

**AGREEMENT FOR FUND MANAGEMENT AND ADMINISTRATION BETWEEN  
THE UNITED NATIONS DEVELOPMENT  
PROGRAMME BAHRAIN AND THE BAHRAIN INSTITUTE OF PUBLIC  
ADMINISTRATION (BIPA)**

WHEREAS the United Nations Development Programme (hereinafter referred to as "UNDP") and the Bahrain Institute of Public Administration have agreed to co-operate in the implementation of a project in the Kingdom of Bahrain (hereinafter referred to as "the Project ") which is titled " **Supporting the Initiation of the Public Administration Innovation Lab**".

WHEREAS the Bahrain Institute of Public Administration has informed UNDP of its willingness to contribute funds (hereinafter referred to as "the contribution") to the UNDP on a cost-sharing basis to increase the resources available for the Project;

WHEREAS the Bahrain Institute of Public Administration and UNDP will receive the funds from the Ministry of Finance and have agreed to cost-share the financial resources required for this project on a 50/50 basis.

WHEREAS the UNDP shall designate the Bahrain Institute of Public Administration as the implementing partner for the implementation of the project financed from the contribution (hereinafter referred to as "Implementing Partner")

NOW THEREFORE, UNDP and the Bahrain Institute of Public Administration hereby agree as follows:

**Article I**

1. The Bahrain Institute of Public Administration shall, in the manner referred to in paragraph 2 of this Article, place at the disposal of UNDP the contribution of US\$ 80,000.00 upon receipt of funds from the Ministry of Finance.
2. The Bahrain Institute of Public Administration shall, in accordance with the schedule of payments set out below, deposit the contribution in Account Name: UNDP Representative in Bahrain (US Dollar Account), Account Number: 375 218 4077 at the Bank of America (Swift Code: BOFAUS3N, Address: Bank of America, N.A. New York, USA)
3. UNDP shall make available to the project, upon receipt of funds from the Ministry of Finance, a contribution of BD US\$ 80,000.00

4. The Bahrain Institute of Public Administration and UNDP will make available their financial contribution to the project as per the following schedule:

Date of payment	Amount	Entity
(i) Upon Signature	US\$ 80,000.00	Bahrain Institute of Public Administration / Ministry of Finance
(ii) Upon Signature	US\$ 80,000.00	UNDP/Ministry of Finance

The above schedule of payments takes into account the requirement that contributions shall be paid in advance of the implementation of planned activities. It may be amended to be consistent with the progress of project delivery.

5. All financial accounts and statements shall be expressed in United States dollars.
6. UNDP may agree to accept contribution-payments in a currency other than United States dollars provided such currency is fully convertible or readily usable by UNDP and subject to the provisions of paragraph 5, below. Any change in the currency of contribution-payments shall be made only in agreement with UNDP.
7. The value of a contribution-payment, if made in a currency other than United States dollars, shall be determined by applying the United Nations operational rate of exchange in effect on the date of payment. Should there be a change in the United Nations operational rate of exchange prior to the full utilization by UNDP of the contribution-payment, the value of the balance of funds still held at that time will be adjusted accordingly. If, in such a case, a loss in the value of the balance of funds is recorded, UNDP shall inform the Bahrain Institute of Public Administration with a view to determining whether any further financing could be provided by the Bahrain Institute of Public Administration. Should such further financing not be available, the assistance to be provided to the Project under this Agreement may be reduced, suspended or terminated by UNDP.
8. Any interest income attributable to the contribution shall be credited to the UNDP Account and shall be utilized in accordance with established UNDP procedures.

## Article II

1. In accordance with the decisions and directives of UNDP's Executive Board reflected in its Policy on Cost Recovery from Other Resources, the Contribution shall be subject to cost recovery for indirect costs incurred by UNDP headquarters and country office structures in providing General Management Support (GMS) services. To these GMS costs, the contribution shall be charged a fee equal to 3%. Furthermore, as long as they are unequivocally linked to the specific project(s), all direct costs of implementation, including the costs of executing entity or implementing partner, will be identified in the project budget against a relevant budget line and borne by the project accordingly.
2. The aggregate of the amounts budgeted for the project, together with the estimated costs of reimbursement of related support services, shall not exceed the total resources

available to the project under this Agreement as well as funds which may be available to the project for project costs and for support costs under other sources of financing.

### **Article III**

1. The contribution shall be administered by the UNDP in accordance with UNDP regulations, rules and directives, applying its normal procedures for the execution of its projects.
2. Project management and expenditures shall be governed by the regulations, rules and directives of UNDP and, where applicable, the regulations, rules and directives of the Bahrain Institute of Public Administration.

### **Article IV**

1. The implementation of the responsibilities of the UNDP and of the Bahrain Institute of Public Administration pursuant to this Agreement and the relevant project document shall be dependent on receipt by the UNDP of the contribution in accordance with the schedule of payments set out in Article I, paragraph 4, above.
2. If unforeseen increases in expenditures or commitments are expected or realized (whether due to inflationary factors, fluctuation in exchange rates or unforeseen contingencies) UNDP shall submit to the Bahrain Institute of Public Administration on a timely basis a supplementary estimate showing the further financing that will be necessary. The Bahrain Institute of Public Administration shall use its best endeavors to obtain the additional funds required.
3. If the contribution-payments referred to in Article I, paragraph 4, above, are not received in accordance with the payment schedule, or if the additional financing required in accordance with paragraph 4, above, is not forthcoming from the Bahrain Institute of Public Administration or other sources, the assistance to be provided to the Project under this Agreement may be reduced, suspended or terminated by UNDP.

### **Article V**

Ownership of equipment, supplies and other property financed from the contribution shall vest in UNDP. Matters relating to the transfer of ownership by UNDP shall be determined in accordance with the relevant policies and procedures of UNDP.

### **Article VI**

The contribution shall be subject exclusively to the internal and external auditing procedures provided for in the financial regulations, rules and directives of UNDP.

### **Article VII**

UNDP shall provide the Bahrain Institute of Public Administration with financial and other reports prepared in accordance with UNDP reporting procedures.

### **Article VIII**

1. UNDP shall notify the Bahrain Institute of Public Administration when all activities relating to the contribution have been completed.
2. Notwithstanding the completion of all activities relating to the contribution, UNDP shall continue to hold unutilized contribution-payments until all commitments and liabilities incurred in implementation of the activities finance by the contribution have been satisfied and these activities brought to an orderly conclusion.
3. If the unutilized contribution-payments prove insufficient to meet such commitments and liabilities, UNDP shall notify the Bahrain Institute of Public Administration and consult with the Bahrain Institute of Public Administration on the manner in which such commitments and liabilities may be satisfied.
4. Any contribution-payments that remain unexpended after such commitments and liabilities have been satisfied shall be disposed of by UNDP in consultation with the Bahrain Institute of Public Administration in accordance with UNDP rules and regulations.

### **Article IX**

1. After consultations have taken place between the two Parties to this Agreement and provided that the contribution-payments already received are, together with other funds available to the Project, sufficient to meet all commitments and liabilities incurred in the implementation of the Project, this Agreement may be terminated by UNDP or by the Bahrain Institute of Public Administration. Agreement shall cease to be in force thirty days after either of the Parties may have given notice in writing to the other Party of its decision to terminate the Agreement.
2. If the unutilized contribution-payments, together with other funds available to the Project, are insufficient to meet such commitments and liabilities, UNDP shall notify the Bahrain Institute of Public Administration and consult with the Bahrain Institute of Public Administration on the manner in which such commitments and liabilities may be satisfied.
3. Notwithstanding termination of this Agreement, UNDP shall continue to hold unutilized contribution-payments until all commitments and liabilities incurred in implementation of the activities financed by the contribution have been satisfied and these activities brought to an orderly conclusion.
4. Any contribution-payments that remain unexpended after such commitments and liabilities have been satisfied shall be disposed of by UNDP in consultation with the Bahrain Institute of Public Administration in accordance with UNDP rules and regulations.

### **Article X**

This Agreement shall enter into force upon signature by the Bahrain Institute of Public Administration and UNDP, and upon receipt the funds from the Ministry of Finance in accordance with the schedule of payments set out in Article I, paragraph 4 of this Agreement.

IN WITNESS WHEREOF, the undersigned, being duly authorized thereto, have signed the present Agreement in the English language in two copies.

For Bahrain Institute of Public  
Administration (BIPA)

Dr. Raed Benshams,  
Director General,  
BIPA



10 September 2018

For the United Nations  
Development Programme (UNDP)

Mr. Amin El Sharkawi,  
UN Resident Coordinator  
and  
UNDP Resident Representative



10 September 2018