

UN AGENCY TO UN AGENCY CONTRIBUTION AGREEMENT

A. SUMMARY OF ACTIVITIES

Title:

UN Women Markets for Change Projects

Start/End Dates:

Activities start date: 30th June, 2014
Activities end date: 30 June 2019

Location:

Fiji, Solomon Islands, Vanuatu

Contribution Amount:

\$1,059,722 (One Million, Fifty nine Thousand and Seven hundred twenty two dollars) USD

Contributing Agency:

United Nations Entity for Gender Equality and the Empowerment of Women (UN Women)

Recipient Agency:

United Nations Development Programme (UNDP)

Nature of Activities:

UN Women – Markets for Change Outcome 2.

Activities under Outcome 2 marked with 'xx' and 'xxx' in the attached **Annex A** will be managed by UN women in collaboration with UNDP

Purpose

Under the Markets for Change Project Outcome 2 UNDP as the responsible party will be entrusted with a part of the project budget to spend on behalf of UN Women in accordance with a signed Agency-to-Agency agreement, and deliver project results for Outcome 2. UNDP will be responsible and accountable for the capacity-building and partnerships required to deliver the results of Outcome 2. Refer to Annex A for workplans and budgets for Outcome 2

Annexes:

In the event that the terms contained in Annex(es) are incompatible with those contained in this Agreement, then the latter shall govern and prevail.

Annex A – work plans and budgets
Annex B – Narrative report template
Annex C – Financial report template

June 2014

Expected outcome:

Outcome 2 - actions that improve governance and social and economic security will facilitate market vendors to achieve economic, social and financial advancement, with specific outcomes related to improved gender-equality and the advancement of women.

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 Outcome 2 Activities is \$1,059,722, in USD, as more fully described below.

of activities	Summary and	Annual (Years 1, 2, X)	Total (all years)
BUDGET¹			
	Year 1		
Total programmable amount, including direct costs	\$241,039		
Indirect support costs	\$19,283		\$260,322
	Year 2		
Total programmable amount, including direct costs	\$329,037		
Indirect support costs	\$26,323		\$355,360
	Year 3		
Total programmable amount, including direct costs	\$221,037		
Indirect support costs	\$17,683		\$238,720
	Year 4		
Total programmable amount, including direct costs	\$70,037		
Indirect support costs	\$5,603		\$75,640
	Year 5		
Total programmable amount, including direct costs	\$120,074		
Indirect support costs	\$9,606		\$129,680
Grand total	\$1,059,722.00		\$1,059,722.00

The total budget of \$1,059,722 is inclusive of monitoring activities under Outcome 2 of the Markets for Change Project.

June 2014

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 in accordance with its cost recovery policy, will be paid from the Contribution, in accordance with the budget.

D. REPORTING

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.

Outcome 2 Narrative Report	Due date
	12 th December, 2014
	12 th June, 2015
	11 th December, 2015
	10 th June, 2016
	09 th December, 2016
	09 th June, 2017
	08 th December, 2017
	08 th June, 2018
	14 th December, 2018
	1 st November, 2019

Narrative Report template attached Annex B

The recipient agency will be required to submit narrative report to the contributing agency as outlined in the table above for each of the 3 Markets for Change project country

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:

June 2014

Outcome 2 Financial Report	Due date
	12 th December, 2014
	12 th June, 2015
	11 th December, 2015
	10 th June, 2016
	09 th December, 2016
	09 th June, 2017
	08 th December, 2017
	08 th June, 2018
	14 th December, 2018
	1 November, 2019

Financial Report template attached Annex C

The recipient agency will be required to submit to the contributing agency the financial report as outlined in the table above for each of the 3 Markets for Change project country.

The recipient agency will be required to submit annual operational plans to the contributing agency once finalized.

E. CONTRIBUTIONS

The total amounts paid by the Contributing Agency shall match the total budget amount. For Activities less than one year in duration the Contribution will be paid to the Recipient Agency prior to the commencement of Activities. For multi-year Activities the Contribution will be paid in instalments according to the following schedule.

Schedule of payments:

	Fiji	Solomon Islands	Vanuatu	Total
30 th June 2014	\$146,534	\$56,894	\$56,894	\$260,322
31 st July 2015	\$169,214	\$75,253	\$110,893	\$355,360
31 st July 2016	\$124,933	\$46,093	\$67,694	\$238,720
31 st July 2017	\$55,813	\$9,373	\$10,454	\$75,640
31 st July 2018	\$90,026	\$18,748	\$20,906	\$129,680
TOTAL	\$586,520	\$206,361	\$266,841	\$1,059,722

June 2014

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.

The Contribution will be paid into the following account:

Account name: UNDP (USD) Contribution Account
Account number: 015002284
Bank name: JP Morgan Chase- International Agency Banking
Bank Address: 270 Park Avenue, 43rd floor, New York, NY, 10017, USA
SWIFT code: CHASUS 33
ABA code: 021000021

When making such transfers the Contributing Agency will notify the Recipient Agency, for the attention of Patrick Tuimalaialifano, by e-mail patrick.tuimalaialifano@undp.org of the following: (a) the amount transferred; (b) the date of the transfer; (c) that the transfer is from the Contributing Agency pursuant to this Agreement.

F. INTELLECTUAL PROPERTY RIGHTS

All Intellectual Property Rights related to the Activities will belong to the Recipient Agency. The Contributing Agency and, if applicable, the relevant programme Government will enjoy a perpetual, royalty-free, non-exclusive and non-transferable license.

G. CORRESPONDENCE

All correspondence regarding the implementation of this Agreement will be addressed to:

Contributing Agency
Representative, Multi Country Office, Fiji
United Nations Agency for Gender Equality and the Empowerment of Women (UN Women)
Level 3, Kadavu House, Victoria Parade, Private Mail Bag, Suva, Fiji

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Recipient Agency
United Nations Resident Coordinator & UNDP Resident Representative - Fiji Multi-Country
Office
United Nations Development Programme (UNDP)
Level 8, Kadavu House, Victoria Parade, Private Mail Bag, Suva

June 2014

H. AMENDMENTS

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

I. 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.

J. 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.

K. REFUNDS OF UNSPENT BALANCES

Upon termination of this Agreement and following the submission of the final financial report, any unspent balance from the Contribution will be returned to the Contributing Agency, unless otherwise agreed in writing by the two Agencies.

L. 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.

M. 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.

June 2014

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

Signed:

On behalf of the United Nations Entity for Gender Equality and the Empowerment of Women
(UN Women):

Name: Elzira Sægynbaeva

Signature: 

Title: Representative, Multi Country Office, Fiji

Date: 11.6.2014

On behalf of the United Nations Development Programme

Name: Osnat Lubrani

Signature: 

Title: United Nations Resident Coordinator & UNDP Resident Representative - Fiji Multi-Country Office

Date: 11.6.2014

June 2014

Annex A
Workplan and Budget

Annex B

Narrative Template

Annex C
FACE form



SIX MONTHLY PROGRESS REPORT

Name of the program, duration and funding:
Description of the overall program rationale
Reporting period:
Date report is submitted to UN Women:
Name and contact of person submitting the report:
Brief information about project activities implemented over the last six months: Provide update against the work plan. <i>(Add more lines to template as required).</i>
Brief information about program outputs and achievements from these activities:

<p>Evidence-based information around progress towards program objectives: (as outlined in the final program implementation document):</p>
<p>Lessons learned: Based upon the original assumptions, together with evidence to date from program achievements and information, and information about each of the contexts where the program is implemented, answer the following questions:</p> <ul style="list-style-type: none">a. In what way have major assumptions about the program, and how it can bring about change, been supported through the outcomes of evidence to date? What assumptions have been incorrect? What new assumptions are emerging about how change happensb. How does this vary across the different contexts and locations where the program is being implemented?c. What is your organisation learning about supporting change towards gender equality in the Pacific?d. What other lessons are being learned (positive or negative) from implementing activities that might serve to improve the effectiveness of any future similar activities?
<p>Follow-on activities: How will the next set of activities be different as a result of achievements and learning to date? Provide a summary of agreed changes following discussions with UN Women.</p>
<p>Other information/comments: Please provide here any other information or comments you consider relevant in assessing the benefits of the activities or the likely benefits of similar activities in the future.</p>

Attachment A: Please provide one illustration of a major achievement or challenge of the program to date and an example of how the program is building the capacity of women market vendors, their enabling environment, socio – economic advancement in the Pacific (maximum 1 page total!).

***Explanation of this section:** This section serves a number of purposes. First, reporting in a structured way (as in other parts of this template) risks missing important performance information and denying partners the opportunity to demonstrate success in their own terms. Second, in-depth qualitative information will be analysed across the life of the program to provide insights into contributions being made. In addition, UN Women will be required to report to the donor on the status of activities or provide case or provide examples of the type of work being supported and the results of that work.*

A case study is a good method for illustrating changes that this type of program is trying to make. However, you may also choose to provide a story, a photo-story, quotes, or evidence of your M&E work. The reported change might be intended or unintended. You may want to draw attention to an important lesson learned to ensure that is communicated more widely.

In developing your response, consider what staff and/or various stakeholders have perceived to be the unique contribution of your organisation, your staff or your activity to building market women's capacities and how you might use your example to highlight this contribution.

Key Outcome	OUTPUTS and ACTIVITIES	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6
Outcome 2: Improved socio-economic security and rights of market vendors, especially women market vendors	Output 2.1: Improved livelihoods of market vendors through strengthened financial competencies and record keeping so that they can better leverage business and financial access opportunities						
	*Activity 2.1.1. Conduct a training needs assessment to ascertain the number of vendors to be trained and the type of training required;						
	Activity 2.1.2. Engage appropriate training service providers based on the training needs identified;	3,000.00					
	Activity 2.1.3. Deliver appropriate training using as far as possible existing resources and service providers; alternatively develop and deliver required training;	18,000.00	20,000.00	20,000.00			
	Activity 2.1.4. Mentor and monitor training recipients to ensure application of newly applied skills to their business and the management of household income (including from market activities)				5,000.00	5,000.00	5,000.00
	Output 2.2: Increased access to financial and social services including access to savings, credit, payments, micro insurance and livelihood protection of market vendors						
	*Activity 2.2.1. Conduct assessment to create baseline on the proportion of market vendors that do not access to credit, savings, and insurance schemes;						
	Activity 2.2.2. Mobilize partnerships with service providers based on the assessment findings;	5,000.00	10,000.00	10,000.00			
	Activity 2.2.3. In partnership with Ministry of Health, NGOs, CBOs & FBOs advocate and raise awareness on NCDs and reproductive health rights.		6,000.00	6,000.00	3,000.00	3,000.00	3,000.00
	Output 2.3: Improved market vendor business and leadership skills to advance economic security and rights						
	*Activity 2.3.1. Conduct a training needs assessment to ascertain the number of vendors to be trained and the type of training required (refer to output 2.1);						
	**Activity 2.3.2. Develop a leadership and mentoring programme for women market vendors (targeting a voice for women on the market management board);						
	**Activity 2.3.3. Identify and mentor a local champion to advocate for the security and rights of women market vendors.						
	**Activity 2.3.4. Develop and implement an advocacy and awareness raising programme for the security and rights of women market vendors						
	Output 2.4: Interventions to increase productivity and incomes for farmers and market vendors						
	Activity 2.4.1. Partnerships developed with department of agriculture, relevant local and regional research and development institutions e.g. SPC, CDI, PARDI, MDF etc. to undertake value adding and supply chain analysis and deliver training;	15,000.00	15,000.00	15,000.00			
	Activity 2.4.2. Awareness campaigns to promote consumption of local healthy foods;	10,000.00	10,000.00	10,000.00			
	*Activity 2.4.3. Broker agreement between hoteliers/food outlets and market vendors for developing the supply chain of local produce;						
	Activity 2.4.4. Conduct a market survey to determine handicrafts and other tourism products that could be developed;		40,000.00				
	Output 2.5: Access to knowledge management platforms for increased south-south exchange, learning and business management;						
	**Activity 2.5.1. Connect parties e.g. consultants, partners, market vendors, etc. to knowledge management platform to facilitate access to knowledge sharing;						
	**Activity 2.5.2. Provide inputs to the knowledge management expert on lessons learnt, success stories and best practices;						
TOTAL OUTCOME 2		51,000.00	101,000.00	61,000.00	8,000.00	8,000.00	8,000.00
	Monitoring and Evaluation	1,680.00	1,679.00	1,679.00	1,679.00	1,679.00	1,679.00
	UNDP GMS	4,214.00	8,214.00	5,014.00	774.00	774.00	774.00
						Total	\$ 266,839.00

* Activities costed under Knowledge Management, Monitoring, Evaluation and Learning

** In coordination with UNWomen/UNDP

*** To be coordinated with Outcome 1

SOLOMON ISLANDS

Key Outcome	OUTPUTS and ACTIVITIES	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6
Outcome 2: Improved socio-economic security and rights of market vendors, especially women market vendors	Output 2.1: Improved livelihoods of market vendors through strengthened financial competencies and record keeping so that they can better leverage business and financial access opportunities						
	*Activity 2.1.1. Conduct a training needs assessment to ascertain the number of vendors to be trained and the type of training required;						
	Activity 2.1.2. Engage appropriate training service providers based on the training needs identified;	3,000.00					
	Activity 2.1.3. Deliver appropriate training using as far as possible existing resources and service providers; alternatively develop and deliver required training;	9,000.00	9,000.00	9,000.00			
	Activity 2.1.4. Mentor and monitor training recipients to ensure application of newly applied skills to their business and the management of household income (including from market activities)				4,000.00	4,000.00	4,000.00
	Output 2.2: Increased access to financial and social services including access to savings, credit, payments, micro insurance and livelihood protection of market vendors						
	*Activity 2.2.1. Conduct assessment to create baseline on the proportion of market vendors that do not access to credit, savings, and insurance schemes;						
	Activity 2.2.2. Mobilize partnerships with service providers based on the assessment findings;	9,000.00	9,000.00	9,000.00			
	Activity 2.2.3. In partnership with Ministry of Health, NGOs, CBOs & FBOs advocate and raise awareness on NCDs and reproductive health rights.		5,000.00	3,000.00	3,000.00	3,000.00	3,000.00
	Output 2.3: Improved market vendor business and leadership skills to advance economic security and rights						
	*Activity 2.3.1. Conduct a training needs assessment to ascertain the number of vendors to be trained and the type of training required (refer to output 2.1);						
	**Activity 2.3.2. Develop a leadership and mentoring programme for women market vendors (targeting a voice for women on the market management board);						
	**Activity 2.3.3. Identify and mentor a local champion to advocate for the security and rights of women market vendors						
	**Activity 2.3.4. Develop and implement an advocacy and awareness raising programme for the security and rights of women market vendors						
	Output 2.4: Interventions to increase productivity and incomes for farmers and market vendors						
	Activity 2.4.1. Partnerships developed with department of agriculture, relevant local and regional research and development institutions e.g. SPC, CDI, PARDI, MDF etc. to undertake value adding and supply chain analysis and deliver training;	15,000.00	10,000.00	10,000.00			
	Activity 2.4.2. Awareness campaigns to promote consumption of local healthy foods;	15,000.00	10,000.00	10,000.00			
	*Activity 2.4.3. Broker agreement between hoteliers/food outlets and market vendors for developing the supply chain of local produce;						
	Activity 2.4.4. Conduct a market survey to determine handicrafts and other tourism products that could be developed;		25,000.00				
	Output 2.5: Access to knowledge management platforms for increased south-south exchange, learning and business management;						
	**Activity 2.5.1. Connect parties e.g. consultants, partners, market vendors, etc. to knowledge management platform to facilitate access to knowledge sharing;						
	**Activity 2.5.2. Provide inputs to the knowledge management expert on lessons learnt, success stories and best practices;						
TOTAL OUTCOME 2		51,000.00	68,000.00	41,000.00	7,000.00	7,000.00	7,000.00
	Monitoring and Evaluation	1,680.00	1,679.00	1,679.00	1,679.00	1,679.00	1,679.00
	UNDP GMS	4,214.00	5,574.00	3,414.00	694.00	694.00	694.00
					Total	\$ 206,359.00	

* Activities costed under Knowledge Management, Monitoring, Evaluation and Learning

** In coordination with UNWomen/UNDP

*** To be coordinated with Outcome 1

FIJI		YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6
Key Outcome	OUTPUTS and ACTIVITIES						
Outcome 2: Improved socio-economic security and rights of market vendors, especially women market vendors	Output 2.1: Market vendors lives improved due to strengthened financial competencies and record keeping so that they can better leverage business and financial access opportunities						
	*Activity 2.1.1 Conduct a training needs assessment to ascertain the number of vendors to be trained and the type of training required; Assessment and baseline collection in a coordinated way						
	Activity 2.1.2 Engage appropriate training service providers based on the training needs identified;	5,000.00					
	Activity 2.1.3 Deliver appropriate training using as far as possible existing resources and service providers; alternatively develop and deliver required training;	14,000.00	20,000.00	15,000.00			
	Activity 2.1.4 Mentor and monitor training recipients to ensure application of newly applied skills to their business and the management of household income (including from market activities)				5,000.00	5,000.00	5,000.00
	Output 2.2 Increased access to financial services including access to credit, micro insurance and livelihood protection of market vendors						
	*Activity 2.2.1 Conduct assessment to create baseline on the proportion of market vendors that do not access to credit, savings, and insurance schemes; Assessment and baseline collection in a coordinated way						
	Activity 2.2.2 Mobilize partnerships with service providers based on the assessment findings;	15,000.00	20,000.00	14,000.00			
	Activity 2.2.3 In partnership with Ministry of Health, NGOs, CBOs & FBOs advocate and raise awareness on NCDs and reproductive health rights.	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
	Output 2.3 Improved market vendor business and leadership skills to advance economic security and rights						
	*Activity 2.3.1 Conduct a training needs assessment to ascertain the number of vendors to be trained and the type of training required (refer to output 2.1);						
	**Activity 2.3.2 Contribute leadership and mentoring programme for women market vendors (targeting a voice for women on the market management board);						
	**Activity 2.3.3 Identify and mentor a local champion to advocate for the security and rights of women market vendors.						
	**Activity 2.3.4 Develop and implement an advocacy and awareness raising programme for the security and rights of women market						
	Output 2.4: Interventions to increase productivity and incomes for farmer, vulnerable groups and market vendors						
	Activity 2.4.1 Partnerships developed with department of agriculture, relevant local and regional research and development institutions e.g. SPC, CDI, PARDI, MDF etc. to undertake value adding and supply chain analysis and deliver training;	20,000.00	20,000.00	20,000.00	20,000.00	15,000.00	15,000.00
	Activity 2.4.2 Awareness campaigns to promote consumption of local healthy foods;	25,000.00	20,000.00	20,000.00			
	Activity 2.4.3 Broker agreement between hoteliers/food outlets and market vendors for developing the supply chain of local produce	30,000.00	50,000.00	40,000.00	20,000.00	15,000.00	15,000.00
	**Activity 2.4.4 Conduct a market survey to determine handicrafts and other tourism products that could be developed;	20,000.00	20,000.00				
	Output 2.5 Access to knowledge management platforms for increased south-south exchange, learning and business management;						
	*Activity 2.5.1 Connect parties e.g. consultants, partners, market vendors, etc. to knowledge management platform to facilitate access to knowledge sharing;						
	**Activity 2.5.2 Provide inputs to the knowledge management expert on lessons learnt, success stories and best practices;						
TOTAL OUTCOME 2		134,000.00	155,000.00	114,000.00	50,000.00	40,000.00	40,000.00
Monitoring and Evaluation		1,679.00	1,679.00	1,679.00	1,679.00	1,679.00	1,679.00
UNDP GMS		10,854.00	12,534.00	9,254.00	4,134.00	3,334.00	3,334.00
					Total	\$	586,518.00

* Activities costed under Knowledge Management, Monitoring, Evaluation and Learning

** In coordination with UNWomen/UNDP

*** To be coordinated with Outcome 1

Date: _____

Country: _____
 Programme Code & Title: _____
 Project Code & Title: _____
 Responsible Officer(s): _____
 Partner: _____

☐ Direct Cash Transfer (DCT)
☐ Reimbursement
☐ Direct Payment

Currency: _____

[illegible]

Total accrued interest to date:

The undersigned authorized officer of the above-mentioned implementing institution hereby certifies that:

- ☐ The funding request shown above represents estimated expenditures as per AWP and itemized cost estimates attached.
- ☐ The actual expenditures for the period stated herein has been disbursed in accordance with the AWP and previously approved itemized cost estimates. The detailed accounting documents for these expenditures can be made available for examination, when required, for the period of five years from the date of the provision of funds.

Date Submitted: _____

Name: _____

Title: _____

NOTES: * Shaded areas to be completed by the UN Agency and non-shaded areas to be completed by the counterpart

FOR UN Women USE ONLY:

Approval by Programme Officer:

Signature : _____

Name : _____

Title : Programme Officer

Date : _____

Approval by Finance Officer:

Signature : _____

Name : _____

Title : Finance Officer _____

Date : _____

Approval by Head of Office:

Signature : _____

Name : _____

Title : Head of Office _____

Date : _____

