

UN AGENCY TO UN AGENCY CONTRIBUTION AGREEMENT

A. SUMMARY OF ACTIVITIES

Title: Strengthening Women's Representation in National Leadership in Belize (the "Activities")

Start/End Dates: Activities start date: [July 01, 2012]
Activities end date: [June 30, 2014]

Location: Belize

Contribution Amount: \$218,863.00..... (the "Contribution")

Contributing Agency: [The United Nations Democracy Fund]

Recipient Agency: [United Nations Development Program – BELIZE]

Nature of Activities: **Capacity building and Advocacy** to improve women's representation in national parliament

Purpose Strengthen capacity of women and civil society organizations to forge the development of an inclusive political platform to institutionalise equal participation of women in national leadership and build the capacity of women leaders to participate as constituent representatives in national elections.

Annexes: [Project Document UDF-BZE-10-402]

Expected outcome: Increased public awareness and support of women's political participation and political leadership, and gender equality in national decision-making. Improved capacities of civil society and women's organizations to actively advocate for equal participation and representation of women in electoral politics and national leadership.

The Recipient Agency will be fully responsible for administering the Contribution in accordance with its financial regulations, rules, policies and procedures, and administrative instructions, and carrying out the Activities efficiently and effectively.

B. BUDGET

The total budget for the Activities is \$218,863.00, in USD, as more fully described below.

APRIL 2012

Summary of activities and BUDGET ¹	Annual (Years 1, 2, X)		Total (all years)
	Year 1	Year 2	
Total programmable amount, including direct costs	98,931.00	105,614.00	204,545.00
Indirect support costs	6,925.00	7,393.00	14,318.00
Grand total	105,856.00	113,007.00	218,863.00

The Contributing Agency will not be responsible for any financial commitment or expenditure made by the Recipient Agency that exceeds the budget for the Activities. The Recipient Agency will promptly advise the Contributing Agency any time when the Recipient Agency is aware that the budget to carry out these Activities is insufficient to fully implement the Activities in the manner set out in the present Agreement, including its Annex(es). The Contributing Agency will have no obligation to provide the Recipient Agency with any funds or to make any reimbursement for expenses incurred in excess of the total budget as set forth herein.

C. COSTS RECOVERY

The Recipient Agency's support costs, determined at 7% of actual expenditures, will be paid from the Contribution, in accordance with the budget in the Project Document.

D. REPORTING

Narrative and financial reporting shall comply with the requirements specified in the Project Document UDF-BZE-10-402.

Narrative reporting:

The Recipient Agency will provide the Contributing Agency with a narrative report on the progress of the Activities on a regular basis, as set out below.

1. **The Mid-term Progress Report:** This will be submitted to UNDEF no later than 13 months from the project start date (as listed on the cover page of the signed project document) OR when requesting the second disbursement of funds, whichever comes first.
2. **Final Narrative Report:** The Final Narrative Report will be submitted three months after the completion of the project.

Financial Reporting:

The Recipient Agency will provide the Contributing Agency with the following financial reports, prepared in accordance with the Recipient Agency's financial regulations, rules, policies, procedures, and administrative instructions:

Throughout the project implementation, the UNDP Belize shall provide financial reports to UNDEF. The following financial reports shall be submitted according to the set timeline and using the required format available on the UNDEF website.

- **Annual Interim Financial Statement:** to be submitted by 31st January of each project year, showing cumulative income and expenditure to date.

- **Annual Certified Financial Statement:** to be submitted by 31st May of each project year, showing cumulative income and expenditure to date.
- **Final Interim Financial Statement:** to be submitted three months after the project end date.
- **Final Certified Financial Statement:** to be submitted no later than 30th June of the year following the financial closing of the project.

E. CONTRIBUTIONS

The total amounts paid by the Contributing Agency shall match the total project cost, plus the Recipient Agency's support costs, as set out in the budget in the Project Document, and will not exceed \$ 218,863. The Contribution will be paid in two instalments according to the schedule set out in the Project Document.

[First instalment]	[\$105,856.00]
[Second instalment]	[\$113,007.00]

The Contributing Agency acknowledges that the Recipient Agency will not pre-finance Activities. If the Contribution, or any part of it, is not received in a timely manner, the Activities may be reduced or suspended by the Recipient Agency with immediate effect.

F. AMENDMENTS

The present Agreement, including its Annex(es), may be modified or amended only by written agreement between the two Agencies.

G. COMPLETION OF THE ACTIVITIES

The Recipient Agency will notify the Contributing Agency when all Activities have been completed.

The Recipient Agency will continue to hold any part of the Contribution that is unutilized at completion of the Activities until all commitments and liabilities incurred in the carrying out of the Activities have been satisfied and all arrangements associated with the Activities have been brought to an orderly conclusion.

H. TERMINATION OF THIS AGREEMENT

This Agreement will terminate upon satisfaction of all commitments and liabilities incurred in carrying out the Activities and the orderly conclusion of all arrangements associated with the Activities.

This Agreement may be terminated by either Agency at any time by written notice to the other. Termination will be effective thirty (30) days after receipt of the notice. In the event of termination under this paragraph, the two Agencies will cooperate to ensure completion of the Activities, satisfaction of all commitments and liabilities, and the orderly conclusion of all arrangements associated with the Activities.

I. REFUNDS OF UNSPENT BALANCES

Upon termination of this Agreement and following the submission of the final financial report, any unspent balance of the Contribution (where the unspent funds exceed US\$1,000) will be returned to the Contributing Agency, unless otherwise agreed in writing by the two Agencies.

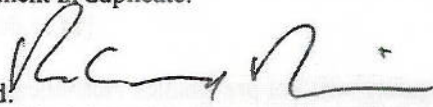
J. SETTLEMENT OF DISPUTES

The two Agencies will use their best efforts to promptly settle through direct negotiations any dispute, controversy or claim arising out of or in connection with this Agreement or any breach thereof. Any such dispute, controversy or claim which is not settled within sixty (60) days from the date either party has notified the other party of the nature of the dispute, controversy or claim and of the measures which should be taken to rectify it, will be resolved through consultation between the Executive Heads of each of the Agencies.

K. ENTRY INTO FORCE AND VALIDITY

This Agreement will enter into force upon its signature by the authorized representatives of the Parties and remain in force until terminated in accordance with Section J above.

IN WITNESS WHEREOF, the undersigned, being duly authorized thereto, have signed the present Agreement in duplicate.

2
Signed: 
On behalf of the [Unite Nations Democracy Fund];

Signed: 
On behalf of the [United Nations Development Program BELIZE]