



THE GROUP OF 77

New York
Office of the Chairman

L-089/2011

16 December 2011

Excellency,

I have the honour to announce that the 2012 project cycle of the Perez-Guerrero Trust Fund for South-South Cooperation (PGTF) is now officially launched. The deadline for submission of project proposals to PGTF for the 2011 project cycle will be 30 April 2012. In this context, I wish to call attention to following guidelines which should be borne in mind when submitting project proposals to PGTF:

- Proposals submitted for funding from PGTF should be prepared taking into account the criteria for eligibility contained in the Guidelines for Utilization of PGTF, and should be presented in accordance with the Model Format for submission of project proposals, including a mandatory Checklist that should be attached to each project proposal. A copy of the Guidelines as well as the Modal Format and Checklist for project proposals are enclosed herewith. They are also available on the website of the Group of 77 (<http://www.g77.org/pgtf>).
- PGTF's mission is to finance South-South cooperative projects, and not other type of development projects. Therefore, project proposals that are national in nature are not eligible for funding from PGTF. In the case of nationally executed projects, i.e., cooperative projects carried out in a given member country, the cooperative elements of the project should be established by means of written evidence of the interest of or participation by other developing countries as potential beneficiaries. Accordingly, written evidence of endorsement or declared interest should be attached to the project proposal.
- As for large projects that go beyond the capacity of the PGTF, the Fund may be in a position to finance only a component of these cooperative projects. All project proposals submitted should also include inputs from other resources of an amount at least equal to the resources requested from PGTF. These inputs should be secured by the sponsors prior to submission of the proposal to PGTF. The maximum amount of PGTF support available for any given project in 2012 will be **USD 35,000.00**.

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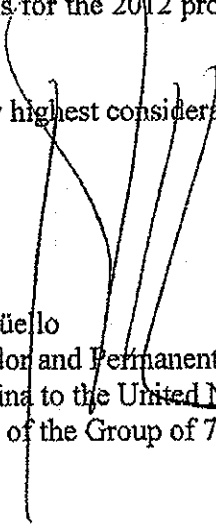
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The foregoing are only some of the major eligibility criteria contained in the Guidelines for Utilization of PGTF. Accordingly, I invite your Government as well as prospective governmental and non-governmental organizations, sub-regional and regional institutions in your country, to submit project proposals for the 2012 project cycle taking into account the Guidelines for Utilization of PGTF.

Please accept, Excellency, the assurances of my highest consideration.



Jorge Argüello
Ambassador and Permanent Representative
of Argentina to the United Nations
Chairman of the Group of 77

Permanent Representatives of the Member States
of the Group of 77 and China to the United Nations
New York, N.Y.

THE PEREZ-GUERRERO TRUST FUND FOR SOUTH-SOUTH COOPERATION

Summary Checklist

(please attach on top of project proposal)

Title of project proposal:

Abstract: (brief description of the project, maximum 10 lines)

Name of submitting entity:

Contact details of submitting entity:

Contact person:
Address:

Telephone:
Fax:
Email:

Total budget of project (US\$):

Amount requested from PGTF (US\$):

Key questions: (Please note that a negative answer to any one question below may lead to non-consideration of the proposal)

	YES	NO
1. Does the project involve at least three developing countries? (If yes, list all beneficiary/participating countries) _____ _____	_____	_____
2. Have all beneficiary/participating countries given written confirmation of interest/participation?	_____	_____
3. Have all written confirmations of interest/participation been attached to this proposal?	_____	_____
4. Are inputs from sources other than PGTF at least equal to funds requested from PGTF? If yes, list exact amount of other sources' funds: _____	_____	_____
5. If PGTF cannot allocate in full the resources requested, would the project still be able to be launched? If yes, list minimum PGTF input _____	_____	_____
6. Does the project address one of the priority areas of the Caracas Programme of Action on Economic Cooperation among Developing Countries, namely Trade, Technology, Food and Agriculture, Energy, Raw Materials, Finance Industrialization, and Technical Cooperation among Developing Countries, as well as in the Havana Programme of Action in the areas of South-South Cooperation?	_____	_____
7. Were the guidelines for PGTF consulted in preparing this proposal?	_____	_____



PGTF
**THE PEREZ-GUERRERO TRUST FUND FOR ECONOMIC AND
TECHNICAL COOPERATION AMONG DEVELOPING COUNTRIES**

Guidelines for the utilization of PGTF¹

A. Criteria for project eligibility

(a) Projects utilizing the Perez-Guerrero Trust Fund (PGTF) should be of such a nature that they lead to balanced and general benefits for the member countries of the Group of 77. These projects should be designed so as to have a maximum multiplier effect and, in the case of regional projects, serve as pilot projects for the other regions.

(b) The objective of the PGTF is to provide seed money for (i) financing pre-investment/feasibility studies/reports prepared by professional consultancy organizations in developing countries; and (ii) facilitating the implementation of projects within the framework of the Caracas Programme of Action on ECDC.

(c) The PGTF should not be used as a substitute for resources available to the United Nations agencies for undertaking activities in favour of economic cooperation among developing countries.

(d) Proposing organizations and institutions may submit no more than one (1) project proposal per annum for funding from the PGTF.

(e) All projects benefiting from PGTF financing should, to the maximum extent possible, comply with ECDC/TCDC modalities in their execution.

(f) Projects that are of a national nature would not be eligible for financing. For nationally executed projects to be eligible, the cooperative component of the project has to be established through the identification and declared interest of and explicit participation by other developing countries as potential beneficiaries in the activities of the project, as appropriate. Accordingly, written evidence of endorsement or declared interest should be part of the proposal. The Committee of Experts would not consider proposals failing to comply with this requirement.

(g) Cooperative projects can be carried out on a sub-regional, regional or inter-regional basis, with a minimum of three (3) participating countries. Therefore, projects that are of a bilateral nature are not eligible for funding.

¹ As of 23 September 2011.

- (h) Dissemination of results to interested countries cannot by itself be considered as a rationale for the cooperative character and hence the eligibility of the project.
- (i) The projects that are selected should not duplicate existing projects in developing countries and should make optimum use of capacities which already exist in developing countries at the national, regional and inter-regional levels.
- (j) The support provided by PGTF is of a catalytic nature and cannot be used for the full implementation of a project, which is the responsibility of the participating countries. In this regard, regular budget activities of organizations or institutions are not eligible for funding from PGTF resources.
- (k) Before submitting project proposals to the PGTF, governmental and non-governmental organizations, subregional and regional institutions of developing countries should obtain approval of their respective governing bodies and countries involved in the project.
- (l) Project proposals submitted for funding from PGTF should address the sectoral priorities contained in the Caracas Programme of Action, that is Trade, Technology, Food and Agriculture, Energy, Raw Materials, Finance, Industrialization and Technical Cooperation among Developing Countries, as well as in the Havana Programme of Action in the areas of South-South cooperation.
- (m) All project proposals submitted to PGTF should include inputs from other sources of an amount at least equal to the resources requested from PGTF. These inputs should be secured by the sponsors prior to submission of the proposal to PGTF.
- (n) Project proposals by governmental or non-governmental organizations should be submitted to PGTF through their respective National Focal Points for ECDC/TCDC or competent national authorities, as appropriate.
- (o) The deadline for submission of project proposals shall be April 30 of each year, so that the necessary consultations between the experts, the Office of the Chairman, governments, organizations and institutions submitting proposals should take place, so as to improve and expedite the process of examination of projects as well as to avoid duplication with the existing activities.
- (p) Project proposals received after the established deadline of each given year would not be considered by the Committee at its meeting of that year and consideration would be deferred to the next meeting of the Committee. However, these proposals would only be considered by the Committee if the submitting entities resubmit these proposals, in their original form or updated as appropriate, before the deadline of the following year.
- (q) The financial support given to any project proposal in a given year cannot exceed one-seventh of the total resources available to PGTF for that year. The Office of the Chairman of the Group of 77 will inform at the beginning of each calendar year the corresponding availability

of resources. The maximum amount available in 2012 for supporting any given project will be US\$35,000.00.

(r) In order to ensure successful implementation of approved projects a lead country or organization, as appropriate, should be identified when necessary.

B. Appraisal and Evaluation of Project Proposals

(a) A committee of six experts, two from each region of the Group of 77, acting in their personal capacities, is hereby established. The regional groups of the Group of 77 in New York shall nominate and endorse the names of the experts and submit them to the Chairman of the Group of 77 in New York. The terms of office of the experts shall be five years and shall be structured so as to avoid replacement of both experts from a given region in the same year. Whenever the nomination of a new expert by the respective regional group does not occur up to end-April of the year following expiration of the term of office of the outgoing expert, the term of office of the outgoing expert shall be extended until the nomination of the new expert takes place.

(b) The task of this Committee of Experts shall be to prepare a list of projects in order of priority in respect of which the preparations of pre-investment/feasibility studies/reports could be assigned to professional consultancy organizations available in developing countries. The report of the Committee of Experts shall also include all relevant financial implications.

(c) At least four experts would constitute the quorum in any meeting of the Committee of Experts. A smooth transition should be ensured between the work of the outgoing group of experts and the group to be designated, inter alia, through the presence of the Chairman of the current Committee in the first meeting of the newly designated Committee.

(d) When project proposals are received by the Intergovernmental Follow-up and Coordination Committee (IFCC) or Ministerial Meetings of the Group of 77, such project proposals should be referred to the Committee of Experts before a final decision is taken.

(e) Whenever feasible, the Committee of Experts should indicate in its recommendation for adoption of a given project if disbursement of funds should take place in two or more tranches. The disbursement of subsequent tranches would be subject to the timely submission of the corresponding financial and progress reports. A token 10 percent of the funds allocated to each project will be withheld until the submission by the project sponsors of the relevant substantive and financial reports which are to be submitted upon completion of each project.

(f) No follow-up project would be considered until the previous one is implemented.

(g) Countries or groups of countries, including action committees, will continue to have the possibility of submitting projects to the IFCC and/or Ministerial Meetings of the Group

of 77 for financing from the PGTF. To the extent possible the views of the Committee of Experts would be ascertained on these projects.

(h) In order to identify a uniform project cycle and ensure full participation of its members, the regular meeting of the Committee of Experts should take place between 1 July and 15 August of each year, and if necessary the Chairman of the Group of 77, in consultation with the Chairman of the Committee of Experts of the PGTF, will convene an extraordinary meeting of the Committee.

(i) The expenditures relating to the participation of the members at the meetings of the Committee of Experts, up to a maximum of two meetings per year, will be covered by the PGTF.

C. Project approval

(a) The report of the Committee of Experts shall be circulated to Governments by the Chairman of the Group of 77 in New York at least one month in advance of the next annual ministerial meeting of the Group of 77. Both the IFCC and the Ministerial Meeting of the Group of 77 would be empowered to approve the report of the experts.

(b) In the year when no IFCC meetings are held, the report of the Committee would be considered by the annual meeting of senior officials the Group of 77 which is entrusted with the preparation of the annual meeting of the ministers for foreign affairs held in New York. The report as amended by the annual meeting of senior officials will be submitted for consideration and approval to the ministerial meeting.

(c) The approving authorities (IFCC and/or Ministerial Meetings) should have before them a list of all the projects submitted for consideration by the Committee of Experts.

D. Coordination and follow-up

(a) The Chairman of the Group of 77 in New York should approach directly, in consultation with concerned Governments, organizations and institutions in developing countries capable of preparing projects eligible for financing under the Perez-Guerrero Trust Fund. Such an approach must go beyond sending invitations to submit project proposals. In carrying out this task, which should take place under the coordination of appropriate authorities and designated national focal points of host developing countries, the participation of the members of the Committee of Experts should be sought in order to benefit from their experience and expertise.

(b) The Chairman of the Group of 77 could also seek the assistance of the Committee of Experts in identifying organizations and institutions of developing countries capable of preparing project proposals that could be submitted for funding by PGTF.

(c) Once the report is approved, pre-investment/feasibility studies/reports shall be commissioned on a strictly time-bound basis. When available such pre-investment/feasibility studies/reports shall be circulated by the Chairman of the Group of 77 in New York to all countries members of the Group of 77.

(d) The core of assistants of the Chairman of the Group of 77 will provide continuing support for the work of the Committee, in order to ensure a permanent operating and follow-up capability in identifying, selecting and recommending projects as well as in assisting the Chairman in monitoring the implementation of the approved projects.

E. Action Committees

(a) Requests for the financing of projects by Action Committees as defined in the Caracas Programme of Action, existing or prospective, from the Perez-Guerrero Trust Fund for ECDC/TCDC will be considered by the Committee of Experts on the same parameters that governed the approval for providing financial support to the Action Committee on Consultancy, Construction and Engineering as a form of support to its preparatory phase in order to facilitate its early and effective launching. (The Action Committee will receive the recommended amount only after it has received a matching contribution of the same amount from its members). The Committee of Experts shall apply the same norms and modalities concerning the procedure of submission of requests for support and/or projects by other Action Committees.

F. General

(a) Within the existing guidelines due regard should be given to equitable geographical distribution as far as possible.

(b) The initiation of the implementation of projects, determined by the signature of the project document and the corresponding sub-contract where appropriate, should take place no more than two years after the adoption of the project by IFCC or the Ministerial Meeting of the Group of 77. Should this condition not be fulfilled the funds would revert to PGTF following consideration and recommendation by the Committee of Experts.

(c) In order to increase the quality and number of project proposals submitted, appropriate institutions and organizations of developing countries should be provided with comprehensive information on the potentiality of the PGTF and on the procedures for the submission of proposals. These contacts should be carried out in consultation with national governments.

(d) In order to increase awareness of the PGTF, relevant information in all the official languages of the Group should be disseminated by the Office of the Chairman of the Group of 77 in New York through all appropriate channels, such as printed brochures and the web page of the Group. This information should include the guidelines as well as the standard format for submission of project proposals.

- (e) The utilization of the PGTF shall be reviewed at the meetings of the IFCC.
- (f) Only the interest accruing on the Fund should be utilized. This would preserve intact the core capital.

Part Ia. Situation Analysis

What is the problem or issue that will be addressed by the project (no more than 1 page)?

Part Ib. Strategy

What is the country or institutional strategy to deal with the problem or situation above? Include point on who the project will benefit, i.e. target beneficiaries. (No more than 1 page).

Part II. Results Framework

PROJECT RESULTS AND RESOURCES FRAMEWORK

<p>Intended Outcome: What is the final result desired by project, project can only help to contribute to outcome, other parties have to contribute to achievement of outcome e.g. eradication of Mexican boll weevil.</p> <ul style="list-style-type: none"> • Outcome indicator: Measures of progress towards the outcome. • e.g. Improved methods for trapping boll weevil reduces occurrence by 5%. • e.g. No new areas of infestation recorded in next 5 years. 				
<p>Project title and number: [Project Title].</p>				
Intended Outputs	Activities	Inputs	Budget Line	Budget (Year)
1. Outputs are to be described as concretely as possible and in verifiable terms.	Each output must be supported by at least one activity.	The totality of inputs required to carry out the projects activities or otherwise to produce the specified outputs are to be listed.	[UNDP will insert]	\$US \$US
2. In formulating outputs, it may be useful to test them by asking if they are stated in a manner which permits a ready determination of whether and when they have been produced and whether they are of the required quality.	List each of the major activities necessary to produce a particular output together with that output.	All the required inputs are to be identified, regardless of their possible source.	[UNDP will insert]	\$US
3. Every immediate objective must be supported by at least one output.	Some activities may contribute to more than one output, in which case this should be indicated by cross-reference.	Inputs requested from PGTF should be listed (e.g., computers; travel, consultants, etc.).	[UNDP will insert]	
		Execution Fee %	[Leave blank when submitting. UNDP will insert]	[Leave blank when submitting. UNDP will insert]
		Total		\$US

Part III. Management Arrangements

Management arrangements.

Who will be responsible for what under project management? The project will be implemented by [name of implementing institution]. The implementing institution will appoint a project coordinator who will report to it. All project staff will be appointed by the implementing institution and will not hold UNDP contracts. The UNDP Country Office will, on request by SU-TCDC, release an advance equivalent to 90 % of budget resources after project approval. The implementing institution will produce a report to be submitted to the UNDP Country Office and forwarded to SU-TCDC. SU-TCDC will recommend release of the remaining 10% of the budget by the Country Office. The role of the Country Office will be to facilitate signature of project document, disbursement of 90 % of resources, forwarding the report to SU-TCDC and disbursing the final 10 % of project funds.

Execution Arrangements. The project will be executed under the National Execution modality (NEX) with the Government of Host Country as Executing Agent and Implementing Institution as the Designated or implementing institution (This can be a government department or NGO, University etc).

Project Work Plans.

A work plan prepared by the implementing institution will be attached as Annex 1 to the Project Document. It will be revised when the first allocation is made.

Monitoring and evaluation; lessons learned.

Progress monitoring will be done by the Executing Agent (Government of Host Country). However, any staff from the UNDP or Perez-Guerrero Trust Fund may undertake monitoring activities in line with managerial roles above.

The project may be audited by the Perez-Guerrero Trust Fund.

Part IV. Legal Context

Standard legal context if a country has signed standard agreement with UNDP. (Country office will provide).

Project Budget

INT/-/K-/95/99 [UNDP will insert] - [Title of Project]

Budget "A"

Main Source of Funds: Perez-Guerrero Trust Fund.

Please note that the budget should reflect Perez-Guerrero Trust Fund Resources only. There is a standard format to the UNDP budget which should be followed. Please note that descriptions are for demonstration only. Budget lines and nomenclature to be inserted by UNDP.

Bud. Line	Description	Exe. Agy	Total	Year 1	Year 2
010	PERSONNEL				
11.01	<i>International Consultants</i>	NEX	US\$	US\$	US\$
15.01	<i>Official Travel</i>	NEX	US\$	US\$	US\$
16.01	Missions (international travel)	NEX			
17.01	National Consultant				
17.02	National Consultant				
020	Subcontracts				
021.01	Subcontract A				
021.02	Subcontract B				
030	TRAINING				
32.01	<i>Other Training</i>	NEX	US\$	US\$	US\$
039	TRAINING COMPONENT TOTAL		US\$	US\$	US\$
40	Equipment				
45.01	Expendable equipment				
45.02	Non-expendable equipment				
050	MISCELLANEOUS				
52.01	<i>Reporting Costs</i>	NEX	US\$	US\$	US\$
059	MISCELLANEOUS COMPONENT TOTAL		US\$	US\$	US\$
090	EXECUTION FEE				
96.01	<i>Execution Fee (?%) [Leave blank when submitting. To be inserted by UNDP]</i>	NEX	US\$	US\$	US\$
096.99	Line Total		US\$	US\$	US\$
099	BUDGET TOTAL		US\$	US\$	US\$

Annex 1 Work plan.

Work plan for the next [x] months

INT/--/--/-- [to be inserted by UNDP] Revision: A

Outcome	Output	Activities and Management Actions	mo/yr	mo/yr	mo/yr	mo/yr	mo/yr	mo/yr
T01	01	Activity 1 (for output 1 of outcome 1) ^{of} Action 1: Responsibility:	XXX	XXX	XXX	XXX	XXX	XXX
		Action 2: Responsibility:	mo/yr					
T01	01	Activity 2 (for output 1 of outcome 1) Action 1: Responsibility:		XXX	XXX	XXX	XXX	
		Action 2: Responsibility:	mo/yr					
T01	02	Repeat for remaining outputs of outcome 1.						
T02	01	Repeat for remaining outcomes.						