

UN HABITAT FOR A BETTER URBAN FUTURE

UN-HABITAT AGREEMENTS AND LEGAL INSTRUMENTS – CLEARANCE AND SIGNATORIES¹

LEGAL INSTRUMENT	TYPE OF PARTNER	PURPOSE	CLEARANCE ²	DESIGNATED SIGNATORIES	
1.	Agreements of Cooperation (AoC)	<ul style="list-style-type: none"> (i) Government Ministries and Departments; (ii) Local and Regional Governments; (iii) NGOs; (iv) Universities and Research Institutions; (v) Foundations; (vi) United Nations Agencies. 	(i) Purpose: UN-Habitat providing funds for implementing projects with partners. Due diligence in the allocation of projects and selection of Partners should at all material times be deployed.	Legal Unit	<ul style="list-style-type: none"> (i) Agreements up to US\$100,000 <ul style="list-style-type: none"> (a) Directors of Regional Offices (b) Liaison Offices (c) Director, Project Office (d) Branch Coordinators (e) Head, Office of Management (f) Head, External Relations Office. (ii) Agreements over US\$100,000 <ul style="list-style-type: none"> (a) Executive Director (b) Deputy Executive Director (c) Head, Office of Management
2.	Memorandum of Understanding (MoU)³	<ul style="list-style-type: none"> (i) Government Ministries and Departments; (ii) Local and Regional Governments; (iii) NGOs; (iv) Universities and Research Institutions; (v) Foundations; (vi) United Nations Agencies; (vii) Private Sector. 	(i) Purpose: General framework used to express common intention to explore wider cooperation.	Legal Unit	<ul style="list-style-type: none"> (i) MoUs without financial Obligations with Government Ministries and Departments and UN agencies <ul style="list-style-type: none"> (a) Executive Director (b) Deputy Executive Director (c) Head, Office of Management (d) Director, Project Office (e) Branch Coordinators, depending on level and position of person signing on behalf of the partner.

¹ The Executive Director has given to certain individual officials the delegated authority to sign agreements that have a financial limit of up to 1million US Dollars, irrespective of these stipulations.

² Legal clearance is necessary for all UN-Habitat Agreements and Legal Instruments given the need to adhere to the United Nations Rules, Procedures Principles and Regulations and to reduce risk and liabilities to UN-Habitat.

³ Memorandums of Understanding (MOU)'s are usually general framework agreements with no financial obligations on either party. However, in exceptional circumstances the Partner may require that an MOU be used. Such requests need to be cleared with the Legal Unit.

					<ul style="list-style-type: none"> (ii) MoUs up to \$300,000 <ul style="list-style-type: none"> (a) Directors of Regional Offices (b) Liaison Offices (c) Director, Project Office (d) Head, Office of Management, (e) Head, External Relations Office. (iii) MoUs over US\$300,000 million <ul style="list-style-type: none"> (a) Executive Director (b) Deputy Executive Director
3.	Contribution Agreement	<p>Donors such as:</p> <ul style="list-style-type: none"> (i) Government Ministries and Departments; (ii) Local and Regional Governments; (iii) Foundations; (iv) Regional Organizations e.g. European Union; (v) World Bank; (vi) United Nations Agencies; (vii) Major donors e.g. Swedish International Development Agency (SIDA); (viii) Private Sector. 	(i) Purpose: UN-Habitat receiving earmarked or non-earmarked funds.	Legal Unit	<ul style="list-style-type: none"> (i) Agreements up to US\$1 million <ul style="list-style-type: none"> (a) Directors of Regional Offices (b) Liaison Offices (c) Director of Project Office (d) Branch Coordinators (e) Head, Office of Management (f) Head, External Relations Office (ii) Agreements over US\$1 million <ul style="list-style-type: none"> (a) Executive Director (b) Deputy Executive Director (c) Head, Office of Management
4.	Private Sector Partnership Agreement	Private Sector Organizations.	(i) Purpose: UN-Habitat receiving funds in the form of grants or donations from the private sector.	Legal Unit	<ul style="list-style-type: none"> (i) Agreements up to US\$1 million <ul style="list-style-type: none"> (a) Directors of Regional Offices (b) Liaison Offices (c) Director, Project Office (d) Branch Coordinators (e) Head, Office of Management (f) Head, External Relations Office (ii) Agreements over US\$1 million <ul style="list-style-type: none"> (a) Executive Director (b) Deputy Executive Director (c) Head, Office of Management

5.	Letters of Agreement	(i) UN Agencies (ii) International Organizations (iii) Governments (iv) Local and Regional Governments	Purpose: UN-Habitat receiving funds from a UN agency, government, an international institution or collaborating to carry out a specific activity or project.etc.	Legal Unit	(i) Agreements up to US\$1 million (a) Directors of Regional Offices (b) Liaison Offices (c) Director, Project Office (d) Branch Coordinators (e) Head, Office of Management (f) Head, External Relations Office. (ii) Agreements over US\$1 million (a) Executive Director (b) Deputy Executive Director (c) Head, Office of Management
6.	UN Agency Contribution Agreement	UN Agencies	(i) Purpose: Inter-UN agency arrangements where one agency transfer funds to another UN agency for specific project/ activities.	Legal Unit	(iii) Agreements up to US\$1 million (a) Directors of Regional Offices (b) Liaison Offices (c) Director, Project Office (d) Branch Coordinators (e) Head, Office of Management (f) Head, External Relations Office depending on level of official signing on behalf of the partner. (iv) Agreements over US\$1 million (a) Executive Director (b) Deputy Executive Director (c) Head, Office of Management
7.	Exchange of Letters	Government Ministries and Departments	Purpose: Express of interest to collaborate on a joint project or activity.	Legal Unit	(a) Executive Director (b) Deputy Executive Director or other official depending on the level and position of official signing for the partner.

8.	Trust Fund Agreements	<ul style="list-style-type: none"> (i) Government Ministries and Departments; (ii) Local and Regional Governments; (iii) NGOs; (iv) Universities and Research Institutions; (v) Foundations; (vi) United Nations Agencies. (vii) International Institutions; (viii) Private Sector. 	(i) Purpose: Sets out the modalities for payment, receipt, expenditure of trust fund monies.	Legal Unit	<ul style="list-style-type: none"> (i) Agreements up to US\$1 million <ul style="list-style-type: none"> (a) Directors of Regional Offices (b) Liaison Offices (c) Director, Project Office (d) Branch Coordinators (e) Head, Office of Management (f) Head, External Relations Office. (ii) Agreements over US\$1 million <ul style="list-style-type: none"> (a) Executive Director (b) Deputy Executive Director (c) Head, Office of Management
9.	Host Country Agreements	Governments	(i) Purpose: Establishment of a country office or hosting of an event such as WUF, conference, meeting, expo or other major international event.	<ul style="list-style-type: none"> (i) Legal Unit (ii) Office of Legal Affairs (OLA); (iii) The United Nations Department of Safety and Security (UNDSS) and the UN Controller; 	<ul style="list-style-type: none"> (a) Executive Director (b) Deputy Executive Director
10.	Grant Agreements	NGOs, e.g. Youth organizations; Universities and Research Institutions;	(i) Purpose: UN-Habitat providing funds for activities/projects related to sustainable urbanization in the context of the Habitat Agenda	<ul style="list-style-type: none"> (i) Legal Unit; (ii) Grants Award Committee 	<ul style="list-style-type: none"> (i) Agreements up to US\$100,000 <ul style="list-style-type: none"> (a) Directors of Regional Offices (b) Liaison Offices (c) Director, Project Office (d) Branch Coordinators (e) Head, Office of Management (f) Head, External Relations Office. (ii) Agreements over US\$100,000 <ul style="list-style-type: none"> (a) Executive Director (b) Deputy Executive Director (c) Head of Office of Management

11.	Gratis Personnel Agreements	(i) Governments; (ii) Other entity responsible for remuneration of gratis personnel.	Purpose: To secure expertise not readily available within the Organization for very specialized functions, and for a limited and specified period of time or to provide temporary and urgent assistance as outlined in ST/AI/1999/6	Legal Unit	(a) Executive Director
12.	Lease Agreements	(i) Government Ministries and Departments; (ii) Local and Regional Governments; (iii) United Nations Agencies; (iv) Private Individuals; (v) Private Sector.	(i) Purpose: Renting property to UN-Habitat for the use of office space or other official use.	Legal Unit.	(i) Agreements up to US\$200,000 per annum (a) Directors of Regional Offices (b) Liaison Offices (c) Director, Project Office (d) Branch Coordinators (e) Head, Office of Management (f) Head, External Relations Office. (ii) Agreements over US\$200,000 per annum (a) Executive Director (b) Deputy Executive Director (c) Head, Office of Management
12.	Community Agreements	Community Organizations	(i) Purpose: UN-Habitat providing grant funds for the purpose of meeting a community's need by the community organization in a specific neighbourhood.	Legal Unit.	(a) Directors of Regional Offices