UN-Habitat Delegation of Authority Matrix as at April 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 Extenal 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 Afghan)	≤ $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