

LOW VALUE GRANT AGREEMENT



Empowered lives.
Resilient nations.


Between UNITED NATIONS DEVELOPMENT PROGRAMME
AND PEOPLE IN NEED

1. Country: Angola	
2. Recipient Institution: People in Need / Člověk v tísni - Address: Šafaříkova 635/24, 120 00 Praha 2, Czech Republic Branch office: People in Need Angola, incorporated under the laws of Angola with address at Rua Padre Fidalgo, Kuito, Bié	
3. Project Number and Title: Programa de Reconversão da Economia Informal (PREI)	
4. Implementation Period: From January 2022 to June 2022	
5. Budget: Up to the amount of AOA 87,720,750.00 (Eighty-seven million, seven hundred twenty thousand, seven hundred fifty)	
6. Schedule of Disbursement of Funds to Recipient Institution: <u>Disbursement Date/Milestone</u>	<u>Amount</u>
First installment in March 2022 (75%)	[65,790,562.50]
Second one in April 2022 (25%)	[21,930,187.50]
7. Information for Recipient Institution Bank Account into Which Funds Will Be Disbursed: A UNDP Angola Soahangy Mamisoa Rangers (Ms.ccount Name: PIN – People in Need Account Number: 072310122.10.001 International Bank Account Number - AO06 0040 0000 7231 0122 1014 3 Bank Name: Banco Angolano de Investimento - BAI Bank Address: Banco Angolano de Investimento, S.A, Travessa Ho-Chi-Minh, Maianga C.P 6022 Luanda	
8. Notices to Recipient Institution: Name: Hasmukh Hoslo Jiwa Address: Rua Padre Fidalgo, Kuito, Bié Tel: + 244 924340073 Email: Hoslo.Jiwa@peopleinneed.net	9. Notices to UNDP: Name: Soahangy Mamisoa Rangers Address: Rua Direita da Samba, Condomínio Rosalinda 8 th Floor C.P. 910 Luanda, Angola Tel: 00244948934648 Email: mamisoa.rangers@undp.org

Handwritten initials in blue ink.

10. Signed for **People In Need** by its Authorized Representative

Date: 3.3.22

Signature: 

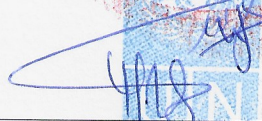
Name: Hasmukh Hoslo Jiwa

Title: Country Director



11. Signed for the **United Nations Development Program** by its Authorized Representative

Date: 03/03/2022

Signature: 

Name Soahangy Mamisoa Rangers

Title: UNDP Resident Representative

The following documents constitute the entire Agreement between the Parties and supersedes all prior agreements, understandings, communications, and representations concerning the subject matter:

this face sheet ("Face Sheet")

Standard Terms and Conditions

Annex A – Accepted Grant Proposal

Annex B – Reporting Format

Annex C – Project Document for the Project funding this Grant Agreement




STANDARD TERMS AND CONDITIONS

This **Low Value Grant Agreement** (hereinafter referred to as the "Agreement") is made between the United Nations Development Program, a subsidiary organ of the United Nations established by the General Assembly of the United Nations (hereinafter "UNDP"), and the Recipient Institution named in block 2 of the Face Sheet (the "Recipient Institution," and together with UNDP, the "Parties").

WHEREAS, the Implementing Partner of the project named in block 3 of the Face Sheet (hereinafter referred to as "the Project") and more specifically described in the project document 00 107203- Implement Support for IF18 Gov partnerships attached as Annex C (the "Project Document"), implemented at the request of the Government of the country named in block 1 of the Face Sheet;

WHEREAS, UNDP desires to provide funds to the Recipient Institution in the context of the Project for the purposes of undertaking the activities in the accepted Grant Proposal (the "Funds"), and on the terms and conditions hereinafter set forth; and

WHEREAS, the Recipient Institution is ready and willing to accept such Funds from UNDP for the activities (the "Activities") described in the accepted Grant Proposal in Annex A (the "Proposal") on the terms and conditions hereinafter set forth in this agreement;

NOW, THEREFORE, the Parties hereto agree as follows:

1.0 Responsibilities of the Recipient Institution

1.1 The Recipient Institution agrees to undertake the Activities and achieve the deliverables described in the accepted Proposal (Annex A) with due diligence and efficiency, pursuant to the schedule set forth in the Proposal, and in accordance with the terms and conditions of this Agreement. The Activities must be undertaken in a manner consistent with the regulations, rules, policies and procedures of UNDP, and in accordance with the Project Document which forms an integral part of this Agreement. Funds provided pursuant to this Agreement shall be prudently managed by the Recipient Institution and used solely for the Activities to produce results specified in the Proposal.

1.2 The Recipient Institution agrees to reach the performance targets (the "Performance Targets") as indicated in the accepted Proposal. If the Recipient Institution fails to meet its responsibilities outlined in this Agreement, or to attain at least 70% of any one Performance Target for any given year, then this will be considered grounds to suspend any further disbursement of Funds. The suspension shall remain in effect until the Recipient Institution has achieved the relevant Performance Targets.

1.3 The Recipient Institution shall inform UNDP about any problems it may face in attaining the objectives agreed upon.



2.0 Duration

2.1 This Agreement, prepared in two originals, shall become effective on the date of its signature by both the Recipient Institution and UNDP, acting through their duly Authorized Representatives, indicated in blocks 10 and 11 of the Face Sheet, and expire on the Implementation Period end date indicated in block 4 of the Face Sheet, unless earlier terminated pursuant to Article 6.4 or 7.9 below.

3.0 Payments

3.1 Subject to the express terms of this Agreement, UNDP shall provide Funds to the Recipient Institution in an amount not to exceed the amount set forth in block 5 of the Face Sheet according to the schedule set out in block 6 of the Face Sheet. Payments are subject to the Recipient Institution meeting the Performance Targets.

3.2 All payments shall be deposited into the Recipient Institution's bank account, the details of which are set forth in block 7 of the Face Sheet.

3.3 The amount of payment of such Funds is not subject to any adjustment or revision because of price or currency fluctuations or the actual costs incurred by the Recipient Institution in the performance of the Activities under this Agreement.

4.0 Records, Information and Reports

4.1 The Recipient Institution shall maintain clear, accurate and complete records in respect of the Funds received under this Agreement. Upon completion of the Activities, or the termination of this Agreement, the Recipient Institution shall maintain the records for a period of at least five (5) years.

4.2 The Recipient Institution shall furnish, compile and make available at all times to UNDP any records or information, oral or written, which UNDP may reasonably request in respect of the Funds received by the Recipient Institution.

4.3 The Recipient Institution shall provide progress reports ("Performance Reports") including financial and narrative information, to UNDP at least 30 days before the expected release of the next tranche or at least annually within 30 days after the end of year until the activities have been completed. The Performance Report, including the financial reporting component, shall follow the format in Annex B and shall include certification by the Recipient Institution's representative with institutional responsibility for financial reporting, including the certification date.

4.5 Within 30 days after completion of the Activities, the Recipient Institution shall provide UNDP with a final financial and narrative report with respect to all expenditures made from such Funds and indicating the results achieved, utilizing the reporting format contained in Annex B.

4.6 All further correspondence regarding the implementation of this Agreement should be addressed to the addresses set forth in blocks 8 and 9 of the Face Sheet, as applicable.

5.0 Audits and Investigations

5.1 Notwithstanding the above, UNDP shall have the right to audit or review the Recipient Institution's related books and records as it may require, and to have access to the books and record of the Recipient Institution, as necessary.

5.2 The Recipient Institution acknowledges and agrees that, at any time, UNDP may conduct investigations relating to any aspect of the Agreement, the obligations performed under the Agreement, and the operations of the Recipient Institution generally. The right of UNDP to conduct an investigation and the Recipient Institution's obligation to comply with such an investigation shall not lapse upon expiration or prior termination of the Agreement.

5.3 The Recipient Institution shall provide its full and timely cooperation with any such inspections, audits or investigations. Such cooperation shall include, but shall not be limited to, the Recipient Institution's obligation to make available its personnel and any relevant documentation for such purposes at reasonable times and on reasonable conditions and to grant to UNDP access to the Recipient Institution's premises at reasonable times and on reasonable conditions in connection with such access to the Recipient Institution's personnel and relevant documentation. The Recipient Institution shall require its agents, including, but not limited to, the Recipient Institution's attorneys, accountants or other advisers, to reasonably cooperate with any inspections, audits or investigations carried out by UNDP hereunder.

5.4 UNDP shall be entitled to a refund from the Recipient Institution for any amounts shown by such audits and investigations to have been used by the Recipient Institution other than in accordance with the terms and conditions of the Agreement. The Recipient Institution also agrees that, where applicable, donors to UNDP whose funding is the source of, in whole or in part, the Funds for the Activities, shall have direct recourse to the Recipient Institution for the recovery of any Funds determined by UNDP to have been used in violation of or inconsistent with this Agreement and/or the Proposal.

6.0 Representations and Warranties

6.1 The Recipient Institution represents and warrants that:

- (a) it has not and shall not offer any direct or indirect benefit arising from or related to the performance of the Agreement or the award thereof to any representative, official, employee, or other agent of UNDP.
- (b) neither it, its parent entities (if any), nor any of the Recipient Institution's subsidiary or affiliated entities (if any) is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, *inter alia*,

requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral, or social development.

(c) neither it, its parent entities (if any), nor any of the Recipient Institution's subsidiaries or affiliated entities (if any) is engaged in the sale or manufacture of anti-personnel mines or components utilized in the manufacture of anti-personnel mines.

(d) it shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by its employees or any other persons engaged and controlled by the Recipient Institution to perform any services under the Agreement. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Recipient Institution shall refrain from, and shall take all reasonable and appropriate measures to prohibit its employees or other persons engaged and controlled by it from exchanging any money, goods, services, or other things of value, for sexual favors or activities, or from engaging any sexual activities that are exploitive or degrading to any person. UNDP shall not apply the foregoing standard relating to age in any case in which the Recipient Institution's personnel or any other person who may be engaged by the Recipient Institution to perform any services under the Agreement is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such personnel or such other person who may be engaged by the Recipient Institution to perform any services under the Agreement.

(e) neither it, its parent entities (if any), nor any of the Recipient Institution's subsidiary, affiliated entities (if any), suppliers and subcontractors is engaged in any transactions with, and/or the provision of resources and support to, individuals and organizations associated with, receiving any type of training for, or engaged in, any act or offense described in Article 2, Sections 1, 3, 4 or 5 of the International Convention for the Suppression of the Financing of Terrorism, adopted by the General Assembly of the United Nations in Resolution 54/109 of 9 December 1999.

6.2 The Recipient Institution shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the Agreement.

6.3 The Recipient Institution acknowledges that it has read the Project Document attached hereto as Annex C, including the section entitled "Risk Management". The Recipient Institution hereby agrees that in undertaking the Activities in the Proposal, it will be bound, *mutatis mutandis*, by the obligations and agreements set forth in the Project Document as applicable to the Implementing Partner of the Project.

6.4 The Recipient Institution acknowledges and agrees that the provisions of this Article 6.0 constitute an essential term of the Agreement and that breach of any such representation and warranty or covenant shall entitle UNDP to terminate the Agreement immediately upon notice to the Recipient Institution, without any liability for termination charges or any other liability of any kind.

7.0 General Provisions

7.1 This Agreement and the Annexes attached hereto shall form the entire Agreement between the Parties, superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Agreement.

7.2 The Recipient Institution shall carry out all Activities described in the Proposal with due diligence and efficiency. Subject to the express terms of this Agreement, it is understood that the Recipient Institution shall have exclusive control over the administration and implementation of the Activities and that UNDP shall not interfere in the exercise of such control. However, both the qualities of work and the progress being made toward successfully achieving the goals of the Activities shall be subject to review by the Project's Steering Committee/Project Board. If at any time the Steering Committee/Project Board is not satisfied with the quality of work or the progress being made toward achieving such goals, the Steering Committee/Project Board may advise UNDP to: (i) withhold payment of Funds until in its opinion the situation has been corrected; or (ii) declare this Agreement terminated by written notice to the Recipient Institution as described in Article 7.9 below, and/or seek any other remedy as may be necessary. The Steering Committee/Project Board's determination as to the quality of work being performed and the progress being made toward such goals shall be final and shall be binding and conclusive upon the Recipient Institution insofar as further payments are concerned.

7.3 UNDP undertakes no responsibility in respect of life, health, accident, travel, or any other insurance coverage for any person which may be necessary or desirable for the purpose of this Agreement or for any personnel undertaking Activities under this Agreement. Such responsibilities shall be borne by the Recipient Institution.

7.4 The rights and obligations of the Recipient Institution are limited to the terms and conditions of this Agreement. Accordingly, the Recipient Institution and personnel performing services on its behalf shall not be entitled to any benefit, payment, compensation, or entitlement except as expressly provided in this Agreement.

7.5 The Recipient Institution shall be fully responsible for all services performed by its personnel, agents, employees, contractors, subcontractors, and any other party undertaking Activities in relation to implementing the Proposal on behalf of the Recipient Institution (hereinafter referred to as "Recipient Institution Personnel") and shall ensure that all of its obligations under this Agreement extend to the Recipient Institution Personnel. The Recipient Institution may not assign, transfer, pledge, or make any other disposition of the Agreement, or any part of it, or of any of its rights, claims or obligations under the Agreement, except with the prior written authorization of UNDP. Any authorized assignee or transferee shall be bound by the terms and conditions of this Agreement. The Recipient Institution may not use the services of subcontractor(s) unless prior written authorization is granted by UNDP. If such authorization is granted, the Recipient Institution shall ensure that such subcontractor(s) do not use further tiers of subcontractors, unless prior written authorization is granted by UNDP. Any authorized subcontractor shall be bound by the terms and conditions of this Agreement. The use of subcontractors shall not relieve the Recipient Institution of any of its obligations under this Agreement.



7.6 The Recipient Institution shall indemnify, hold and save harmless, and defend at its own expense, UNDP, its officials and persons performing services for UNDP, from and against all suits, claims, demands and liability of any nature and kind, including their cost and expenses, on account of, based or resulting from, arising out of (or which may be claimed to arise out of) or relating to the acts or omissions of the Recipient Institution, Recipient Institution Personnel or other persons hired for the management of the present Agreement and the Project. The Recipient Institution shall be responsible for, and deal with all claims brought against it by any Recipient Institution Personnel.

7.7 If provided for in the Project Document (or if otherwise agreed between UNDP and the Government of the country named in block 1 of the Face Sheet), assets and equipment purchased with the Funds will become the property of the Recipient Institution. The Recipient Institution shall be responsible for substantive and financial reporting on its use of the Funds to the Steering Committee set up to oversee grant making and/or the implementing partner, as defined in the Project Document. The assets and equipment shall be used for the purpose indicated in the Proposal throughout the period of this Agreement. Procurement of goods, services and technical assistance required under the Proposal will be conducted by the Recipient Institution in accordance with the principles of highest quality, transparency, economy and efficiency. Such procurement will be based on the assessment of competitive quotations, bids, or other proposals, unless otherwise agreed in writing by UNDP.

7.8 Ownership of patent rights, copyrights, and other similar rights ("Intellectual Property Rights") to any discoveries, inventions or works resulting from implementation of the Activities under this Agreement shall vest in the Recipient Institution. Nonetheless, the Recipient Institution shall grant UNDP a perpetual, irrevocable, world-wide, non-exclusive and royalty-free license to use, reproduce, adapt, modify, distribute, sub-license and make use of such Intellectual Property Rights, including the ability to further license to program country governments in accordance with the requirements of the agreement between the UNDP and the government(s) concerned.

7.9 This Agreement may be terminated by either Party before completion of the Agreement by giving thirty (30) days written notice to the other Party, and the Recipient Institution shall promptly return any unutilized Funds to UNDP.

7.10 The Recipient Institution acknowledges that UNDP and its representatives have made no actual or implied promise of funding except for the amounts specified in this Agreement. Although project related documents may indicate a total amount of funds that could be available for this Recipient Institution, actual disbursements will be based upon the Recipient Institution meeting the Performance Targets. If any of the Funds are returned to UNDP or if this Agreement is rescinded, the Recipient Institution acknowledges that UNDP will have no further obligation to the Recipient Institution as a result of such return or rescission.

7.11 No modification of or change to this Agreement, waiver of any of its provisions or additional contractual provisions shall be valid or enforceable unless previously approved in writing by the Parties or their duly authorized representatives in the form of an amendment to this Agreement duly signed by the Parties hereto.



7.12 The Parties shall try to settle amicably through direct negotiations, any dispute, controversy or claim arising out of or relating to the present Agreement, including breach and termination of the Agreement. If these negotiations are unsuccessful, the matter shall be referred to arbitration in accordance with United Nations Commission on International Trade Law Arbitration Rules. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy or claim.

7.13 Nothing in or relating to this Agreement shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations and UNDP.

7.14 Information and data that is considered proprietary by either Party and that is delivered or disclosed by one Party to the other Party during the term of this Agreement shall be considered confidential and shall be handled pursuant to the UNDP Information Disclosure Policy, not attached hereto but known to and in the possession of the Parties. The Recipient Institution may disclose information to the extent required by law, provided that and without any waiver of the privileges and immunities of the United Nations, the Recipient Institution will give UNDP sufficient prior notice of a request for the disclosure of information in order to allow UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made. UNDP may disclose information to the extent required pursuant to the Charter of the United Nations, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General of the United Nations.

7.15 The Recipient Institution shall only use the name (including abbreviations), emblem or official seal of the United Nations or UNDP in direct connection with the Activities under this Agreement and upon receiving prior written consent of UNDP. Under no circumstances shall such consent be provided in connection with the use of the name (including abbreviations), emblem or official seal of the United Nations or UNDP for commercial purposes or goodwill.

7.16 The provisions of Article 4.1, Article 5.0, and Articles 7.3, 7.6, 7.7, 7.8, 7.12, 7.13, 7.14 and 7.15 shall survive and remain in full force and effect regardless of the expiry of the Project Implementation Period or the termination of this Agreement.



ANNEX A
Low Value Grant Proposal

TO BE PREPARED BY THE RECIPIENT INSTITUTION. THIS PROPOSAL WILL BE SUBMITTED TO THE STEERING COMMITTEE/PROJECT BOARD FOR APPROVAL

Project Number:

Project Title: PREI – Programa de Reconversão da Economia Informal

Date: _____

Name of the RECIPIENT INSTITUTION: PIN – People In Need

Total Amount of the Grant (USD 149,950.00): AOA 87,720,750.00

1- PURPOSE OF THE GRANT

- Support the transition of informal workers from the informal to the formal economy, providing access to public, social and administrative services, financial services, and capacity building.
- Promote social dialogue with informal workers and its representative groups about the policies and strategies for the transition of the economy.
- Training advocacy groups and community workers on the inclusive transition to the formal economy and its opportunities.
- Awareness campaign about the transition from informal to formal employment.
- Capacitation program for women workers in the informal sector.
- Evaluation study of the impact and results of the project.

2- PROPOSED ACTIVITIES AND WORK PLAN

1. Establishment of the CFRM mechanism.
2. Community Workshops, training, and roundtables with informal workers and OSC about the transition from the informality to formality.
3. Support the operationalization of the registration campaign and payment of the field workers.
4. Promote awareness on the utilization of Digital Financial Services, and mobile money, as a way of financial inclusion.
5. Provide training and technical support for women in the informal sector of the economy in modules such as: Business Plans, Financial Literacy, Access to Microcredit, Utilization of Digital Payment platforms.
6. Produce a report on the results of the project and the impact of the program in the life of the beneficiaries.



1- WORK PLAN

PLANNED ACTIVITIES ¹	Timeline ²						Planned Budget for the Activity (in grant currency) ³
	Feb '22	Mar '22	Apr '22	May '22	Jun '22	Jul '22	
1. Establishment of the CFRM mechanism.	x	x	x	x	x		400,000
2. Training advocacy groups and community agents on an inclusive transition to the formal economy and its opportunities		x	x				2,500,000
3. Awareness campaign on the transition from informal to formal employment		x	x	x	x		6,000,000
4. Community workshops, trainings, and roundtables between informal workers and OSC members on the transition from the informal sector to the formal sector of employment		x	x	x	x	x	2,000,000
5. Training module for informal and intermediate working women			x	x	x		3,000,000
6. Support to the operationalization of the registration campaign	x	x	x	x	x	x	33,600,000
7. Project Management, Monitoring, evaluation, and report	x	x	x	x	x	x	40,220,750
						Total	87,720,750

¹ State what activities will be completed with the grant Funds. Use as many activity lines as necessary

² Define the time periods relevant for the grant and indicate when specific activities are expected to be completed. Typically, time periods relate to when the tranches of Funds are released (i.e., quarterly, six monthly, annually) Use as many time periods as necessary.

³ Indicate the budget amounts in the grant currency.

2- PERFORMANCE TARGETS

State the indicators for measuring results that will be achieved using the grant. At least one indicator is required. More can be used if useful to more fully measure the results that are expected to be achieved:

INDICATOR(S)	DATA SOURCE	BASELINE	MILESTONES						
			Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	FINAL TARGET
1. Number community workshops delivered	Workshop reports and presence lists	0	1	1	1	1	1	1	6
2. Number of social dialogue and roundtables sessions organized with OSC	Report of the meetings and sessions	0	1	1	1	1	1	1	6
3. Number of informal workers trained	Training reports and presence lists	0		50		50		50	150
4. Number of women trained	Training reports and presence lists	0			25		25		50
5. Number of field workers paid monthly	Timesheets and payment receipts or proof of transference								
6. Number of timely reports submitted on the project activities	Reports submitted	1	1	1	1	1	1	1	7

3- RISK ANALYSIS:
 Indicate relevant risks to achieving the grant objectives and mitigation measures that will be taken. Risks include security, financial, operational, social, and environmental or other risks.

Risk	Risk rating* (High/Medium/ Low)	Mitigation measures
Timeframe for the implementation	High	Due to the limitations in terms of time, it's important to ensure a timely startup of the different phases of the project, a dynamic work between the different parts and speed in the execution of the work plan.
Low adherence to the campaign	Medium	A constant and clear dialogue with the population will be key to ensure that the right message is sent, so they are aware of the benefits they may have, by adhering to the campaign.
Budget limitations	Low	Have the proper controls in place and ensure the rational utilization of the project funds, and to guarantee the compliance with the approved budget for the project.
COVID-19 Pandemic constrains	High	There are lower prevalence rates of the pandemic in other parts of the country, besides Luanda. Strict compliance with the protection measures, as well as the rules established by the authorities, will be key to ensure the roll-out.
Lack of alignment between the project stakeholders	Medium	Due to the project dynamic of the project and the different parts involved, it will be important to ensure an alignment of the vision between the project stakeholders and to establish the right mechanisms to ensure smooth communication and regular project follow on.

*The risk rating is based on a reflection of the likelihood of the risk materializing and the consequence it will have if it does occur.

4- GRANT BUDGET OF RECIPIENT INSTITUTION (in AKZ)

PERIOD COVERING FROM January 2022 to July 2022

General Category of Expenditures	Tranche 1	Tranche 2	TOTAL
Personnel	13 648 500,00	4 549 500,00	18 198 000,00
Logistic expenses	2 250 000,00	750 000,00	3 000 000,00
Training's sessions, Workshops, etc.	6 375 000,00	2 125 000,00	8 500 000,00
Project Activities	10 262 925,00	3 420 975,00	13 683 900,00
Operationalization of the PREI campaign	25 200 000,00	8 400 000,00	33 600 000,00
Monitoring and evaluation	3 750 000,00	1 250 000,00	5 000 000,00
Operational and administrative Cost	4 304 137,50	1 434 712,50	5 738 850,00
TOTAL	65 790 562,50	21 930 187,50	87 720 750,00

**Please note that all budget Lines are for costs related only to grant Activities.*

*** These budget categories and number of tranches are suggested guidelines. The Recipient may choose alternates which more accurately reflect their expense items and needs.*

****Add as many tranches columns as necessary*

REPORTING FORMAT

THE NARRATIVE AND THE FINANCIAL REPORT TO BE PREPARED BY THE RECIPIENT INSTITUTION.

Recipient Institution: _____

Year _____

Period covering this report:

- This report must be completed by the Recipient Institution and accepted by UNDP
- The Recipient Institution must attach any relevant evidence to support the activities reported
- The information provided below must correspond to the information that appears in the financial report
- Attach the accepted grant proposal to this report

Performance:

1- Workplan Performance (cumulative, including the current period)

COMPLETED ACTIVITIES	Timeline ²				Planned Budget for the Activity (in grant currency) ³	Funds Delivered for the Activity (in grant currency)
	T1	T2	T3	T4		
1.1 Activity					\$	
1.2 Activity					\$	
1.3 Activity					\$	
Total					\$	

2- Performance Targets

INDICATOR(S)	Data Source	Baseline	Reporting Period Milestone/Target	Reporting Period Actual Performance Against the Target
1.1				
1.2				

3- Challenges and Lessons Learned

Financial Reporting: *Note: Financial reporting can be in local currency but cannot exceed the grant value in USD.

General Category of Expenditures	Budgeted Amount	Actual Expense
Personnel		
Transportation		
Premises		
Training, Workshops, etc.		
Contracts (e.g., Audit)		
Equipment/Furniture (Specify)		
Other [Specify]		
Miscellaneous		
TOTAL		

**ANNEX C
PROJECT DOCUMENT**

Rev. Jan 2022

Low Value Grant Agreement

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