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National Programme Submission Form – HONDURAS

UN-REDD PROGRAMME THIRTEENTH
POLICY BOARD MEETING

3 – 7 November 2014

Arusha, Tanzania

National Programme (NP) Submission Form to the UN-REDD Programme Policy Board

| 1. Policy Board Submission | |
|---|--|
| Policy Board Meeting <input checked="" type="checkbox"/> No. 13 | Inter-sessional Meeting <input type="checkbox"/> |
| Date of Meeting: 6 – 7 November 2014 | Date of Inter-sessional Decision: |

| 2. National Programme Summary | |
|--|--|
| <i>Details of National Programme</i> | |
| Country | The Republic of Honduras |
| Programme ¹ Title | Support to Reduce Carbon Emissions from Deforestation and Degradation (REDD+) Readiness Preparation in Honduras |
| Implementing Partner(s) ² | Departments of Energy, Natural Resources, Environment and Mines (MiAmbiente) |
| <i>Details of Participating UN Organizations' Representatives</i> | |
| UN Resident Coordinator: <i>Name:</i> | Contact details: <i>Telephone:</i> <i>Email:</i> |
| FAO: <i>Name:</i> Mike Robson <i>Title:</i> Representative | Contact details: <i>Telephone:</i> <i>Email:</i> |
| UNDP: <i>Name:</i> <i>Title:</i> | Contact details: <i>Telephone:</i> <i>Email:</i> |
| UNEP: <i>Name:</i> <i>Title:</i> | Contact details: <i>Telephone:</i> <i>Email:</i> |
| <i>Type of National Joint Programme</i> | |
| <p style="text-align: center;">Full NP:</p> <input checked="" type="checkbox"/> New Full NP <input type="checkbox"/> Continuation from an Initial NJP <input type="checkbox"/> Other (explain) | <p style="text-align: center;">Initial NP</p> <input type="checkbox"/> New Initial NP <input type="checkbox"/> Continuation from previous funding <input type="checkbox"/> Other (explain) |

¹ The term "programme" is used for projects, programmes and joint programmes.

² Refers to National counterparts. List the lead entity first.

3. Executive Summary

The Republic of Honduras has a forest area of 5,398 million hectares (ha), equivalent to 48% of its national territory. Due to its irregular topography, Honduras is a country suited for forestland, with 490,705ha under control and an annual allowable cut of 920,308m³. However, the country faces a serious problem of deforestation and degradation of its forests. Studies on forest evaluation from FAO and COHDEFOR (2005) estimate that between 46,000 and 67,000ha are lost each year due to the spread of agricultural land and illegal logging, especially in broadleaf forests.

The biggest challenges that the forest sector faces is the high rate of deforestation, fires that affect more than 65,000ha each year, the incidence of plagues and diseases, the inequitable distribution of productive land that causes migratory flows to attractive forest areas for the apparent fertility of their soil ruining and degrading forest ecosystems, causing logging and illegal exploitation of forests that exceed 60% of the legal utilization, conflicts of land tenure and a strong deterioration and degradation of forest areas. Additionally, the forest sector has not been used to achieve its effective contribution to economic and social development of the country. The low capacity of the forest sector management has mainly been directed mainly towards the use of timber resources, with scarce budgetary assignation and confrontation with the sector's politics that facilitate the development of others activities like mountain coffee, African palm tree and the country's extractive industry.

There are seven indigenous peoples and two Afro-Honduran peoples that together represent around 7% of the national population, according to data a population and housing census from 2001, or 20% according to a study of self-census in 2007. It is estimated that 70% of the broadleaf forests of the country are in indigenous peoples territories, which makes these peoples fundamental actors in the process of elaborating a National REDD+ Strategy and its implementation.

In this context and recognising the concern of losing forest in the country, Honduras has elaborated a five-year plan in order to face this challenge. The plan has been designed for an amount of US\$ 8,659,600.00 and for 2017 is looking to have: (1) a participation and consultation structure implemented at national level; (2) access to detailed and trustworthy information of the condition of forests and territories identified for future REDD+ projects; (3) an established reference level; and (4) a designed National Monitoring System. In March 2013, the R-PP of Honduras was endorsed in the fourteenth meeting of the Committee of Participants of the FCPF. Later, the country started the process to develop and sign a grant agreement in the context of FCPF (May 2014) for an amount of US\$ 3,800.000.00, with the support of the United Nations Development Programme (UNDP). These funds are employed to contribute to Honduras' preparation phase for REDD+ through a UN-REDD National Programme (NP), with the support of UNDP as an implementation partner.

The NP of Honduras will focus on two key outcomes. These two results are consistent with the UNDP-FCPF project, itself derived from the R-PP, and are also consistent with the decisions adopted by the UNFCCC on REDD+, in particular with the Cancun and Warsaw decisions (articulated in four elements: National REDD+ Strategy, a national level of reference of forest emissions and/or a national forest level, a National System for Forest Monitoring, a system to provide information on how safeguards are being addressed and respected). Furthermore, these activities have been defined according to the progress presented by the country in specific areas with the support from other partners, as well as the national commitments to develop other readiness activities for REDD+.

Outcome 1: National Strategy to Reduce Deforestation, in the REDD+ context, validated by key stakeholders

In achieving Outcome 1, the NP outlines three fundamental groups of activities, these are discussed:

1. The NP will support the strengthening of existing platforms for the full and effective participation of

relevant stakeholders. Contrary to the UNDP-FCPF Project, the UN-REDD NP will focus on meeting the need to reach a broader number of stakeholders (potentially from the private sector, non-indigenous forest dependent communities, coffee farmers and cattle growers, amongst others) and maximise the spaces for coordinating actions at a local and regional level.

2. The political dialogue process between PIAH and the government and the mechanisms to ensure the full and effective participation for a successful implementation of the programme will continue to be strongly supported. To achieve this, the need to support capacity building through consultation workshops, as well as supporting the development of a communication and outreach participatory strategy that ensures that all the stakeholders have access to the information at all levels has been identified, facilitating the intercultural and inter-institutional dialogue. Another action supported by the NP as part of the political dialogue between the Government and the PIAH, is the consultation of the draft legislation for FPIC (Free Prior and Informed Consent). This action is one of the fifteen points of the agreement that the Government of Honduras reached with CONPAH, along the process of political dialogue from 2012-2013, and a commitment that should be addressed to comply with the indigenous population's agenda in the national REDD+ process.
3. The NP will support through this component the development of technical input for the development of a National REDD+ Strategy, in addition to the input generated by the UNDP-FCPF project. These inputs include a study of opportunity costs, implementation and transaction and an analysis of REDD+ potential benefits that as a whole can inform on the discussion process and definition of the REDD+ National Strategy.

Outcome 2: An enabling framework to implement the National REDD+ Strategy to reduce deforestation in the context of REDD+, under the pertinent international benchmarks

In achieving Outcome 2, the NP outlines three fundamental elements with associated activities, these are discussed:

1. Complement the design of financial arrangements, with the development for activities related to a financial strategy for REDD+.
2. Technical support to establish the reference level of forest emissions that Honduras has been developing through ICF (including the data update for 2017), as well as the establishment of National Forest Monitoring Systems (including their link to the Greenhouse Gas Inventory) and of a protocol for the monitoring of the degradation and a pilot field study. It is also planned to strengthen the forest monitoring capacities in Government technical groups as well as in the indigenous councils.
3. Support the development of SIS, including the identification of the institution and the necessary arrangements to comply with the REDD+ safeguards

| 4. National Programme Budget (UN-REDD Fund Source only)* | | | | | | |
|--|----------------------------|-------------------------------------|------------------|--------------------|------------------|-----------|
| Outcomes | National Total (\$) | <i>Allocations through Fundings</i> | FAO (\$) | UNDP (\$) | UNEP (\$) | |
| Outcome 1: National Strategy to Reduce Deforestation, in the REDD+ context, validated by key stakeholders | \$1,928,500 | | | | \$1,498,500 | \$430,000 |
| Outcome 2: An enabling framework to reduce deforestation, in the context of REDD+, under the pertinent international benchmarks | \$1,195,000 | | \$880,000 | \$70,000 | \$245,000 | |
| Costs of the Operating Unit of the Programme and of monitoring and evaluation | \$250,000 | | | | \$250,000 | |
| | | | | | | |
| Sub-total | \$3,373,500 | | \$880,000 | \$1,818,500 | \$675,000 | |
| Indirect Support Costs | \$236,145 | | \$61,600 | \$127,295 | \$47,250 | |
| Grand Total (\$) | \$3,609,645 | | \$941,600 | \$1,945,795 | \$722,250 | |

NOTES:

- A breakdown of the budget allocations using the UNDG “harmonized input budget categories” must be provided to the UN-REDD Secretariat (for onward transmission to the Administrative Agent) with the signed NJP document. Please see Annex 1.
- If requested and agreed to by the three participating UN Agencies and the Government, budget allocations per agency may be revised, as long as the total budget allocation is not changed.

| 5. Secretariat Review | | |
|--|--|--|
| <i>Submission Criteria</i> | | |
| (a) | Is the NP consistent with the UN-REDD Programme Strategy? | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Unclear <input type="checkbox"/> |
| (b) | Has the UN Resident Coordinator been involved in submitting the NJP? | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Unclear <input type="checkbox"/> |
| (c) | Is documentation of the in-country validation meeting(s) included? | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Unclear <input type="checkbox"/> |
| (d) | Did the validation include the national government counterpart (or designate)? | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Unclear <input type="checkbox"/> |
| (e) | Did the validation include civil society/indigenous peoples' representation as per the UN-REDD Operational Guidance ³ ? | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Unclear <input type="checkbox"/> |
| (f) | Does the R-PP comply with the required format (<i>version 6, harmonized FCPF and UN-REDD format</i>)? | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Unclear <input type="checkbox"/> |
| (g) | Does the NP comply with UN-REDD Rules of Procedure and relevant Operational Guidance? | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Unclear <input type="checkbox"/> |
| (h) | Is the required budget allocation provided (see section 4 above)? | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Unclear <input type="checkbox"/> |
| (i) | Are the Indirect Support Costs within the approved rate? | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Unclear <input type="checkbox"/> |
| (j) | Is the Programme Summary completed? (<i>for posting on website</i>) | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Unclear <input type="checkbox"/> |
| (k) | Is the Progress Report included? (<i>for supplementary funding only</i>) | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Unclear <input type="checkbox"/> |
| If the answer is 'No' or 'Unclear' to any question, or further explanation is required, please provide here: | | |
| | | |

3

In this context, the representative(s) will be determined in one of the following ways:

i. Self-determined representative(s) meeting the following requirements:

- selected through a participatory, consultative process
- having national coverage or networks
- previous experience working with the Government and UN system
- demonstrated experience serving as a representative, receiving input from, consulting with, and providing feedback to, a wide scope of civil society/indigenous peoples organizations.

ii. Representative(s) who participated in a UN-REDD Programme scoping and/or formulation mission and sit(s) on a UN-REDD Programme consultative body established as a result of the mission.

iii. Individual(s) recognized as legitimate representative(s) of a national network of civil society and/or indigenous peoples organizations (e.g., the GEF Small Grants National Steering Committee or National Forest Programme Steering Committee)

5. Secretariat Review

Review Issues

(l) Ownership of the NP by the government and non-government stakeholders

The Government of Honduras expressed an interest in being the recipient of a National Programme when it joined the UN-REDD Programme. Following the UN-REDD Programme procedure for the prioritization and invitation for submissions of National Programmes, the Government presented its preliminary programming framework for the UN-REDD Programme NP at Policy Board 12 in Lima. It has also been at the helm of the development of the R-PP as a joint programming framework for both UN-REDD and the FCPF, of which it is also a member.

The R-PP itself and its political alignment with Honduras' national policies, its grounding in strong institutions and the existence of intersectoral coordination structures are all an indication of strong political will and commitment. This commitment has continued following an election and change in government. However, while the Ministry of Environment largely backs the REDD+ approach, it is important - during implementation - to understand the broader landscape of the security and economic apparatus in which REDD+ efforts operate. This is of critical importance considering that the dynamics of deforestation in Honduras are associated with social pressure and illicit activities that occur within forest areas.

At a policy and regulatory level, the government has issued a number of laws, decrees and other normative frameworks that should be conducive not only to REDD+ actions as will be determined in the strategy, but also for benefit distribution and other support systems.

(m) Level of consultation, participation and engagement

The level of consultation implemented during the preparation of the R-PP bodes well for the meaningful engagement of stakeholder engagement envisaged during implementation.

The R-PP has been consulted and validated through the numerous platforms and multi-stakeholder processes in compliance with the UN-REDD Programme guidance on stakeholder engagement.

(n) Programme effectiveness, coherence with country strategies and other relevant initiatives, and cost-efficiency

While the programme is clearly aligned with a number of country-led strategies and policies, its effectiveness is not yet assessable at this stage. The likelihood of success is high and of effectiveness for the delivery and achievement of readiness elements. However how and whether these will translate in effective REDD+ actions and measures that are implementable and yield results is yet to be determined. Given the high rate of deforestation in the context of Honduras, and given the prevalent trends, the investment requested by the programme represents a cost-effective investment, even if it should only contribute to slowing the pace of deforestation.

5. Secretariat Review

Review Issues

In the design and scoping of the full NPD, attention should be paid to the inclusion of budgetary resources for monitoring and evaluation, as well as to adaptive management, so as to ensure the NPD is nimble, flexible and anticipates challenges.

(o) Management of risks and likelihood of success

In the preparation of the fully-fledged National Programme Document, it is recommended that special attention be paid to risks associated with political fluctuation and with security interests associated with forest areas. At a more pragmatic level, special attention must also be paid to delivery and absorptive capacity, considering the deployment of both the FCPF and UN-REDD grants.

However, due consideration seems to have been given to a number of coordination matters. Indeed, the long-standing process of REDD+ in Honduras – initiated in 2010 – and the existence of technical and consultative platforms have worked well to facilitate coordination and oversight.

While the deforestation rate may seem overwhelming, a fine analysis of drivers and the sharp design of response measures should enable the country to address its deforestation challenges and allow REDD+ to fulfil its role as an incentive mechanism that is sizeable enough to topple some of these drivers.

Other points:

During the PB12 presentation of the Honduras NP, the Policy Board members recommended that Honduras provide a **comprehensive country budget**, given that it has already engaged with FCPF and begun REDD+ readiness efforts. The CSO representative for Latin America noted that the national budget allocation is an indication of the country's political commitment and that this should be clarified given that Honduras is going through a transition and restructuring. He also noted that drug trafficking and related impunity is a driver of deforestation and that REDD+ can contribute to solutions to this and other issues, such as land titling. Accounting for progress in matters related to REDD+ but not labelled as REDD+ would help minimize redundancies and build on existing gains.

Furthermore the Policy Board recommended that REDD+ needs to be taken out of the “technical bubble”, **incorporating local stakeholders and improving existing good practices**.

6. Independent Technical Reviews

(a) Were independent technical reviews undertaken?

Yes No

It is noteworthy that the R-PP for Honduras has already been reviewed and approved by the FCPF TAP.

Three independent reviews have been commissioned for this R-PP, with provision for (i) a governance focused reviewer; (ii) 2 reviewers that are conversant with the R-PP format and with the broader context of LAC. These reviews are intended to complement the TAP review of the FCPF in a way that is tailored to the design of the specific interventions supported by the UN-REDD Programme.

While the technical reviews are roughly summarized below, the full reviews are to be considered as an intrinsic part of this submission form and taken into consideration when revising the R-PP or designing the NPD.

Synthesis of Independent Technical Reviews

Ownership of the Programme

Examination of the independent reviews indicates that the National Programme (NP) is well positioned and aligned with the national Policies and Plans including the Plan de Nación 2010-2022 and Objective 3 of the Visión de País 2010- 2038. REDD+ is also framed within the National Climate Change Strategy, with five of its objectives corresponding to Forest and Biodiversity. These objectives are fully consistent with the implementation of the future REDD+ Strategy for Honduras. Additionally, the National Forest Program (PRONAFOR) and institutional strategic plans relate to the REDD+ Strategy, including the one for the Integrated Development of the Indigenous Peoples of Honduras.

A change in government during the elaboration of the R-PP has added complexity to the process, since it brought about a significant institutional reorganisation. The text could benefit from further revisions to ensure that the description of the new organization is clearer. However, the overall assessment is that there is good backing for the REDD+ readiness process and the policy direction arising from the NP.

Level of Consultation, Participation and Engagement

The evidence provided indicates that the NPD is the result of a substantive process since 2011, where consultations have been transparent and have included a significant and increasing number of relevant stakeholders.

The R-PP details the governance structure (pp. 45, 49) of the Inter-Institutional Committee for Climate Change (CICC), which includes a technical committee with various subcommittees (one of them exclusively dedicated to REDD+), as well as a steering committee and executive secretariat. The participative and inclusive structure incorporates a broad range of relevant stakeholders: central and local government institutions, the private sector, organised civil society (including a women's group), academia, professional associations, cooperatives and international cooperation. Individual organisations were selected based on influence, networking, engagement, contributions and knowledge. The REDD+ Subcommittee has a broad participation base including private sector, academia, agroforestry cooperatives, indigenous groups, national and state governments and non-governmental organizations. Similarly, the composition of the MIACC provides for good representation of non-governmental entities.

The establishment of clear rules of procedure for the MIACC and the REDD+ Subcommittee will also

6. Independent Technical Reviews

contribute to the future stability of the process and enable the updating of relevant stakeholders. The consultation and participation plan is adequately described and provides for intercultural means of communication. It is particularly relevant and appropriate to the differentiated consultation proposed for indigenous peoples, Afro-Honduran communities, businesses and civil society. The list of workshops and meetings demonstrate a high degree of engagement and participation.

Programme Effectiveness and Cost Efficiency

The NP proposed approach is well designed and likely to be effective. Cost effectiveness is more difficult to consider, particularly given the qualitative assessment of the drivers of forest carbon loss. Appropriate consideration of measures to address underlying causes and not just direct forest action are likely to produce cost-effective measures. Consideration of cross-sectoral policies is also likely to produce a cost effective mix of measures. The measures provided for to ensure compliance with social safeguards are good in concept, however, as it is common in social processes, practical challenges lie ahead.

The overall effectiveness of the programme is largely predicated on an effective governance structure, a comprehensive approach and logical results chain, as well as framework conditions. The governance structure provides a good basis for effective and inclusive decision-making. While the activities focus on various drivers of deforestation, not all of them are adequately addressed in the underlying logical framework of the proposal.

Management of Risks and Likelihood of Success

The proposed NP includes a good set of provisions that increase the likelihood of being successful. There are some risks that will have to be managed during implementation:

- Institutional rearrangements leave functions or activities not fully internalised by MiAmbiente. [?]
- There is no a priori budget for the local and regional participatory platforms which could relate to budgetary uncertainty. Their continuity would seem to depend on ensuring sufficient political relevance for these platforms.

The document does not include any concrete proposals for social and environmental safeguards, but defers this question to a future Strategic Environmental and Social Assessment (SESA). Based on current information, the strong national ownership and the participatory and arguably effective governance structure detailed in the R-PP indicate that prospects for the success of the programme are high.

Consistency with UN-REDD Programme Strategy

The NPD is consistent with the UN-REDD Programme Strategy. Particularly, it builds on the early lessons gained during the design and implementation of the National and Global Programmes, such as:

- The process of developing a REDD+ strategy is as important as the end product. The proposal [?] describes how the NP will contribute significantly to the REDD+ Strategy. [?]
- Component 1 in the proposal describes the cross-sectoral and inter-institutional coordination required for REDD+ readiness. [?]
- Honduras has worked in the development of a protocol to implement Free, Prior and Informed Consent (FPIC) for REDD+ which has been improved over time and through the various iterations of the R-PP.

6. Independent Technical Reviews

- The design of Honduras REDD+ Strategy is built through previous experience in the country.
- Relevant stakeholders have been engaged and participated actively in the NP design. The NPD also identifies a plan so that the participation continues through consultation and implementation phases.
- The NPD takes into account technical and institutional capacity building in order to create a critical mass of know-how.

Compliance with UN-REDD Programme Rules of Procedure and Operational Guidelines

The R-PP is fully compliant with the UN-REDD Programme Rules of Procedure and Operational Guidance. The country-led formulation of the proposal followed a participatory approach, which engaged with indigenous people and civil society. The Honduran Minister of Energy, Natural Resources, Environment and Mines, José Antonio Galdames, and the head of the Confederation of Indigenous Peoples of Honduras (CONPAH), Mr. Bayardo Alemán, have validated the R-PP in accordance with the guidelines.

The proposal complies with the UN-REDD Programme Rules of Procedure and Operational Guidance. Specifically:

- Public Disclosure (rule of procedure 4) - The proposal is publicly available at the UN-REDD collaborative online-workspace.
 - Country Validation of the Draft NJP (operational guidance 2.3) - The proposal has been consulted appropriately and validated by the REDD+ Sub-Committee and the Junta Directiva de la Mesa Indígena y Afro-Hondureña de Cambio Climático (MIACC). Evidence of such endorsement was annexed to the letter sent by Secretary José Antonio Galdames.
- Submission to Secretariat (operational guidance 2.4) - The proposal was submitted October 7th 2014 including: the executive summary, RPP, and validation letters.

Suggested Improvements on Technical Design of the NPD

- A study on the legal attributions and arrangements for the various institutions involved in the monitoring system to ensure clarity is recommended; elaborate and sharpen the function division of roles of individual and institutional stakeholder in the REDD+ governance structure in order to avoid overlap or conflicting mandates.
- It would be useful to describe in greater detail some of the inputs that would go into the construction of reference levels.
- There is referral to the use of VCS as a starting point for reference levels. It would be useful to include the methodology used in an annex.
- A reference should be included as to the way in which uncertainty would be analysed; provide a coherent risk analysis, incorporating risks that go beyond the scope of proposed Strategic Environmental and Social Assessment (SESA), for example conflicts in the governance structure of the programme or implementation difficulties.
- Further clarify the various drivers of deforestation and incorporate them in an adequate logical framework. Address the issue of corruption, which constitutes an important driver of illegal deforestation.
- Incorporate a clear concept for a complaint mechanisms and the redress of grievances, which invariably arise in successful change processes, in the proposal.

7. Secretariat Response

- Provide comments and request re-submission to a future Policy Board meeting
- Provide comments to be addressed before forwarding to the next immediate Policy Board meeting
- Forward to the Policy Board (with comments if necessary) with a recommendation to fund specific portions or phases (including an inception phase) of the NJP
- Forward to the Policy Board (with comments if necessary) with a recommendation to fund the NJP.

Explanation of Response:

The Honduras R-PP has been largely improved following review by the FCPF-TAP and the initiation of the FCPF grant. While there are remaining issues that need to be specified and addressed in the context of the National Programme Document, such as a more robust monitoring and evaluation framework, the R-PP itself is satisfactory against all criteria. It is recommended that the PB approves the R-PP, considering that the transfer of funds and signature of the National Programme Document would be made pursuant to the satisfactory response and incorporation of comments provided by the independent reviews, by the policy board and by the secretariat.

8. Decision of the UN-REDD Policy Board

Decision of the UN-REDD Programme Policy Board:

- Full NJP approved, as per budget allocation in Section 4
- Initial NJP approved, as per budget allocation in Section 4
- Approved with a revised budget of \$
- Approved with modification/condition
- Deferred/returned with comments for further consideration

Decision by the Policy Board:

Comments:

8. Decision of the UN-REDD Policy Board

Eduardo Rojas-Briales
Agency co-chair
Co-Chair, UN-REDD Programme Policy Board

Signature

Date:

H.E Chea Sam Ang
Country co-chair
Co-Chair, UN-REDD Programme Policy Board

Signature

Date:

9. Administrative Agent Review

Action taken by the Administrative Agent: Multi-Partner Trust Fund Office, Bureau of Management, UNDP

Programme consistent with provisions of the UN-REDD Programme MPTF Memorandum of Understanding and Standard Administrative Arrangements with donors.

Administrative Agent:

Yannick Glemarec, Executive Co-ordinator, Multi-Partner Trust Funds
Bureau of Management, United Nations Development Programme - MPTF Office

.....
Signature

.....
Date