

AGREEMENT BETWEEN THE UN WOMEN AND THE UNITED NATIONS DEVELOPMENT PROGRAMME (UNDP)

A. PROJECT SUMMARY

Project Title: Promoting Women’s Political Leadership and Governance (under the UN Women support for the implementation of the Common CPAP 2008-2013 in Bhutan and the UN Women South Asia Sub-Regional Strategy (SRS) 2008-2010)

Time frame: February 2011 through December 2012

Location: Bhutan

Contribution amount: US\$ 588,000.00 (inclusive of cost recovery)

Donor: UN WOMEN

Recipient Agency: UNDP (for the entire contribution)

Executing Entity: UNDP and UN WOMEN

Implementing Partners: National Commission for Women and Children (NCWC) of the Royal Government of Bhutan; and Department for Local Governance of the Ministry of Home and Cultural Affairs (DLG/MOHCA) of the Royal Government of Bhutan (covering the programmatic components of UN Women’s support in the total amount of US\$ 361,533 provided through UNDP Bhutan).

B. PROJECT DESCRIPTION AND IMPLEMENTATION

The contribution governed by this Agreement shall be utilized exclusively for the implementation of Annual Work Plans “UN Support for Women’s Empowerment and Gender Equality in Bhutan”, “Support for Parliamentary Democracy in Bhutan” and “Local Governance Support Programme” (enclosed as Annexes 1, 2 and 3, respectively), as well as for the recruitment of Gender Specialist placed in the UN Resident Coordinator’s Office in Bhutan (TOR enclosed as Annex 4). It will be used by the recipients to contribute to the following activities:

Outcome	Output	Activities
CT Outcome 2 Strengthened capacity to review national laws with international conventions	Output 2.1 Enhanced national capacity in international treaties	Implementation of CEDAW Concluding Comments on Violence Against Women (workshop in partnership with UNFPA on VAW); Exposure visit to Bangladesh to study shelter homes; Support the implementation of Secretary General’s UNITE campaign with a focus on youth.

Outcome	Output	Activities
CT Outcome 3 Capacity of key institutions to support Parliamentary democracy	Output 3.2 Enhanced capacity of key agencies – national and local – in conducting free and fair elections at national and local levels	Research on factors influencing women's participation in elections; and Training of local governance officials and relevant UN staff.
	Output 3.3 Enhanced public awareness on gender inclusive democratic governments, rights and duties through civic education	Two Films on Gender and Governance in Bhutan; and Communication Strategy and IEC Materials.
CT Outcome 4 Local governance system and capacity strengthened with increased capacity of women	Output 4.1 Strengthened capacity of local governments to plan and implement their resources	Sensitization on GRB and Training of Trainers.
	Output 4.2 Increased capacity and effective participation of women in decision making in development activities	Gender sensitization of local governments and Gender Capacity Assessment and Capacity Development Strategy (including TNA, Development of Training Materials and rollout of Pilot Trainings).
	Programming Budget: US\$ 361,533	
	Programme Management: US\$ 188,000	Recruitment of Gender Advisor for the UN Resident Coordinator's Office (RCO) in Bhutan
	SC/Cost recovery: US\$ 38,467	

This contribution will be administered in accordance with the regulations and rules applicable to UNDP.

C. CONTRIBUTIONS AND SCHEDULE OF PAYMENTS

This contribution will be allocated in three installments. The first tranche **US\$ 411,600** (70 percent of total) would be released immediately after this Agreement has been signed by both Parties.

The second installment **US\$ 117,600** (20 percent of total) would be released in the first quarter of 2012 (or earlier based upon utilization of 70 percent of the first tranche) and the third installment **US\$ 58,800** (10 percent of total) would be released in the last quarter of 2012.

The total contribution is inclusive of UNDP's fee to recover the costs of general management support services [7%] and 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. The UN Women will inform UNDP when the contribution is paid via an e-mail message with remittance information to contributions@undp.org.

D. UNDP REPORTING

Substantive Progress Reporting

Substantive reports shall detail achievements, constraints and impacts with regards to the utilization of this contribution. The substantive reports will be submitted to the UN Women annually within six months after completion of Annual Work Plan (AWP) activities no later than 30 June. This report will be accompanied by the preliminary financial report signed by the Resident Representative of UNDP in Bhutan.

The final substantive report detailing achievements, constraints and impact with regard to the utilization of the contribution from the country office and the final financial report, certified by the Office of Finance and Administration of UNDP, will be provided no later than 30 June of the year following the financial closing of the project (see paragraph below).

Financial Reporting

Financial reports shall reflect the amount received in relation to expenditure from the contribution. The first preliminary financial report signed by the Resident Representative of UNDP in Bhutan for the period from February through December 2011 to will be submitted no later than 30 June 2012. This report will be accompanied by the first substantive progress report (see paragraph above on substantive progress reporting).

The financial report certified by the Office of Finance and Administration of UNDP will be submitted no later than 30 June of the year following the financial closing of the project.

Financial reports signed by the Resident Representative will provide information according to the following categories:

- a. Amount received
- b. Staff and other personnel costs
- c. Travel
- d. Contractual services
- e. Procurement
- f. Fellowships, Grants and other
- g. Sub-total
- h. Cost recovery
- i. TOTAL EXPENDITURES

At the termination of the project, any unexpended or uncommitted part of the contribution will be returned to the UN Women, unless otherwise agreed in writing by the parties.

E. PAYMENT INSTRUCTIONS

Upon receipt of this Agreement, the funds shall be paid into the following account:

UNDP Contributions Account
No. 015-002284
JP Morgan Chase Bank
1166 Avenue of the Americas, 17th Floor
New York.
SWIFT Address: CHASUS33

F. CERTIFICATION AND AGREEMENT BY UNDP

UNDP certifies that the statement herein, under the heading “Project description and implementation”, is an accurate description of the AWP’s and that agreement and acceptance of the terms and conditions of this Agreement Document is indicated by the duly authorized signature below.

Signed: 

Claire Van der Vaeren
Resident Representative
United Nations Development Programme
Thimphu : Bhutan

Date: 24 February 2011

G. CERTIFICATION BY THE UN WOMEN

It is hereby certified that the activities described in this document are consistent with the objectives of the UN Women support for the implementation of the Common CPAP 2008-2013 in Bhutan and the UN Women South Asia Sub-Regional Strategy (SRS) 2008-2010 for Promoting Women’s Political Leadership and Governance, and that agreement and acceptance of this Agreement Document is indicated by the duly authorized signature below.

Signed: 

 **UN
WOMEN**

United Nations Entity for Gender Equality
and the Empowerment of Women

Date: 1. March 2011

South Asia Sub-Regional Office

