

STANDARD OPERATING PROCEDURES

DONOR FOCAL POINT SYSTEM

Overview

The Donor Focal Point system has been enhanced in order to strengthen strategic relations with existing and potential donors and increase the level of funding from donors, particularly for core, but also for earmarked programmes. This includes funding for UN-Habitat's flagship programmes.

A priority for the donor focal points is to increase the number of countries contributing to core non earmarked funds and increasing their level of contributions so that the core activities annual programmes of work are fully funded in line with the approved budget.

Information for Staff

1. Donor Focal Points are nominated to this function by the Executive Director.
2. Donor Focal Points take the lead on any communications with their specific donors and ensure that information and other requirements of the donors are met and that their donors are kept updated on developments in their areas of interest as well as major organizational updates.
3. The functions of the Donor Focal Points are outlined in their terms of reference (to be finalized at the time of publishing this guide).
4. Donor Focal Points meet on a regular basis to update on the status of relations with their donors.

Guidelines for Staff

1. Before contacting any donor on potential collaboration, contact the Donor Focal Point to get guidance and to gain understanding on the current status of the relationship between UN-Habitat and the donor. The initial communication should be made by the Donor Focal Point who can introduce the staff member for follow up communications.
2. All communications to donors should be led by the Donor Focal Point except for communications with donors on existing programmes where the staff have an ongoing relationship.
3. Always copy the relevant Donor Focal Point in any communications to donors except for regular communications on existing projects.
4. If you have close relations with a particular donor and wish to be considered as a Donor Focal Point, send an email to unhabitat-donorrelations@un.org.