ANNEX II
List of Definitions

Amendment

An amendment occurs when there is a need to modify the terms and conditions of the engagement agreement in accordance with a change in the scope, time, cost, quality, or Funding Source.

Business Developer

The Business Developer acts on behalf of the Project Executive, managing an engagement and its related projects on a day-to-day basis during the Opportunity, Pre-engagement and Initiation Stages. The main responsibilities of the Business Developer are to develop a possible project into a potential project, a potential project into a feasible project and to formalize an engagement.

Client

The Client is any entity to which, or on whose behalf, UNOPS is authorized to provide goods, render services and/or other types of support, as may from time to time be established by the Executive Board. The Client is the entity that formally receives project outputs, but does not necessarily use those outputs.

Contributor

Contributors provide support in the development of an engagement. The contributor can be anyone with the requisite skills, including technical expertise.

Delegation of authority (DOA)

A delegation of authority is the written statement of conditions, procedures, and terms that a delegate must follow in executing a delegated task.

Engagement Acceptance Committee (EAC)

The EAC is the body responsible for the evaluation of engagements with high-risk profiles that may have potential organization-wide consequences, and determines whether or not to continue developing or finalizing the engagement. The Financial Regulations and Rules refer to the EAC as the 'Project Acceptance Committee'.

Engagement Agreement

An Engagement Agreement is where UNOPS enters into a legal agreement, whereby the Funding Source provides funds to UNOPS to deliver specific services, including grant support, to or on behalf of the Client through a project, multiple projects, or a programme.

Engagement Authority

The Engagement Authority is the role within UNOPS that has received a delegation of authority from the Executive Director to accept engagements. The Engagement Authority owns the UNOPS internal business case, risks and ethics, and is held accountable for the realization of results.

Engagement Acceptance Risk Assessment

The risk assessment during the development of engagements shall identify any risks during Opportunity, Pre-engagement and Initiation Stages. Any high risks must be identified in the EAC Checklist in oneUNOPS Projects during the Opportunity Stage and updated during the Pre-engagement and Initiation Stages. All risks, including an evaluation of the risk and a risk response, shall be included in the risk register in oneUNOPS Projects.

Funding Source

The Funding Source is the entity that provides funds required for the engagement and its related project(s). The Funding Source is either (i) the Client that provides funds to UNOPS pursuant to a engagement agreement between UNOPS and that Client, or (ii) where the Funding Source is not the Client, the entity that provides funds to UNOPS with the written concurrence of the Client pursuant to a signed Engagement Agreement between UNOPS and the Funding Source.

Head of Programme (HoP)

The HoP is responsible for programme development, planning, governance, management of resources and for implementing and monitoring for UNOPS Country and Multi Country Offices. The HoP supports the Business Developer throughout the engagement development process.

Partners

A partner may be the Funding Source for a UNOPS project or activity, a recipient of UNOPS project/ activity assistance, or an entity that collaborates with UNOPS towards future or ongoing activities/ projects.

Programme

A programme is a temporary organization created to deliver multiple related projects and to manage their outputs, outcomes and impacts.

Project

A project is a temporary organization that creates one or more outputs.

Project Executive

The Project Executive is responsible for directing the project on behalf of the Engagement Authority. Only UNOPS personnel can perform this role. As the role requires substantial authority, it is typically the Country Director or Manager, the HoP, or other sufficiently experienced senior personnel who performs this role.

Review

A review is a formal assessment of the engagement, prior to acceptance, by a relevant technical expert, i.e. the Reviewer. The review is intended to support the Engagement Authority to decide whether or not to accept an engagement.

Reviewer

Reviewers are technical experts, typically personnel from a UNOPS functional entity, who provide comments and feedback during Opportunity, Pre-engagement and Initiation Stages to the Business Developer and the Engagement Authority. The Reviewers inform of any risks concerning the engagement, especially high risks, before an engagement is accepted. The Reviewer must be UNOPS personnel with relevant experience, for example, in finance, human resources, legal, procurement, administration, infrastructure or project management.

Technical Expert

A technical expert is an individual who possesses a significant level of knowledge and experience in a particular subject matter area in order to provide informed and accurate advice to a project team.