

**Towards  
INMS**

# Contracts, reporting, finance

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# Contractual arrangements

- NERC-CEH acts as the Executing Agency, UNEP acts as the GEF Implementing Agency.
- UNEP signs a contract with CEH for the completion of the project.
- CEH signs subcontracts with partners who are being provided funding from the project.
- All project partners – funded and not funded, sign a ‘Letter of commitment and co-financing’.

# Reporting requirements

- Reporting line : Project Partners → CEH → UNEP → GEF
- Reporting to be done quarterly
- Types of reports:
  - a) Progress report (on the tasks completed) – quarterly
  - b) Financial report on expenditures relating to the project - quarterly
  - c) Financial report on co-financing relating to the project – once a year
  - d) Final report – after the project’s completion
- Audit reports – prepared by certified public accountants, after the first 2 years, and thereafter at the end of the project
- All reports to be completed in English and financial reports expressed in USD

# Financing

- Periodic payments from UNEP to CEH made on submission of the periodic reports
- CEH makes payments to project partners on successful delivery of the project outputs
- GEF/UNEP provides funding for the project but partners also need to provide co-financing (cash and/or in-kind) in the ratio of 1:6