



## MEMORANDUM

To: All UN-Habitat Personnel

Reference:

From: Saidou N'Dow,  
Head, Legal Office,  
Office of the Executive Director (OED)  
UN-Habitat

A handwritten signature in black ink, appearing to read "Saidou N'Dow".

Date: 1 July 2024

Subject: **Amendment of UN-Habitat's Standard Contribution Agreement**

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1. Following the resolution *HSP/HA.2/Res.10*<sup>1</sup> adopted by the United Nations Habitat Assembly on 9 June 2023 on *equitable financing and effective monitoring of the implementation of resolutions*, the United Nations Habitat Assembly decided to establish an *urban action funding window*<sup>2</sup> within the United Nations Habitat and Human Settlements Foundation to attract and manage funds from donors to fund the implementation of resolutions adopted by the United Nations Habitat Assembly that lack adequate financing; such funds may be raised from, among other sources, non-earmarked contributions designated for this purpose, as well as unspent balances of earmarked project contributions, with the permission of the donor.

2. Pursuant to this decision, the Management, Advisory and Compliance Division, (MACS), and the Legal Office, OED, collaborated on revising our standard contribution agreement to reflect the decision of the United Nations Habitat Assembly.

3. The revision was particularly made under **Article 1.16** of the standard contribution agreement which previously read as follows;

*“1.16 Any funds that are undisbursed and uncommitted, including interest earned, on the completion of the Project(s) or termination shall be held in UN-Habitat’s account pending consultations with the Donor.”*

*Which is now revised to read as follows:*

*1.16 Upon completion of a project (s) and after all commitments for expenditure are incurred, any funds that are unspent and uncommitted, including interest earned, shall be contributed to the Urban Action Funding Window, pursuant to resolution 2/10 of the United Nations Habitat Assembly and as endorsed in decision 2023/6<sup>3</sup> of the Executive Board of UN-Habitat.*

4. The above-mentioned revision has been reflected and is now incorporated in the updated contribution agreement which will be uploaded on UN-Habitat’s Habnet at: <https://habnet.unhabitat.org/service/legal> and takes immediate effect.

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<sup>1</sup> [HSP/HA.2/Res.10](#)

<sup>2</sup> The Urban Action Funding Window supports the implementation of resolutions adopted by the United Nations Habitat Assembly that lack adequate financing.

<sup>3</sup> [HSP/EB.2023/23](#)



5. Our office kindly urges all UN-Habitat personnel to cooperate in supporting and complying with the use of the updated standard contribution agreement.

With many thanks.