ANNEX I
Delegation of authority and review thresholds

Table 1: Levels of delegated authority (as per Procurement DOA Levels)

UNOPS Personnel with the following Procurement DOA Levels shall have the following authority:

Activity	Level 1	Level 2	Level 3	Level 4
Approve Requests of Pro Bono Goods and Services and evaluation teams	Unlimited	Unlimited	Unlimited	Unlimited
Award agreements or amendments to agreements further to the acceptance of pro-bono goods and services	$5,000	$50,000	$250,000	$250,000
Sign awarded pro-bono agreements	Unlimited	Unlimited	Unlimited	Unlimited
Approve retroactive or post-facto pro-bono agreements	None	None/$50,000	$250,000	$250,000

Notes:

1. Values represent the cumulative amount of all pro-bono agreements, including amendments, awarded to the same Entity for the same business unit in the last 12 months. For the purposes of establishing the cumulative amount, pro-bono and procurement activities on the same Entity shall be accumulated separately.

2. The approval of Requests of Pro Bono Goods or Services requires pre-clearance by a Procurement Reviewer prior to advertising, regardless of value.

3. Awards may require review by CPC per Table 2 below. Any award not subject to CPC review must be pre-cleared by a Procurement Reviewer prior to award.

4. Regional Directors or Deputy Regional Directors and HQ Directors are the only persons authorized to approve retroactive or post-facto cases for amounts of up to $50,000

Table 2: Monetary thresholds for CPC review

Activity	LCPC	HQCPC	
		Region	HQ Groups
Award agreements or amendments to agreements further to the acceptance of pro-bono goods and services	$50,000 or above up to $250,000	$250,000 or above	$50,000 or above
Approve retroactive or post-facto pro-bono agreements	$50,000 or above up to $250,000	$250,000 or above	$50,000 or above

Notes:

1. Values represent the cumulative amount of all agreements, including amendments, awarded to the same Entity for the same business unit in the last 12 months. For the purposes of establishing the cumulative amount, pro-bono and procurement activities on the same Entity shall be accumulated separately.

2. Submissions shall be made using the HQCPC system and be pre-cleared and cleared per instructions in the OI - CPC Submissions and Review.

3. Should the award be made under a project with currently active EPP authorization, all submissions to CPC shall be made to HQCPC, if so stated in the authorization approved by the ECPO.

4. Should the award be made under the OI Engagement Acceptance and Procurement Procedures in response to Crisis Situations, all submissions to CPC shall be made directly to the Director SSC.