

UN-Habitat Delegation of Authority Matrix as at February 2019

DOAs Issued per functional title											
Type of delegation	Deputy Executive Director	Director MOD	Director Programme Division	Director Regional Offices/OIC	Country Programme Managers/OIC	Branch Coordinators	Director External Relations Division	HR Officer	PMO/FMO	SOME PMAs	
1 Approving Programmes/Project Documents and Revisions	✓	≤\$5,000,000	≤\$5,000,000	≤ \$2,000,000		≤ \$500,000					
2 Approving/Signing Procurement Contracts		✓		≤\$40,000	≤ \$40,000						
3 Certifying Expenditures/Obligations	✓								✓		
4 Approve PI grant									✓		
5 Approve release budget without budget augmentation									✓		
6 Approve release budget with budget augmentation									✓ (Core PMOs)		
7 Approve Recruitment of Consultants and Individual contractors	✓	✓	✓	✓							
8 Approve recruitment of GS and JPOs	✓	✓									
9 Certify travel										✓	
10 Signing agreements and Legal Instruments:											
· To sign agreements of cooperation.	✓	✓	≤ \$100,000	≤ \$500,000 (ROAF, ROAS & ROLAC) ≤ \$1,000,000 (ROAP)	≤ \$100,000 (Issued to Afghanistan)	≤ \$100,000	≤ \$100,000				
· To sign memoranda of understanding without financial obligations.	✓	✓	≤ \$0	≤ \$0		≤ \$0	≤ \$0				
· To sign memoranda of understanding with financial obligations.	✓	✓	≤ \$300,000	≤ \$300,000		≤\$1,000,000	≤ \$300,000				
· To sign contribution agreements.	✓	✓	≤ \$1,000,000	≤ \$1,000,000			≤ \$1,000,000				
· To sign private sector agreements.	✓	✓	≤ \$1,000,000	≤ \$1,000,000		≤ \$1,000,000	≤ \$1,000,000				
· To sign letters of agreement.	✓	✓	≤ \$1,000,000	≤ \$1,000,000		≤ \$1,000,000	≤ \$1,000,000				
· To sign UN Agency contribution agreements.	✓	✓	≤ \$1,000,000	≤ \$1,000,000		≤ \$1,000,000	≤ \$1,000,000				
· To sign exchange of letters with ministries and departments.	✓	✓									
· To sign Trust fund agreements.	✓	✓									
· To sign host country agreements.	✓										
· To sign grant agreements.	✓	✓	≤ \$100,000	≤ \$100,000		≤ \$100,000	≤ \$100,000				
· To sign lease agreements.	✓	✓									
· To Sign Community agreements				✓	≤ \$100,000						

Key:

	DOA not issued
✓	DOA issued with no financial limit
≤ \$100,000	DOA issued with indicated financial limit

Note : The DOA to Country Programme Managers are issued upon request by the Regional Director