM guidelines, with copies of such requests to the UNDP Division for Women in Development. Likewise the concerned specialized agencies, the UN regional commissions and other appropriate organizations may also be invited to discuss and advise UNIFEM on the proposals.

13. UNIFEM's project advisory committee (PAC) is responsible for advising the Director on project proposals over a designated amount. Taking account of UNIFEM's uniqueness and particular needs, the UNIFEM/PAC may include representatives of the regional bureau or bureaux concerned, the Division for Women in Development, TAD, DOF, Legal Services, other funds and agencies; and/or other appropriate offices.

14. UNIFEM will provide copies of its reports of any evaluations of its projects to the Central Evaluation Office for review and synthesis of results or experience. UNIFEM will have access to the data and analysis contained in UNDP's institutional memory and likewise make its evaluation experiences available to UNDP.

15. The planning, management and conduct of evaluations at the thematic or programme level by UNDP or UNIFEM shall be undertaken in consultation with the Central Evaluation Office on matters of mutual concern.

16. UNIFEM will consult regularly with the regional bureaux at various levels on programming and project development, including country programmes, round tables and NATCAPs, as well as on field visits and ongoing and pipeline projects.

17. UNDP's Division for Women in Development (WID) is established to promote, assist and monitor a process whereby women are ensured a substantially larger role throughout UNDP programmes and projects, and within UNDP as an organization, focussing its attention on UNDPs mainstream activities.
18. Whereas UNIFEM, in its operational activities, shall play an innovative and catalytic role in relation to the UN overall system of Development co-operation, the Division for Women in Development is UNDP's focal point for WID. Both UNIFEM and WID maintain close liaison with all units of the UN system as well as bilateral programmes dealing with women affairs.

19. The Division and UNIFEM maintain close, regular liaison and an effective working relationship in order to maximize the complementarity of the Fund's operational activities and UNDPs programmes and projects, which will also be reflected in reporting to their respective intergovernmental bodies.

20. UNIFEM makes available to the Division for WID relevant information on its operational activities in order to supplement the knowledge base for the reorientation of UNDPs programmes and projects and for UNDPs WID-related training programmes.

IV. ADMINISTRATIVE, FINANCIAL AND OTHER MANAGEMENT SERVICES

21. UNIFEM shall make use of the UNDP central services in accordance with A/RES/39/125, undertaking direct consultations as appropriate with the relevant officials. UNIFEM shall reimburse UNDP for the cost of these services through annual payment of a mutually agreed subvention. Such services include DOI, DMIS, DAMS, etc. in addition to those listed below.

i) Biennial Budget

22. UNIFEM's biennial budget for programme and administrative support costs will be presented as a separate element within UNDP's consolidated budget estimates. It will have a separate appropriation line within the consolidated appropriation decision of the UNDP Governing Council. Constituting an integral part of UNDP's consolidated budget, it is recognized that UNIFEM's budget, both in formulation and implementation, will be subject to various policies and procedures that are common to the organisation as a whole.

23. Procedurally, and in accordance with Resolution 39/125, the biennial budget for the administrative costs of the Fund shall be reviewed initially by the Consultative Committee and recommendations made on the policy parameters for the UNIFEM budget in the year preceding the submission of the estimates. These recommendations must be transmitted by the UNIFEM Director to the Administrator not later than 1 December for preparation of UNDP's proposed estimates for UNIFEM. The Administrator's draft proposal will be reviewed further by the Consultative Committee in January/February so that the latter's comments can be conveyed to the Administrator by the end of February and taken into account when finalising UNDP's overall budget in March.
24. UNDP's Budget Section and the UNIFEM secretariat will work closely together throughout the process of formulating the budget estimates, as well as during the review of the estimates by the Advisory Committee on Administrative and Budgetary Questions and the Budgetary and Finance Committee of the UNDP Governing Council.

ii) Financial Management

25. Subject to the provisions of the Annex of General Assembly Resolution 39/125, paragraph 8, the Financial Regulations and Rules of UNDP shall be applied to the operations of the Fund. While UNIFEM will strengthen and maintain its financial management systems in order to monitor individual projects and other activities, it is the responsibility of UNDP at the headquarters and the field office levels to approve expenditures after having received proper certification by the substantive officer responsible for the UNIFEM project. Disbursement and receipt of UNIFEM monies, administration of biennial budget appropriations, procurement, control over supplies, equipment and other property and internal audit is also to be provided by UNDP.

iii) Internal Audit

26. In accordance with General Assembly resolution 39/125, Annex, para. 19, UNIFEM shall be subject to the internal and external auditing procedures provided for under the financial regulations, rules and directives of the UNDP. Thus UNDP Financial Rule 114.38, which provides for internal audit reviews to be carried out by the Division for Audit and Management Review (DAMR) and for its comments and recommendations to be provided to the Administrator, applies also to UNIFEM.

iv) Personnel Matters

27. Subject to paragraph 6 of resolution 39/125, all UNIFEM personnel matters (e.g. recruitment, reassignment, post classification, training, evaluation, promotion/reclassification and administration) shall be governed by the Staff Regulations and the 100 and 200 Series of Staff Rules and pertaining policies and guidelines, as applied to all UNDP staff, experts and consultants. Consultations between the Division of Personnel and the Fund Director shall be undertaken as appropriate on matters concerning UNIFEM personnel.

1/ The substantive officer responsible for the UNIFEM project is
the Deputy Director for Programmes of UNIFEM, or the UNIFEM
Officer of UNIFEM will also be involved in
v) Fund Raising

28. In accordance with paragraph 4 of the Annex to resolution 39/125, the Administrator shall assist with the mobilization of financial resources for the Fund. In this connection, UNIFEM fund raising efforts shall be co-ordinated with the UNDP Resource Mobilization Unit. To this end, use can be made of the Projects Annotated Listing (PAL) modality for seeking extra-budgetary resources. UNIFEM will be given direct access to the services of RMU in this regard.

V. REVISION

29. These guidelines shall be subject to periodic review and revision.

For the United Nations Development Programme:

William H. Draper III
Administrator

Date: 3 November 1987

For the United Nations Development Fund for Women:

Margaret C. Snyder
Fund Director

Date: 4 November 1987
RESOLUTION ADOPTED BY THE GENERAL ASSEMBLY

[on the report of the Third Committee (A/39/702)]

39/125. Future arrangements for the management of the Voluntary Fund for the United Nations Decade for Women

The General Assembly,

Recalling its resolution 31/133 of 16 December 1976, containing the criteria and arrangements for the management of the Voluntary Fund for the United Nations Decade for Women,

Recalling also its resolution 36/129 of 14 December 1981, in which it decided that the Fund should continue its activities beyond the United Nations Decade for Women: Equality, Development and Peace,

Stressing the urgency of determining at its current session the most effective arrangements for continuing the activities of the Fund beyond the Decade in view of the need for ensuring the long-term stability of the Fund,

Recalling further its resolution 38/106 of 16 December 1983, in which, inter alia, it decided that, when considering the reports of the Secretary-General on the future of the Fund, all possible options would be reviewed in depth,

Reaffirming that the Fund has a unique contribution to make to the achievement of the goals of the Third United Nations Development Decade, and even beyond it,

Recognizing the important actual and potential contribution by women to development, as evidenced in the forward-looking assessment of the activities assisted by the Fund and the crucial role of the Fund as a specialized resource base for development co-operation, and the need for continued assistance to activities directly benefiting women,
Considering it, accordingly, to be of paramount importance to establish a future organizational framework that will secure the ability of the Fund to act as a catalytic agent on the main United Nations development co-operation system,

Considering also the innovative and experimental activities of the Fund directed to strengthening both governmental and non-governmental institutional capacities to ensure access for women to development co-operation resources and their full participation at all levels in the development process,

Stressing that general questions of development and access of women to development resources have, as a common objective, to create conditions which will improve the quality of life for all,

Welcoming the completion of the forward-looking assessment of the activities assisted by the Fund and the findings and conclusions with regard to women and development and their implications for technical co-operation agencies and organizations, 1/

Conscious of the highly specialized professional competence of the Fund in the area of development activities for women and the need for strengthening that competence,

Aware of the broad range of linkages of the Fund with national Governments, national women's groups, non-governmental organizations and women's research institutes, besides its close co-operation with United Nations development agencies, including the regional commissions,

Taking into consideration the moderate size of the Fund and its continued need to draw on the operational capacity of other agencies and, in this regard, expressing its appreciation to the United Nations Development Programme for its continuing technical and resource assistance to the Fund,

Expressing appreciation to the Department of International Economic and Social Affairs of the Secretariat and its Centre for Social Development and Humanitarian Affairs for their contribution to the work of the Fund during its initial operational years,

Taking note of the reports of the Consultative Committee on the Voluntary Fund or the United Nations Decade for Women on its fifteenth and sixteenth sessions, referred to in the report of the Secretary-General, 2/

Taking note also of the reports of the Secretary-General on the Fund, 3/

1/ See A/39/569, sect. II.

2/ Ibid., sect. III.

1. **Decides** that the activities of the Voluntary Fund for the United Nations Decade for Women shall be continued through establishment of a separate and identifiable entity in autonomous association with the United Nations Development Programme, which will play an innovative and catalytic role in relation to the United Nations overall system of development co-operation.

2. **Endorses** the modalities for the future management arrangements between the Fund and the United Nations Development Programme, as contained in the annex to the present resolution, and decides that these arrangements shall enter into force at the latest on 1 January 1986.

3. **Reaffirms** the criteria laid down in its resolution 31/133 on the use of the resources of the Fund and the guidelines established on the advice of the Consultative Committee on the Voluntary Fund for the United Nations Decade for Women, emphasizing the use of these resources for technical co-operation benefiting women.

4. **Requests** the Consultative Committee at its seventeenth session, to propose an appropriate future title for the Fund.

5. **Stresses** the need for close and continuous working relationships between the Fund and the bodies, organs and organizations of the United Nations system concerned with women's issues and development co-operation, in particular with the Department of International Economic and Social Affairs of the Secretariat and its Centre for Social Development and Humanitarian Affairs.

6. **Expresses its appreciation** for the contributions to the Fund made by Governments and non-governmental organizations, which have a vital role to play in maintaining and increasing the financial viability of the Fund and the effectiveness of its work.

7. **Notes with concern** that contributions to the Fund have not been sufficient to enable it to respond to all the deserving requests for technical assistance that it has received.

8. **Urges**, accordingly, Governments to continue and, where possible, to increase their contributions to the Fund, and calls upon those Governments that have not yet done so to consider contributing to the Fund.

9. **Requests** the Secretary-General, after consultation with the Consultative Committee at its seventeenth session, to report to the General Assembly at its fortieth session on the arrangements he has made with the Administrator of the United Nations Development Programme for the future of the Fund.

10. **Requests** that the Consultative Committee monitor the process of implementing the arrangements for the management of the Fund contained in the annex to the present resolution and that the Committee's views on this matter be reflected fully in the annual report on the Fund to the General Assembly, particularly in its initial years.
ANNEX

Arrangements for the management of the ( ) Fund

1. The (name) Fund (acronym), hereinafter referred to as "the Fund", is hereby established as a separate and identifiable entity in autonomous association with the United Nations Development Programme. The Administrator of the United Nations Development Programme, hereinafter referred to as "the Administrator", shall be accountable for all aspects of the management and operations of the Fund. There shall be a Consultative Committee to advise the Administrator on all policy matters relating to the activities of the Fund in accordance with paragraph 13 below. The following arrangements for the management of the Fund shall apply:

   I. Transfer of existing resources, solicitation and acknowledgement of pledges and collection of contributions

2. The Voluntary Fund for the United Nations Decade for Women and its subsidiary Supplementary Trust Fund, which was established by a memorandum of understanding between the Secretary-General of the United Nations and the Administrator on 25 June 1980, are hereby liquidated and their assets transferred to the Fund.

3. Governments, intergovernmental and non-governmental organizations and other donors may contribute to the Fund. The Fund shall be included among the programmes for which funds are pledged at the annual United Nations Pledging Conference for Development Activities. The Administrator shall assist with the mobilization of financial resources for the Fund. The contributions to the Fund and the bank accounts into which they are deposited shall be in accordance with the applicable Financial Regulations and rules of the United Nations Development Programme.

II. Operations and control

All operations of the Voluntary Fund for the United Nations Decade for Women hereby transferred to the Fund.

The Administrator, in consultation with the Consultative Committee on the Voluntary Fund for the United Nations Decade for Women, shall appoint a Director of Fund, hereinafter referred to as "the Director"; bearing in mind the relevant qualifications and experience with technical co-operation, including those fitting women. The Administrator shall appoint the staff of the Fund in consultation with the Director, pursuant to the Staff Regulations of the United Nations and the relevant provisions of the Charter of the United Nations.

The Administrator shall delegate the management of the Fund and its administration, including responsibility for the mobilization of resources, to the Director, who shall have the authority to conduct all matters related to the Fund and who shall be accountable directly to the Administrator.
8. The operations of the Fund shall be conducted taking into account the innovative and catalytic nature of its development co-operation activities for women and its existing criteria and operational procedures. The present procedures of the Fund, including those governing the identification, formulation, approval, appraisal, execution and evaluation of projects established in accordance with the requirements set out in the criteria adopted by the General Assembly in its resolution 31/133 and on the advice of the Consultative Committee, shall remain in force. Subject to the provisions of this annex, the regulations, rules and directives of the United Nations Development Programme shall be applied to the operations of the Fund.

9. The resources of the Fund shall be used mainly within two priority areas: first, to serve as a catalyst, with the goal of ensuring the appropriate involvement of women in mainstream development activities, as often as possible at the pre-investment stages; secondly, to support innovative and experimental activities benefiting women in line with national and regional priorities. Fund resources should be a supplement to and not a substitute for the mandated responsibilities of other United Nations development co-operation organizations and agencies, including the United Nations Development Programme.

10. All the administrative and programme support costs of the Fund shall be met from its own resources.

11. The regional bureaux, other organizational units and field offices of the United Nations Development Programme shall continue to assist the operations of the Fund, inter alia by joint programming missions to ensure the involvement of women in technical co-operation activities financed by the United Nations Development Programme and by supporting the project cycle activities of projects financed by the Fund. For its part, the Fund shall participate in existing machineries for co-ordination of technical co-operation at headquarters and field levels.

12. The proposed biennial budget for the administrative costs of the Fund shall be reviewed initially by the Consultative Committee prior to its submission by the Administrator for approval by the Governing Council of the United Nations Development Programme.

III. The Consultative Committee and the relationship of the Fund to other organizations

13. The President of the General Assembly shall designate, with due regard for the financing of the Fund from voluntary contributions and to equitable geographical distribution, five Member States to serve on the Consultative Committee for a period of three years. Each State member of the Consultative Committee shall designate a person with relevant expertise and experience in development co-operation activities, including those benefiting women, to serve on the Committee. The Committee shall advise the Administrator on all matters of policy affecting the activities of the Fund, including the application of the criteria set forth by the General Assembly in respect of the use of the Fund.
14. The Fund shall establish and maintain close and continuous working relationships with other United Nations organs, in particular the Department of International Economic and Social Affairs of the Secretariat and its Centre for Social Development and Humanitarian Affairs, the regional commissions, the United Nations Children's Fund, the United Nations Fund for Population Activities and the International Research and Training Institute for the Advancement of Women, as well as through the Administrative Committee on Co-ordination and with the specialized agencies and other United Nations entities concerned, in particular the International Fund for Agricultural Development. Co-operation shall also be established for the sharing of information with the Commission on the Status of Women and other relevant global and regional intergovernmental bodies concerned with development and with women. As appropriate, the activities of the Fund may be drawn to the attention of the Committee on the Elimination of Discrimination against Women.

IV. Reporting and auditing

15. The Director shall prepare substantive and financial progress reports on the use of the Fund for the Administrator to submit to the Consultative Committee.

16. Taking into account the advice of the Consultative Committee, the Administrator shall submit to the Governing Council of the United Nations Development Programme an annual report on the operations, management and budget of the Fund. He shall submit a similar report to the General Assembly, to be referred to the Second Committee for consideration of its technical co-operation aspects and also to the Third Committee.

17. The Commission on the Status of Women shall also be provided with the annual reports referred to in paragraph 16 above.

18. The Administrator shall be responsible for reporting all the financial transactions of the Fund and shall issue annual financial statements in accordance with the Financial Regulations and Rules of the United Nations Development Programme.

19. The Fund shall be subject to the internal and external auditing procedures provided for under the financial regulations, rules and directives of the United Nations Development Programme.