Co-Implementing Partner (CIP) is a national or international agency, organization that has legal status and that is selected by the NIP in consultation with the UNCO and documented in the Detailed Outline of a programme/project (DPO) to be responsible and accountable to the Implementing Partner (IP) for the direct implementation of an activity or a group of activities of the programme/project, as agreed by the IP and the UNCO. The CIP’s working relationships and required coordination responsibilities with the NIP are specified in a Letter of Agreement on co-implementation arrangements concluded between the two institutions.

QUEST: TO WHICH EXTENT THE UNCO/UN ORGS to be involved in planning, approving and checking the implementation of CIP activities? (PARTLY EXPLAINED IN NEXT PAGE)

SELECTION CRITERIA

Page 39 (DPO): The Project Management Arrangements Section of the DPO should suggest the NIP for the project and assess its management capacity as well as propose CIP(s) if applicable, discuss the rationale for its/their selection, and assess its/their capacities. The selection of a CIP is based, among others, on the following two key criteria: i) the mandate of the proposed CIP must be relevant to the objective of the UN-supported project and ii) the proposed CIP must have comparative advantages over other national institutions that have a similar mandate. The DPO must also describe the coordination responsibilities binding each CIP to the NIP during project implementation as the basis for the preparation of the Letter of Agreement on co-implementation arrangements between the two parties following the approval of the project (the format being shown in Annex III.1.2).

In the case of an international NGO or IGO working as a CIP based on formal agreement with the UNCO, ensuring that the funds transferred to the CIP are expended for activities agreed in the AWP and that reports on the full utilization of all received cash are submitted to the UNCO within the required timeframes and the agreed terms and conditions;

6. Co-Implementing Partner (CIP)

1.1. The CIP assumes direct responsibility for implementing the project activities described in the TOR or the Letter of Agreement on co-implementation arrangements (the sample format attached as Annex III.2.1) agreed with the IP and is accountable to the NIP for the successful implementation of the activities assigned. In this context, the CIP works under the general supervision of the IP and in close cooperation with the UNCO, while the IP retains the overall responsibility for the implementation of the UN-supported project. The personnel assigned by the NIP to the project work under the technical supervision of the CIP and under the general supervision of the Project Director.

1.2. To implement its function, the CIP has the following main roles and responsibilities:
1.2.1. Working in close collaboration with the IP and UNCO in developing and implementing, in a timely manner and with quality, detailed work plans and utilizing the budgets allocated for their intended purposes and in accordance with the established procedures;

1.2.2. Making available, in a full and timely manner, staff who are professionally qualified, technically skilled and have adequate time as well as other resources that are needed for the management and implementation of the project activities assigned;

1.2.3. Designating the names, titles of officials who are authorized to receive the funds transferred from the UN Agency and the account details for the purpose; guiding and overseeing these officials in utilizing such funds in accordance with the implementation modality that has been mutually agreed upon and ensure that the funds are utilized in accordance with the budgets and work plans approved and to report on their use in a timely and full manner.

1.2.4. Submitting to the IP and the UNCO periodical progress and financial reports covering the activities assigned, described in the Letter of Agreement on co-implementation arrangements and in accordance with the established procedures as well as other information relating to its detailed work plans, in order to facilitate the implementation, monitoring and evaluation of the One Plan;

1.2.5. Facilitating field visits that are undertaken to monitor the implementation of project activities assigned to the CIP itself.

1.3. The roles, responsibilities and authorities of the CIP are elaborated in the Letter of Agreement and serve as the basis for the implementation of specific project activities assigned to the CIP;

6.5. In case the UN Agency implements a number of activities, rather than the entirety of a project, it plays the role similar to a CIP. In this case, the direct implementation modality is applied, and the accountability to the NIP is limited to the results of the activities assigned to the UN Agency.

**Cash transfers (page 44)**

1.3.3. At the official request of the Project Director, the UNCO transfers funds into the PMU’s bank account, for reimbursing or financing those project activities that are implemented by the NIP itself. The NIP may also transfer from the project bank account part of these funds to a CIP, in accordance with the approved work plan, for financing those project activities that are implemented by the latter.

1.3.4. Also at the official request of the Project Director, the UNCO may transfer funds to a CIP, in accordance with the approved work plan, for financing those project activities that are implemented by the CIP itself. In this case, the UNCO acts merely as a bank.

In both above cases, the CIP is accountable to the NIP for the effective use of the funds received from the NIP or the UNCO.

**(Page 45) 1.5. Finalizing the Agreement on co-implementation arrangements with CIP**
In parallel with other preparatory activities, it is critical for the NIP, through the Project Director, to finalize and sign a Letter of Agreement on co-implementation arrangements with each Co-Implementing Partner, as mentioned in in Step 1.2 on DPO development, Section II, Chapter 1, Part III above.

(Page 46) 3. Co-Implementing Partner (CIP)

The CIP performs the following tasks during the process of project activation:

3.1. Within ten (10) working days from the date when the related parties sign the Letter of Agreement on co-implementation arrangements as discussed in Point 1.5, Section II Project Management Arrangements above, the CIP must provide the Project Director, the UNCO and Component Project Directors (in the case of an umbrella project) with the following information about its Organization:

3.1.1. Address, telephone and fax numbers and email address of the CIP’s unit and staff responsible for coordinating the related group of activities under the project;

3.1.2. Brief tasks, telephone number(s) and email address of each of the CIP staff members who will be working frequently with the PMU;

3.1.3. Bank account details (name of account owner, account number and name and address of the branch of the related bank) to facilitate future transactions (transferring and receiving cash) under the project.

3.2. Participating in project activation activities (upon request).

III. DEVELOPMENT OF THE ANNUAL WORK PLAN (AWP) FOR THE FIRST YEAR OF THE PROJECT

The PMU must work closely with the NIPs and PMU’s of component projects (if any), the UNCO and CIP’s (if any) in developing the first AWP of the project within thirty (30) working days from the date of the Decision to Establish the PMU in accordance with the guidelines in Part III, Chapters 3 of the HPPMG.

IV. DEVELOPMENT OF THE QUARTERLY WORK PLAN (QWP) AND CASH TRANSFER FOR THE FIRST QUARTER OF THE PROJECT

The PMU must work closely with the NIPs and PMU’s of component projects (if any), the UNCO and CIP’s (if any) in preparing the first QWP and the Funding Authorization and Certificate of Expenditures (FACE) within fifteen (15) working days from the date of signing the AWP in accordance with guidelines in Part III, Chapter 4.

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1. Preparation and submission of project reports:

2.1. The CIP(s) is/are responsible for preparing reports on the implementation of project activities assigned to it/them using the standard format and submitting these reports to the Project Director by the required deadline.
2.2. The Project Director is responsible for preparing project progress reports based on the reports submitted by the CIP(s) and the PMU, and submitting them to the following agencies:
- The NIP;
- The GACAs;
- The UNCO who shares the report with relevant PCG (Co-) Conveners.

2. Deadlines for the submission of project reports

3.1. Quarterly Project Progress Report: Within fifteen (15) days of the first month of the following quarter, together with the FACE form;