

3. Monitoring and Reporting Requirements

See below reporting requirements and timelines. Additionally, UNDEF may request ad hoc updates at any time throughout the duration of the project.

Each milestone and corresponding grant installment are indicated by the grantee and approved by UNDEF during negotiation of the project document (see sample below). It is the responsibility of the grantee to inform **UNDEF of any changes to a milestone well in advance of its scheduled activity which may lead to changes in the disbursement schedule.**



relevant supporting documents as annexes so that UNDEF can verify the completion and quality of each output. The report should also justify any changes made

3.5 Final Financial Utilization Report (

- B) To adjust the design and resource allocation to ensure the project operates effectively in a changing environment and/or
- C) To improve project design and/or implementation by clarifying objectives, adjusting results, indicators, assumptions and/or conditions, and adding or curtailing activities.

Approved changes should be documented both in the narrative progress reports and final narrative report. Financial reallocations made without prior UNDEF approval will not be accepted, and the funds may have to be reimbursed to UNDEF.

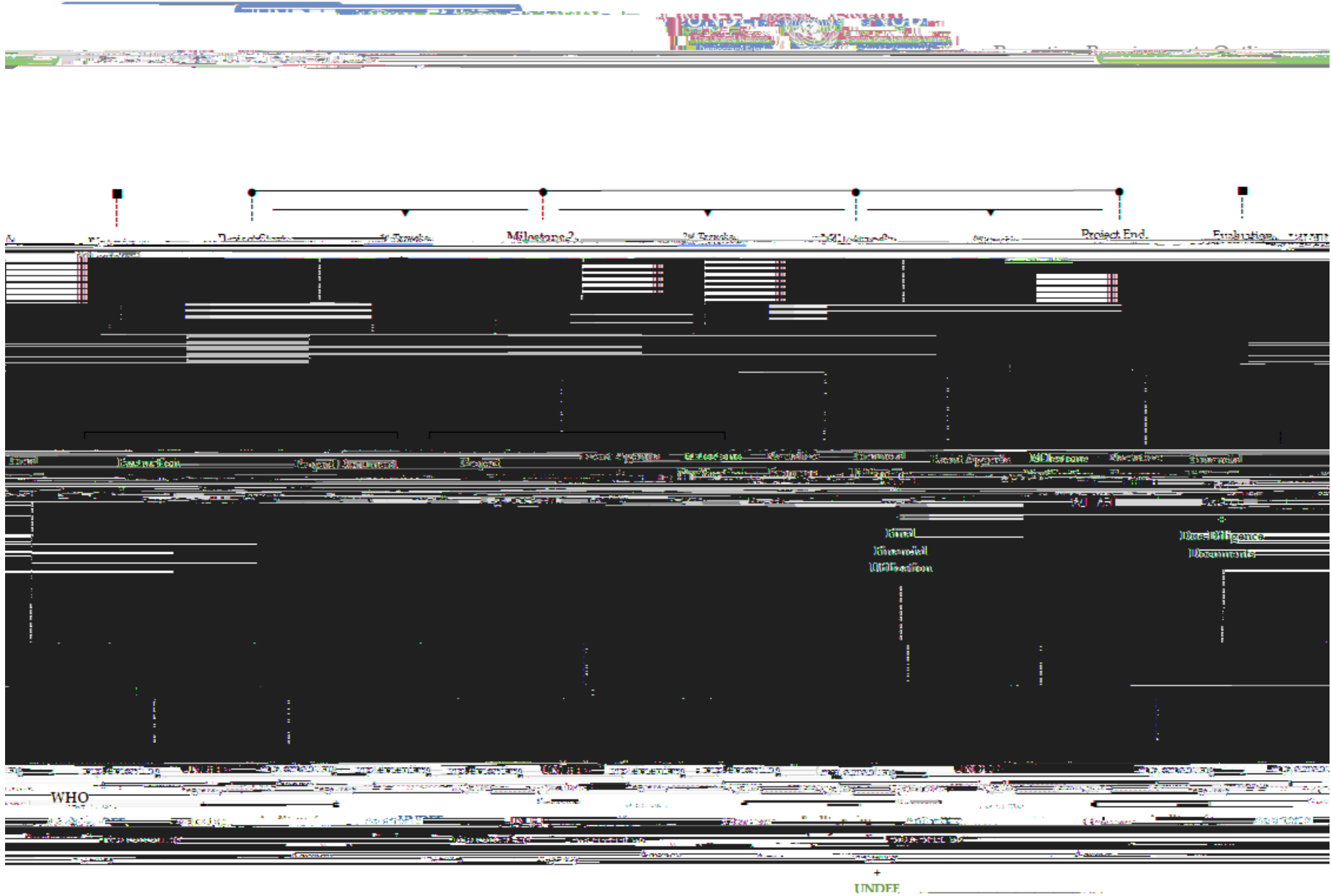
4.2 Extension of Project Duration

UNDEF prefers projects to be implemented in accordance with the approved timetable foreseen in the project document and will only consider "no cost" extensions in exceptional circumstances. In such cases, the Implementing Agency is required to contact the UNDEF Programme Officer **no later than three months** before the initially foreseen project end date.

A -allocation of funds to salaries and support costs.
Under no circumstances should salaries and support costs exceed the amounts allocated in the approved project budget.

Extension requests will be considered for the **shortest justifiable timeframe** and **in no circumstances, will exceed 12 months.**

The Implementing Agency upon consultation with the UNDEF Programme Officer is required to submit a Project Extension Request Form. In addition to the extension request form, an **updated Results Framework** must be enclosed clearly highlighting the activities already completed at the time of the request and any activities that will be implemented during the project extension period. Upon approval of the extension request, if the extension period is more than six months, the Implementing Agency should report to UNDEF on the project progress using the



UNDEF Project Monitoring, Reporting, Revision and Extension Guidelines (Revised in 2019)