



26 October 2011

Botswana

**Project Reference:** FED/2011/274-908

Dear Ms. Rosa De Paolis,

**Title of the action:** "Project in support of the Electoral Commission Forum of the SADC countries (phase 1)"

**Subject:** Signed Agreement, request for first instalment and request for revision of the Annex 3 "Budget for the Action"

We thank you for the contribution agreement for the "Project in support of the Electoral Commission Forum of the SADC countries (phase 1)". As requested, please find enclosed two copies of the original agreement countersigned by UNDP together with a request for the first installment.

I take this occasion also to recall the small discrepancies which were discovered in the text of the Annex 3 "Budget for the Action" and which are necessary to be corrected:

1. The Work Plan was aligned with the implementation period of the Action as defined in the article 2 of the Special Conditions.
2. The Budget Line "Visibility Actions" was completed with the missing amount of EUR 2,564.

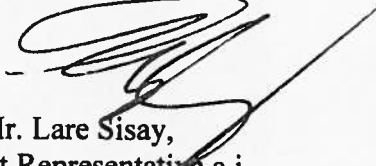
In this respect, I enclose, aside the original contribution agreement, an Annex 3 'Budget for the Action' into which the two above-mentioned adjustments have been incorporated.

I would appreciate if you could confirm your agreement by undertaking the necessary as to exchange the initial Annex 3 for the one presently attached.

Ms. Maria Rosa De Paolis  
Head of Finance and Contracts Section  
Delegation of the European Union  
1 Norfolk Road, Mount Pleasant  
Harare, Zimbabwe

Once again, I would like to thank the Delegation of the European Union for supporting the Project in support of the Electoral Commission Forum of the SADC countries and look forward to our cooperation.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Lare Sisay', written over a horizontal line.

Mr. Lare Sisay,  
Resident Representative a.i.

Expected results

Key Activities

Q4 2011

Q1 2012

Q2 2012

Q3 2012

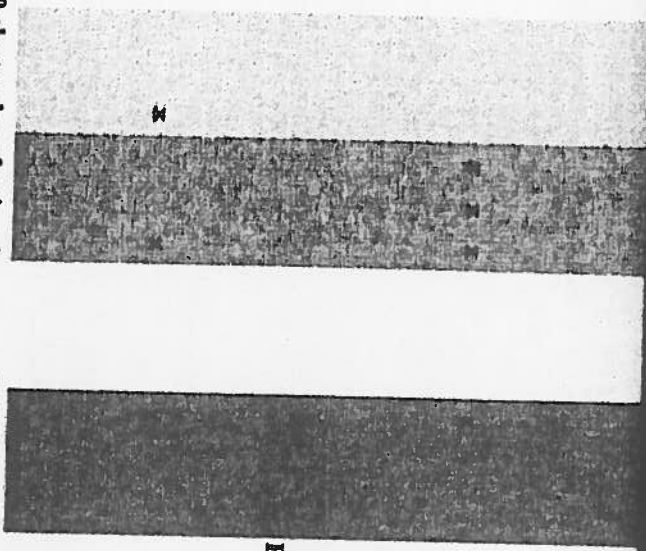
Component E Strengthen the ECF-SADC in its training and knowledge production activities to improve the electoral management capacities of its constituent EMBs

Resp. parties

Actions & indicative inputs

Indicative Budget  
Euros

- 1.1. Establishing and Run Election Management Training Programmes



UNDP  
CO/  
PMT/  
ECF Sec

*A 1.1.1. Organize 3 training workshops/seminars in 3 SADC countries*

3 (80 participants x 40\$ x 1 day conference package)	€	6,404
3 (1 rapporteur x 340\$ x 1 day conference)	€	608
3 (8 ind service contract x 160\$ x 1 day conference)	€	2,594
3 (1 travel for ECF Admin Officer x 1077\$)	€	2,182
DSA for accommodation for admin officer: lump sum	€	473
Stationary - Miscellaneous	€	236
1 cocktail dinner for 80 participants	€	3,039
<b>SUBTOTAL</b>		

*A 1.1.2. Recruit experts, advisors and trainers to provide technical assistance and support the SADC ECF to develop and deliver training workshops/seminars on electoral administration and*

2 International/regional advisors and experts	€	9,118
2 individual service contracts for local experts	€	4,400
4 international travel	€	12,157
4 regional travel	€	5,611
<b>SUBTOTAL</b>		
<b>TOTAL AVAILABLE</b>		

**Activity Result: 240 electoral professionals from the SADC EMBs are trained on electoral operations and elections observation (e-Learning and face2face training on effective electoral assistance, face2face thematic seminars on pre-electoral/electoral and post-electoral operations - e.g. strategic/operational/logistics/procurement planning, electoral budgeting & legal reform, electoral conflict prevention, voters' registration and civil registers database integration, electoral results transmission)**

Indicators: 3 training workshops/seminars organized in 3 SADC countries; 240 electoral professionals mainly from SADC EMBs are trained in electoral administration, electoral assistance and elections observation domains; 2 recruited international advisors provide highly specialized advice and support to design training modules in elections observation and to prepare and deliver training seminars in electoral administration and electoral

- 1.2. Delivery of the BRIDGE training



UNDP  
CO/

*A 1.2.1. Recruitment of electoral experts/BRIDGE: facilitators to prepare and conduct BRIDGE: modules on electoral administration and elections observation*

4 Consultants and BRIDGE: facilitators (incl consult)	€	6,754
International and regional travel	€	6,754
<b>SUBTOTAL</b>		



Annex 3 - Budget and WP

module in electoral administration

ECF Sec	Workshop for 40 participants (see detailed amount above)	€	7,800
PMT /	Regional Travel	€	4,814

**TOTAL ACTIVITIES**

Activity Result: Selected BRIDGE modules on electoral administration and elections observation are prepared and delivered on the basis of agreed glossary among SADC EMBs and having as baseline the electoral institutional and legal framework in the SADC region

Indicators: # BRIDGE modules customized and conducted

1.1.1. Recruitment of specialized institutions and experts to adapt and translate selected electoral management knowledge products

UNDP			
CO /			
PMT /			
ECF Sec	Consultancy and service Co.	€	4,052

**TOTAL ACTIVITIES**

Activity Result: Selected existing electoral management knowledge products adapted and translated

1.1.1.1. Recruit specialized institutions and experts to support the SADC ECF in producing comparative studies and analysis in the electoral field and the broader democratic governance

UNDP		€	6,754
CO /	International consultancies	€	2,026
PMT /	International and regional Travel	€	
ECF Sec		€	8,780

**TOTAL ACTIVITIES**

Activity Result: Studies and comparative analysis in the electoral field and the broader democratic governance, considering the gender dimension, are carried out within the SADC region

1.1.1.1.1. Recruitment of service provider to support the SADC ECF to develop in-house expertise and an institutional website

UNDP		€	4,052
CO /	Service contract company	€	
PMT /			
ECF Sec			

**TOTAL ACTIVITIES**

Activity Result: Technical support allow the SADC ECF to develop in-house expertise and its own institutional website, that also serves as

1.1.6.1. Organizing 1 workshop to develop a consensual strategic plan covering the electoral cycles 2013-2018 for the SADC ECF

1.6. Development

Annex 3 - Budget and WP

of the ECF-SADC Strategic Plan (2013-2018)

Workshop for 40 participants (see detailed amount above) € 7,808  
ECF Sec Regional Travel € 3,377

TOTAL ACTIVITY 11,185

Activity Result: 2013-2018 SADC ECF strategic plan developed through inclusive bottom-up and gender sensitive methodology

Indicators: 2013-2018 SADC ECF strategic plan available; number and category of electoral professionals and bodies involved in the development of the strategic plan; gender sensitive indicators available

1.7. Support to recruit specialized services to compile project proposals for funding	x	UNDP	A 1.7.1. Recruitment of international experts	€	6,754
		CO/	International consultancies	€	
		PMT/	International and regional Travel	€	3,377
		ECF Sec		€	
		TOTAL ACTIVITY		€	10,131

Activity Result: specialized services to compile project proposals for funding recruited

Indicators: # of proposals compiled

1.8. Support to the organization of ECF-SADC meetings	x	UNDP	A 1.8.1. Organization of 2 SADC ECF meetings	€	7,808
		CO/	2 Workshops for 30 participants each (see detailed amount above)	€	
		PMT/	International and regional Travel	€	2,702
		ECF Sec		€	
		TOTAL ACTIVITY		€	10,510

Activity Result: 2 SADC ECF meetings organised

Indicators: meetings organised

125,743

Component 2: Consolidate the role of the ECF-SADC via the deployment of peer reviews and election observation missions in the SADC countries

A 2.1.1. 1 Support the SADC ECF to organize and deploy one election Observation mission in one of the country members

2.1. Support to the deployment of ECF SADC election observation missions	x	UNDP	Travel for SADC ECF	€	13,508
		CO/	Individual service contract	€	6,754
		PMT/	Sub contract for accommodation and transportation	€	2,702
		ECF Sec	Meetings/workshops	€	1,013
		stationary		€	338
		Office equipment		€	338
		miscellaneous		€	135

Annex 3 - Budget and WP

TOTAL ACTIVITY

without the SADC region, by SADC ENIBs' representatives, using agreed and standardized methodology in a systematic and professional way

**Activity Result: one election observation mission organized in one of the SADC countries and lessons learned accomplished to feed future gender sensitive design**

**Indicators: number of participants in the EOM, EOM report, gender based indicators reported**

4.2.2.1. Support visits of the SADC members commissions to countries, "hands-on" technical missions in support of hosting ENIBs and the deployment of EOM

International and regional travel € 3,377

Miscellaneous € 135

**SUB TOTAL** € 3,512

4.2.2.2. Support the SADC ECF to organize capacity development workshops to familiarize electoral officials with electoral trials, procedures and processes taking in consideration gender

Workshops and seminars € 10,131

**SUB TOTAL** € 10,131

TOTAL ACTIVITY

**Activity Result: SADC EMB staff and representatives familiarized on PENMIO**

**Indicators: number of staff familiarized**

Component 3: Strengthen the capacity of the Secretariat of the ECF-SADC in Gabon

3.1 Establishing a fully-fledged and operational Secretariat, with an appropriate organisational structure

**Activity Result 2 SENIOR STAFF (Directors) and a finance officer recruited contribute for the institutional strengthening of the SADC**

**Indicators: recruited staff increase autonomy and efficiency of the secretariat of the SADC ECF**

3.2. Rent of Offices to install the SADC ECF and secretariat

**Activity Result: rental of new and more adequate offices contribute to improve the SADC ECF working environment and to accommodate newly recruited staff**

**Indicators: new offices rented and staff installed are satisfied with working conditions and environment**

4.3.1.1. Rental key positions to facilitate the implementation of programs and activities

UNDP Service contract 3 individuals (2 directors, 1 finance) € 101,310

CO/ Miscellaneous € 1,351

PMT/ ECF Sec

TOTAL ACTIVITY

UNDP 4.3.2.1. Rent Office for the SADC ECF

CO/ Office rental and running costs (phase 1 of the project) € 27,016

PMT/ ECF Sec

TOTAL ACTIVITY

€ 29,000,000



# EUROPEAN UNION CONTRIBUTION AGREEMENT WITH AN INTERNATIONAL ORGANISATION

FED / 2011 / 274-908

(the "Agreement")

The European Union, represented by the European Commission, (the "Contracting Authority")

of the one part,

and

United Nations Development Programme UNDP, United Nations Plaza 1, 1017 New York, United States (the "Organisation")

of the other part,

(Individually a "Party" and collectively the "Parties"), have agreed as follows:

## Special Conditions

### Article 1 - Purpose

- 1(1) The purpose of this Agreement is a contribution by the Contracting Authority for the implementation of the action entitled: "*Project in support of the Electoral Commission Forum of the SADC countries (phase 1)*" (the "Action") as described in Annex 1.
- 1(2) The Organisation will be awarded the contribution on the terms and conditions set out in this Agreement, which complies with the provisions of the Financial and Administrative Framework Agreement between the European Commission and the United Nations and consists of these special conditions (the "Special Conditions") and their annexes.
- 1(3) The Organisation accepts the contribution and undertakes to do everything in its power to implement the Action under its own responsibility.
- 1(4) The Action is a Joint Management Action for all purposes of this Agreement.
- 1(5) The Action is not a Multi-donor Action for all purposes of this Agreement.

### Article 2 – Entry into force, Implementation Period and Execution Period

- 2(1) This Agreement shall enter into force on the date when the last of the two Parties signs.
- 2(2) The implementation period of this Agreement (the "Implementation Period") will begin on  
- the date when the last of the two Parties signs.





- 2(3) The Implementation Period, as laid down in Annex I, is *12 months*.
- 2(4) The execution period of this Agreement shall start at the entry into force of this Agreement as provided for in Article 2(1) and shall end at the moment when final payment is paid by the Contracting Authority in accordance with Article 17 of Annex II or when the Organisation repays any amounts paid in excess of the final amount due pursuant to Article 18 of Annex II. In cases where there is no final payment by the Contracting Authority or final repayment by the Organisation, the end of the execution period shall be the end date referred to in Article 12.5 of Annex II.

### Article 3 - Financing the Action

- 3(1) The total cost of the Action eligible for financing by the Contracting Authority is estimated at **EUR 500.000,00**, as set out in Annex III.
- 3(2) The Contracting Authority undertakes to finance<sup>1</sup> a maximum of **EUR 500,000.00**, equivalent to 100 % of the estimated total eligible cost specified in paragraph 1 ; the final amount will be established in accordance with Articles 14 and 17 of Annex II.
- 3(3) Pursuant to Article 14.4 of Annex II, **7 %** of the final amount of direct eligible costs of the Action to be reimbursed by the Contracting Authority to the Organisation in accordance with Articles 14 and 17 of Annex II, may be claimed by the Organisation as indirect costs.
- 3(4) Pursuant to Article 14.3 of Annex II, the Regulation under which this Agreement is financed excludes financing of taxes, including VAT, in the case the Organisation can show it cannot reclaim.

### Article 4 - Narrative and financial reporting and payment arrangements

- 4(1) Narrative and financial reports shall be produced in support of payment requests, in compliance with Articles 2 and 15.1 of Annex II.
- 4(2) Payment will be made in accordance with Article 15 of Annex II; of the options referred to in Article 15.1, the following will apply:

#### Option 1

Pre-financing	EUR 450.000,00
Forecast final payment	EUR 50.000,00

(subject to the provisions of Annex II)

### Article 5 - Contact addresses

Any communication relating to this Agreement shall be in writing, shall state the number and title of the Action, and shall use the following addresses

#### For the Contracting Authority:

Payment requests and attached reports, including requests for changes to bank account arrangements shall be sent to:

<sup>1</sup> Where the contribution is financed out of the European Development Fund, mentions of European Union financing must be read as referring to European Development Fund financing.



Delegation of the European Union to Zimbabwe  
1 Norfolk Road – Mount Pleasant – POBox MP260  
Harare, Zimbabwe.

For the attention of the Head of Finance and Contracts Section.

Copies of the documents referred to above, and correspondence of any other nature, shall be sent to:

Delegation of the European Union to Zimbabwe  
1 Norfolk Road – Mount Pleasant – POBox MP260  
Harare, Zimbabwe.

For the attention of the Head of Governance Section.

For the Organisation:

United Nations Development Programme  
UN Building, Cnr, Khama Crescent and President's Drive  
Government Enclave, P.O. Box 54,  
Gaborone, Botswana

For the attention of the Country Director

**Article 6 - Annexes**

6(1) The following documents are annexed to these Special Conditions and form an integral part of the Agreement:

- Annex I: Description of the Action
- Annex II: General Conditions applicable to European Union contribution agreements with international organisations
- Annex III: Budget for the Action
- Annex IV: Financial identification form
- Annex V: Standard request for payment

6(2) In the event of a conflict between the provisions of the present Special Conditions and any Annex thereto, the provisions of the Special Conditions shall take precedence. In the event of a conflict between the provisions of Annex II and those of the other annexes, the provisions of Annex II shall take precedence.

Done in Harare and Gaborone in three originals in the English language, two for the Contracting Authority and one for the Organisation.

**For the Organisation**

**For the Contracting Authority**

Name *[Signature]* Khin-Sandi Lwin  
Position Resident Representative

Name Aldo Dell'Aricecia  
Position Head of Delegation

Signature *[Signature]* *[Signature]* Signature

Date *27/10/2011* Date





**Activity Result: Selected BRIDGE modules on electoral administration and elections observation are prepared and delivered on the basis of agreed glossary among SADC EMBs and having as baseline the electoral institutional and legal framework in the SADC region**

Indicators: # BRIDGE modules customized and conducted

1.3. Adaptation/translation of existing electoral management knowledge products such as ACE and EIEA training manuals	UNDP CO/ PMT/ ECF Sec	4.1.1.1. Recruitment of specialized institutions and experts to adapt and translate selected electoral management knowledge products
		4,052
	Consultancy and service Co.	€
	TOTAL ACTIVITY	€ 4,052

**Activity Result: Selected existing electoral management knowledge products adapted and translated**

Indicators: # of knowledge products adapted and translated

1.4. Support the Research component of the IECI	UNDP CO/ PMT/ ECF Sec	4.1.1.1. Recruit specialized institutions and experts to support the SADC ECF in producing comparative studies and analysis on the electoral field and the broader democratic governance domain
		6,754
	International consultancies	€
	International and regional Travel	€ 2,026
	TOTAL ACTIVITY	€ 8,780

**Activity Result: Studies and comparative analysis in the electoral field and the broader democratic governance, considering the gender dimension, are carried out within the SADC region**

Indicators: # studies and comparative analysis carried out

1.5. Development of the SADC	UNDP CO	A.1.5.1. Recruitment of service provider to support the SADC ECF to develop in-house expertise and an institutional website
		4,052
	Service contract company	€
	TOTAL ACTIVITY	€ 4,052

Agency Result: Technical support allows the SADC ECF to develop in-house expertise and its own institutional website that also serves as a visibility tool

Indicators: website available and webmanager trained

1.6. Development of the IECI-SADC Strategic Plan (2013-2018)	UNDP CO/ PMT/ ECF Sec	A.1.6.1. Organize 1 workshop to develop a consensual strategic plan covering the electoral cycles 2013-2018 for the SADC ECF
		7,808
	Workshop for 40 participants (see detailed amount above)	€
	Regional Travel	€ 3,577
	TOTAL ACTIVITY	€ 11,385

**Activity Result: 2013-2018 SADC ECF strategic plan developed through inclusive bottom-up and gender sensitive methodology**

Indicators: 2013-2018 SADC ECF strategic plan available; number and category of electoral professionals and bodies involved in the development of the strategic plan; gender sensitive indicators available

1.7. Support to recruit specialized services to compile project proposals	UNDP CO/ PMT/ ECF Sec	A.1.7.1. Recruitment of international experts
		6,754
	International consultancies	€
	International and regional Travel	€ 3,377







**Component 3: Strengthen the capacity of the Secretariat of the ECF-SADC in Gabon**

		3.1: Establishing a fully-fledged and operational Secretariat, with an appropriate organisational structure												UNDP CO/ PMT/ ECF Sec	A 3.1.1: Rental key positions to facilitate the implementation of programmes and activities		
		x	x	x												Service contract 3 individuals (2 directors, 1 finance)	101,310
																Miscellaneous	1,351
																TOTAL ACTIVITY	102,661
<b>Activity Result: 2 SENIOR STAFF (Directors) and a finance officer recruited contribute for the institutional strengthening of the SADC ECF</b>																	
Indicators: recruited staff increase autonomy and efficiency of the secretariat of the SADC ECF																	
R3: SADC ECF		3.2: Rent of Offices to install the SADC ECF and secretariat												UNDP CO/ PMT/ ECF Sec	A 3.2.1: Rent Office for the SADC ECF		
		x	x	x	x	x	x	x	x	x	x	x	x	x		Office rental and running costs (phase 1 of the project)	27,016
																TOTAL ACTIVITY	27,016.00
<b>Activity Result: rental of new and more adequate offices contribute to improve the SADC ECF working environment and to accommodate newly recruited staff</b>																	
Indicators: new offices rented and staff installed are satisfied with working conditions and environment																	
		3.3: Capacitating the Secretariat												UNDP CO/ PMT/ ECF Sec	A 3.3.1: Operational and financial support to attach technical staff from other organizations or member commissions to assist with some operational matters, activities and reports		
		x														Sub contract for individuals	13,508
																travel	3,377
																SUB TOTAL	16,885
																A 3.3.2: Monitoring and evaluation	5,403
																Service Contracts company	5,403
																SUB TOTAL	22,288
																TOTAL ACTIVITY	22,288
<b>Activity Result: Recruited advisors and experts, as well as professional SADC EMB staff reinforce the SADC ECF using lessons learned and indicators monitoring to refine support and capacity development programmes</b>																	
Indicators: recruited staff and professional SADC EMB staff made available; monitoring and evaluation exercises carried out																	
Baselines:																	
<b>TOTAL COMPONENT 3 € 151,965.00</b>																	
<b>Project Management</b>																	
R4: Efficient management and reporting		Project Manager												UNDP CO	International consultants		
		x	x	x	x	x	x	x	x	x	x	x	x	x		Service Contracts individuals	74,294
																Implementation of the ECF (UNDP) visibility plan	54,032
																Travel	20,262
																TOTAL ACTIVITY	151,152
																ELIGIBLE DIRECT COST OF THE ACTION	467,290

