


## MEMORANDUM

To: All UN-Habitat Staff

Date: 9 July 2021

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

Subject: **Supporting Documentation and Templates required for legal clearance of Agreements of Cooperation with Implementing Partners**

1. As part of strengthening the control and accountability framework governing the selection and management of implementing partners and, in line with the *UN-Habitat Policy for Implementing Partners* and the establishment of the *Implementing Partners Selection Committee* (“IPSC”), which became effective on 1 November 2017, the Legal Unit would like to bring to the attention of all staff members that the following template forms are required before legal clearance of all Agreements of Cooperation with the implementing partners:

- (a) The updated [request form for Agreements of Cooperation](#) with section H (coding block for legal cost recovery), duly completed and relevant signatures obtained by the Requesting Office;
- (b) The [Supplementary data form for Agreements of Cooperation](#) duly completed detailing how the selection/evaluation was undertaken and relevant signatures obtained by the Requesting Office. In the case of sole sourcing, sufficient justification is to be provided by the Requesting Office for the selection of an implementing partner;
- (c) The [Checklist for clearing Agreements of Cooperation](#) duly completed and relevant signatures obtained by the Requesting Office;
- (d) The [Implementing Partner Capacity Assessment Tool \(“IPCAT”\)](#) containing details on integrity check, capacity assessment check and value for money check duly completed;
- (e) The [Checklist for the selection of implementing partners](#) signed by the head of the office/programme showing that they agree and confirm the selection of the implementing partner;
- (f) The [Partnership declaration form](#) signed by the implementing partner; and

- (g) The [Non-Conflict of interest form](#) signed by the members of the committee that undertook the selection of the implementing partner.
2. These templates can be found on UN-Habitat Intranet under [Legal service](#) category or under [Implementing Partner Management Service](#).
3. For further information or assistance relating to the guidance above, please contact Emmanuel Bugoye at [Emmanuel.bugoye@un.org](mailto:Emmanuel.bugoye@un.org), Luciani Sheldon at [Luciani.sheldon@un.org](mailto:Luciani.sheldon@un.org) and Sharon Ogwindo at [Sharon.ogwindo@un.org](mailto:Sharon.ogwindo@un.org).

Thank you.