



EUROPEAN UNION
DELEGATION TO GEORGIA
Head of Delegation

EU Delegation to Georgia FINANCE, CONTRACTS AND AUDIT	
DATE	22-05/12
REGISTRATION N°	D/324
ACTION	
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Tbilisi
Ph.D D (2010)

H.E. Mr. Jamie McGoldrick
UN Resident Coordinator a.i &
UNDP Resident Representative a.i
Georgia
9 Eristavi Str.,
Tbilisi, Georgia

Our ref: Contract No. ENPI/2012/293127 – *"Promoting Credible and Sustainable Electoral Institutions and Processes"*

Dear Sir,

Please find enclosed three originals of the contract mentioned above. I would be grateful if you could sign and date all three originals, retain one for your records and return the other two to the following address:

Finance and Contracts Section
EU Delegation to Georgia
38 Nino Chkheidze Str., Tbilisi, Georgia

Please use a reliable courier service or registered mail to avoid any delays or loss of the documents.

Your attention is drawn to the fact that the Contracting Authority will not be obliged to honour the signed contract in the event of any of the following:

- the contract is not returned to the above address within 30 days of the date of this letter, duly signed and dated by a signatory authorised to represent you;
- any modifications to the text of the contract or its annexes.

The Legal Entity number which has been attributed to you is: 6000055554

Yours sincerely,


Philip Dimitrov
Ambassador

Annex: 3 signed originals of the contract

38 Nino Chkheidze St., 0102 Tbilisi, Georgia.
Telephone: (+995 32) 94 37 63; Fax: (+995 32) 94 37 68
Web address: <http://www.delgeo.eeas.europa.eu>
E-mail: delegation-georgia@eeas.europa.eu

EUROPEAN UNION CONTRIBUTION AGREEMENT WITH AN INTERNATIONAL ORGANISATION

ENPI/2012/293127 (the "Agreement")

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

of the one part,

and

The United Nations Development Programme, hereinafter referred as "the UNDP" with its head office at 1 United Nations Plaza, New York, NY 10017 USA, ("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: *Promoting Credible and Sustainable Electoral Institutions and Processes* (the "Action") as described in Annex I.
- 1(2) The Organisation will be awarded the contribution on the terms and conditions set out in this Agreement, which The Organisation will be awarded the contribution on the terms and conditions set out in this Agreement, which complies with the provisions of Financial and Administrative framework Agreement between the Commission and the United Nations (FAFA) signed on 29 April 2003 and consists of these special conditions 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 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 day following that on which the last of the two Parties signs
- 2(3) The Implementation Period, as laid down in Annex I, is **24 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 1,110,000.00, as set out in Annex III.
- 3(2) The Contracting Authority undertakes to finance a maximum of EUR 1,000,000.00, [equivalent to 90.09 % 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, maximum 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.

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:

Pre-financing	EUR 506,929.00
Forecast pre-financing/ interim payments (subject to the provisions of Annex II)	EUR 419,803.00
Forecast final payment (subject to the provisions of Annex II)	EUR 73,268.00

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

European Union Delegation to Georgia
38 Nino Chkheidze Street
0102 Tbilisi, Georgia

For the attention of Contracts and Finance Section

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

European Union Delegation to Georgia
38 Nino Chkheidze Street
0102 Tbilisi, Georgia
For the attention of Operations Section

For the Organisation:

United Nations Development Fund (UNDP) Georgia
9 Eristavi Street
UN House
Tbilisi, Georgia

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 Tbilisi in three originals in the English language, two for the Contracting Authority and one for the Organisation.


For the Organisation

Name

Position

Signature

Date



23/05/2012


For the Contracting Authority

Name

Position

Signature

Date



Philip Dimitrov
Head of Delegation
21/05/12

United Nations Development Programme
 Country: Georgia
 Project Document



Project Title Promoting Credible and Sustainable Electoral Institutions and Processes

UNDAF Outcome(s): Balanced legislative, executive and judicial branches of power underpinning consolidated democracy and state stability.

Expected CP Outcome(s): Balanced legislative, executive and judicial branches of power underpinning consolidated democracy and state stability.

Expected Output(s):

1. **A stable and credible electoral environment** including (a) increased capacity of national institutions in contributing to well-organized and credible electoral processes compliant with democratic principles and electoral standards and (b) increased awareness of electoral actors on a renewed regulatory framework.

2. **Increased participation of citizenry in decision-making** through institutionalizing awareness raising approach on electoral processes among youth and various vulnerable groups.

UNDP

Execution: Local implementing partner: the Centre of Elections Systems Development, Reforms and Training

Brief Description		
Please refer to the attached separate Project Brief file.		
Country Programme Period:	2011-2015	2012-2014 AWP budget: EUR 1,110,000 Million Total allocated resources:
Key Result Area (Strategic Plan):	2.3 Electoral systems and processes	
Atlas Award ID:	TBI	
Start date:	May 2012	
End Date:	May 2014	
PAC Meeting Date:	6 April 2012	
Management Arrangements:	DIM	

Agreed by: _____

Agreed by: UNDP _____

19. 1

1. Situation Analysis

Elections are the established legal mechanism whereby citizens are able to choose their government, and political representatives can be held to account. Elections enable citizens to directly elect those representatives that best reflect majority opinion, and therefore to participate indirectly in the governance decisions that affect their lives. The political legitimacy ensured as a result of genuine democratic elections is therefore essential for providing a credible mandate for governments to address a myriad of governance challenges including sustainable development.

In the aftermath of the Rose Revolution, the new authorities made a commitment to enhancing the credibility of the electoral process and took some steps towards this objective. The high water mark in this regard was reached in the 2010 local elections, which were considered a step forward in Georgian democracy marking evident progress over past elections. However, in order to build on this progress during the even more robust political competition that is likely to characterize upcoming national elections, particularly in light of recent constitutional amendments and political developments, outstanding issues are to be addressed immediately. These include the use of administrative resources, media and campaign finance regulation, and further professionalization of the election administration, including an effective complaints and appeals process. In addition, addressing the lack of capacity on the side of electoral actors, and also the limited awareness of the public will also be important.

The legal basis for the preparation and conduct of elections in Georgia is the Electoral Code, which has undergone multiple amendments since its adoption in 2001. In response to the need for election law reform, international donors and other stakeholders have supported the election legislation reform process since late 2008 based on consultations between the ruling party and the opposition. UNDP supported the work of the Election Code Working Group by providing international and local expertise.

As a result of the efforts of the ECWG, changes to the electoral code were introduced in December 2009 and March 2010. The changes mostly concerned the Local Self-Government elections. The political consensus over the electoral code amendments were considered as a major achievement of the election legislation reform process. This has increased the awareness and the involvement of election stakeholders in the election legislation reform process.

While a number of recommendations provided by international and domestic organizations were incorporated into the Electoral Code, significant shortcomings still remained. Following a renewed consultation process a new Election Code was adopted by the end of 2011.

In general, the EÁ demonstrated a marked professional improvement in the administration of the 2010 local elections. However some serious shortcomings were still observed, including during the counting/tabulation process as well as in the appeals/complaints procedures. The OSCE/ODIHR final report¹ concluded that the 2010 municipal elections *“marked evident progress towards meeting OSCE commitments and other international standards for democratic elections. However, significant shortcomings remained including deficiencies in the legal framework, its implementation, an uneven playing field, and isolated cases of election-day fraud. The authorities and the election administration made clear efforts to pro-actively address problems. Nevertheless, the low level of public confidence, noted in previous elections, persisted. Further efforts in resolutely tackling*

¹ OSCE/ODIHR Election Observation Mission Report, Georgia, Municipal Elections, 30 May 2010.
www.osce.org/odihr/elections/71280

recurring misconduct are required in order to consolidate the progress and enhance public trust before the next national elections."

Shortcomings were compounded by the lack of capacity on the side of some EA members, particularly among political appointees, as well as by the ambiguous passages and complicated procedures provided by the Electoral Code. Following adoption of the new Code, the EA requires extensive training to familiarise its members, election stakeholders and the public at large with the new provisions of the Code, especially in the run-up to the parliamentary and presidential elections.

Apart from the EA, a lack of sufficient knowledge regarding electoral matters on the part of other electoral stakeholders hinders structured political discussions and increases the vulnerability of the system. As an example, OSCE/ODIHR Election Observation Mission and Central Electoral Commission (CEC) indicated that observer groups lacked a thorough understanding of appeals/complaints procedures. Therefore, other electoral actors, such as media, domestic observers and the general public, would also require support to increase their awareness, especially on the new provisions of the Electoral Code.

The level of voters' education, especially in the minority regions, is still quite low. As experience shows, public awareness/voter education activities in the election period should be complemented by long-term programmes (including civic education, active participation) to increase political / electoral culture in minority regions in general. Targeted programmes focusing on youth/first time voters, and especially on minority populated areas, will be of special importance.

A clear and unambiguous Electoral Code, and an increased awareness and understanding of it among the electoral actors, constitute one of the major foundations of a stable democracy. Therefore the EU-UNDP election assistance project deems it a top priority to continue to support the coordination and information sharing over election legislation reform in the country, as well as increased capacity and policy advice to the election administration to effectively implement the legislation in line with good electoral practices and according to international standards.

In addition, increasing the capacity of various electoral actors, such as domestic observers, media representatives and political parties, is also deemed a high priority. For example, the role of political parties in preparing themselves to participate in the election administration process, through identification and training of party designated election officials and party observers to perform their duties more effectively, is a topic for focused attention. The role of the EA in a more effective complaints and appeals process is another topic that needs attention. Further efforts to assist the media in professional election reporting will enhance effective coverage of election issues, as will a focus of attention on media regulatory bodies.

The EU-UNDP project shall also support public awareness/voter and civic education activities on electoral processes among various actors. This will include newly eligible young voters, and ethnic minority areas, which have witnessed serious electoral challenges in recent elections.

2. Previous assistance from UNDP

UNDP has been actively supporting the EA since 2003.

A significant part of UNDP's election assistance has been implemented with the financial support of the Delegation of the European Union (EU). The UNDP and the EU have been collaborating in the field of electoral assistance since 1995. The partnership allows for rationalization of interventions in the area. Some significant achievements of partnership include exponential growth of partnership, harmonization of the procedures and practices of two large bureaucracies allowing for significant synergies to be created, formalization of the partnership in the form of Operational Guidelines, creation of the EC-UNDP Joint Task Force on Electoral Assistance (JTF), adoption of the election cycle approach, expansion of activities and resources mobilized, creation of a forum for joint training on effective electoral assistance as well as thematic workshops.

Key support provided within this framework has been:

- an operational training programme for EA members, observer groups as well as representatives of the media;
- a workshop for Judges;
- signature of a Joint Code of Ethics/Conduct;
- three different BRIDGE (Building Resources in Democracy, Governance and Elections) programmes targeted for EA, its Election Systems Development, Reform and Training Centre (the Centre) and regional observers;
- civic education training programmes developed for 10-12th grade school students resulted in newly acquired civic knowledge, improved electoral culture and proficient conduct of students' self-governance elections in ten pilot schools.

3. Strategy

Election cycle approach, as a major planning and training tool and integral part of the EU and UNDP partnership on electoral assistance, envisages provision of support to country's institutions and processes over time in a sustained manner so that international support is reduced and eventually phased out, rather than provision of significant support from scratch before each new election event. The relevant national stakeholders will be made better aware that the election is in fact a continuous process where each of them has an important role to play. It includes the evaluation and preparation work requiring a reflection in between the elections rather than only getting activate immediately prior to and during the elections day.

The project has taken stock of all steps of the electoral support activities to plan for the next, and expectedly the last, UNDP intervention with a **focus on the capacity and self-sustainability of national stakeholders through the application of the election cycle approach**. Increased focus on long-term capacity development is essential to contribute to a country's ability to organize future elections with little or no external help in a long run. To ensure this, most activities will be carried out by the Centre, while UNDP will ensure relevant support and monitoring of the activity implementation. The Centre will be also actively involved in all activities, which will be directly implemented by UNDP. This will

ensure effectiveness and quality of the activities, as well as gradual transfer of the relevant experience and knowledge to the Centre. Hence, UNDP will ensure that sustainability of the EA is built, mostly through its Centre, enabling EA to function independently after UNDP phases out.

The project will effectively utilize the established relationship with the CEC, the Centre, Ministry of Education and Science of Georgia (MoES), National Curriculum and Assessment Centre (NCAC), other local and international electoral actors and the team of competent experts and project facilities.

Considering the above, UNDP will renew its electoral assistance with extensive focus on sustainability of electoral stakeholders with particular emphasis on the EA. Following institutional changes and capacity development efforts, the EA has found itself capable to take over some of the critical functions of procedural trainings with limited supervision. Hence, UNDP was able to build into the current project the training approaches and practices that would expose the EA to even greater self-sufficiency. Though this is the case for the EA, other actors that have not enjoyed such extensive support and are in greater need of capacity development.

If in the past, UNDP supported heavily the conduct of training for the entire EA structure, at this stage, the project envisages support to training of EA regional coordinators/facilitators, DEC members and the Trainers through the local implementing partner - the Centre. Thus, it would allow EA and the Centre to independently manage the operational training programme for upcoming 2012 and 2013 national elections.

The Centre's role should be particularly underscored with regard to the planned operational training activities of the project. In fact, the approach will be to gradually transfer all training functions to the CEC and its Centre in full compliance with their mandate. Therefore, this project will heavily rely on the existing capacities of the Centre and practically all training activities such as design of materials, planning, implementation, evaluation, etc. will be ensured by the Centre, in close cooperation and under supervision of UNDP. Therefore, during the active election period UNDP team will mostly focus on monitoring and supporting the CEC and the Centre in providing an effective operational training programme.

Apart from the limited operational training assistance to EA, the latest strategy also covers the innovative e-learning course for different electoral actors. Along with NGO lawyers, political party representatives - as a new target group - will largely benefit from the project's training programme, since UNDP acknowledges their decisive role in electoral and political processes. Based on the past experience and lessons learned, as well as considering the increasing trend of using IT in electoral processes, UNDP will support an innovative approach and introduce e-learning courses for EA, political party agents and local observers. The e-learning courses will provide an opportunity to ensure sustainable, continuous and cost-effective training for mentioned actors as its update will require only a limited investment should it be required in future.

The project will also support better recognition and implementation of electoral framework by different electoral actors. UNDP's new approach also concentrates on promoting the capacity of academia and youth (students, first time voters) and marginalized groups (ethnic minorities, IDPs, disabled, vulnerable women, etc.) contributing to their active engagement in the electoral processes. Part of voter education activities, specifically education of first time voters and university students, as well as public awareness-

raising with a specific focus on marginalized groups will be carried out by the Centre under monitoring of UNDP project team.

Addressing the institutional and professional capacity of EA in isolation does not necessarily guarantee free and fair elections that enjoy the trust of various electoral stakeholders. Thus the project will reach out to engage other important actors and stakeholders such as voters, political parties, media and civil society. UNDP will take advantage of the non-election period and concentrate on the long-term capacity building of these electoral actors. Previously conducted BRIDGE training programme for EA covered only a few modules from the full version of the BRIDGE curriculum. Given the effectiveness of the implemented programme, UNDP, in close cooperation with the Centre, will further extend the BRIDGE course to cover more modules in compliance with the existing needs as well as involve more actors in the process. UNDP will put efforts into preparing qualified BRIDGE facilitators within the EA (semi-accredited, or if possible, fully-accredited) who will be able to contribute to the planned BRIDGE trainings, as well as to the future trainings.

UNDP will promote long-term voter/civic education. For that purpose, UNDP will maintain cooperation with academia not only to employ its existing knowledge and experience, but also to help institutionalize electoral capacity development. This will be imperative to ensure the continuity of processes once UNDP phases out its activities. The creation of appropriate curricula at universities will help to prepare responsible future citizens. It is largely through academia that the potential members of the electoral administration will emerge. Specifically, the project will support voter/civic education for youth through a wide-range of activities including support to school students' self-government elections, workshops/training sessions for first time voters eligible to vote in 2012 and 2013 elections, elaboration of special curriculum on elections for the journalism department in universities. UNDP will ensure the latter activity through the Centre, which has already been supported to create and pilot election law curriculum for legal departments of universities. In the long-term perspective, the UNDP will advocate for institutionalising the guidelines for school students' self-government elections for ensuring sustainability of proposed activities. These activities will be implemented in close coordination and cooperation with the CEC, the Ministry of Education and Science (MES) and the National Curriculum and Assessment Centre (NCAC).

Another important target of the project will be Civil Society Organizations (CSOs). UNDP and the Centre will channel part of its assistance through local CSOs. UNDP will aim at creating a competitive environment to ensure the most effective use of the resources where various NGOs and Community Based Organizations (CBOs) will compete to accomplish the sub-projects in different parts of the country with specific focus on ethnic minority regions. While the Centre will implement the majority of voter education and public awareness activities, UNDP will provide guidance and monitoring, necessary to transfer the existing knowledge to the Centre and ensure its further sustainability.

And finally, the project will continue to facilitate coordination and information exchange, as well as broad involvement of various stakeholders in the electoral assistance and related processes, through TWG and AWG forums. UNDP, as a co-chair of both groups, is well positioned to support the electoral reform processes by involving various international actors in the relevant discussions and coordination process. The TWG and AWG meetings will be held in cooperation with EU Delegation to Georgia and CoE respectively. The TWG will continue to inform donors and other implementers about the latest developments in the electoral field, while the AWG forum will be used for reinforcing government's, as

well as other actors', commitments towards democratic governance principles including those directly related with elections.

4. Outputs, Activities and Actions

The project **outputs** will be as follows:

1. **A stable and credible electoral environment** including (a) increased capacity of national institutions in contributing to well-organized and credible electoral processes compliant with international electoral standards and (b) increased awareness of electoral actors on a renewed regulatory framework.
2. **Increased participation of citizenry in decision-making** through institutionalizing awareness raising approach on electoral processes among youth and various vulnerable groups.

The expected project results are as follows:

- Greater capacity of **all** major electoral actors (EA, observer groups, media, and political parties) to take a full advantage of electoral cycle.
- Wide acceptance and broad understanding of the Electoral Code in force.
- Informed public contributing to the improvement of electoral and civic culture.

Below are the project **activities** that will be undertaken under the above mentioned outputs:

OUTPUT 1 A STABLE AND CREDIBLE ELECTORAL ENVIRONMENT - Activities (in details) and Actions (in brief)

Activity 1.1 Strengthening capacities of all major electoral actors to ensure effective national Electoral Cycle

Capacity development support to key electoral actors will take place within the framework of the National Electoral Cycle. This is expected to enhance the effectiveness of all electoral actors to better accomplish their tasks.

The Electoral Cycle approach will be primarily promoted using an internationally acknowledged and effective BRIDGE curriculum. The project will prepare a pool of qualified BRIDGE facilitators to remain in the country as a resource, who will, then be responsible for training selected representatives of target groups. Special efforts will be put into preparing the Centre personnel as qualified BRIDGE facilitators and opportunities will be explored for the Centre to take over the organization of the BRIDGE trainings in the future. In parallel, the project will work closely with the main beneficiary, which is the Central Electoral Commission and its Training Centre to leave the institutions with sufficient resources to organize the training of staff at District and Precinct level. In addition, to support CEC in modernization of election administration, including improvement of management, human resources and technological development, the project will promote international exchange of experience as well as EA's capacity in internal communication. The Centre will be actively involved in the mentioned activities.

Action 1.1.1 Preparing a qualified pool of BRIDGE facilitators for the specific trainings of various target groups:

The project will use the BRIDGE training programme for supporting long-term capacity building of electoral actors. Preparation and implementation of BRIDGE training activities will be carried out by accredited BRIDGE facilitators recruited by the project. To ensure sustainable capacity development of electoral actors the project under the BRIDGE Programme will ensure TTF courses for representatives of EA, political parties and observing organizations. Special focus will be placed on preparation of appropriate human resources for the Centre.

Action 1.1.2 Organizing BRIDGE trainings for selected EA representatives, domestic observers, media and political parties:

Based on the lessons learned and with the support of a qualified BRIDGE practitioner the project will identify relevant requirements for each target group: EA representatives, observer organizations and political parties. As a result appropriate modules for a long-term BRIDGE training programme will be determined to meet the needs of EA and other electoral actors. The BRIDGE modules will be selected in accordance with the priorities of electoral actors. The training programme will be adapted to the local context and conducted for the mixed group of electoral actors. Following to the specific BRIDGE workshops, the participants will receive one-day training explaining significant changes and provisions of new Electoral Code.

In addition, the project will conduct the special BRIDGE programme for media representatives, closely working with CEC on electoral issues. Few representatives from CEC PR department will also be involved in the media BRIDGE workshop. To support further development and sustainability of the Centre, UNDP will support active involvement of the Centre's facilitators in the above BRIDGE trainings.

After conducting BRIDGE training programme, the project shall carry out an evaluation of the programme before formulating further training needs of the electoral actors.

Action 1.1.3 Increasing electoral, training and operational capacity skills of major observer groups:

During the active election period, the project will support Training of Trainers (ToT) (for up to 20 trainers) for main domestic observation groups who will further train the accredited observers at different levels. ToT will focus on operational training skills as well as on new electoral procedures. Particular attention will be paid to the observers' duties and obligations for ensuring effective electoral monitoring process.

Action 1.1.4 Promoting international exchange of experience with regards to the good practices of election management:

To support CEC in meeting its strategic goals including modernization of EA the project will promote participation of various electoral actors in seminars/workshops to raise their awareness on good election management practices and relevant international experience.

In addition, international experience will be sought to explore opportunities and provide a proper guidance to the Centre to organize BRIDGE trainings on its own in the future, if it is deemed appropriate by the Centre.

Action 1.1.5 facilitating policy-level and technical-level coordination over the electoral issues:

The AWG will be used as one of the mechanisms to provide the key local actors with the opinions of the international community in a coordinated manner. During the AWG meetings, participants will discuss election related issues, including legislation reform process, as well as share information on the development of democratic processes in general. If necessary, AWG participants will identify areas of concern and convene main messages to the relevant actors for further development. Thus, the project will seek to use AWG format to advocate for the relevant issues on a political level, if necessary.

The TWG will be used as a tool for information sharing and coordination of efforts of international and local actors in election related matters. TWG meetings will provide a forum for technical discussions among the non-political players as well as support solution-finding for electoral challenges. In addition, TWG will prepare the platform for AWG discussions and advise AWG on vital issues for further consideration.

Action 1.1.6 increasing EA's capacity and internal communication through information/communication technologies

The Special Electronic System for managing electoral processes at DEC levels will be created. The automated system will support timely and accurate delivery of electoral information as well as effective management and monitoring of electoral processes. The system will include different modules such as DEC schedule of election activities, HR module, complaint register, logistical module, correspondence and protocols module as well as result tabulation module. The system will ensure effective internal communication and reporting.

Action 1.1.7 Supporting EA in planning, implementation and evaluation of operational training programme

Close cooperation and regular interaction will be ensured between CEC, the Centre and UNDP. UNDP and the Centre will organize working meetings for smooth implementation of EA's training programme. Consultations over the training materials as well as design will be provided as required. UNDP will carry out all necessary actions, including monitoring, to assess the quality and effectiveness of conducted operational training sessions.

Activity 1.2 Improve management of elections by EA and increase awareness and understanding of new procedures of the Electoral Code among various electoral actors

UNDP and its implementing partner, the Centre, will support the EA in its efforts to improve management of the 2012 parliamentary and 2013 presidential elections. Identified operational/procedural needs of the EA will be addressed, including support in development of training modules by the EA in accordance with the new Electoral Code. While here mentioned activities will be implemented by the Centre, UNDP will ensure proper support, experience sharing and monitoring. This activity shall ensure the transfer of relevant knowledge to the CEC and its Centre for sustainability. By the end of the project the EA should be able to perform its functions with little or no support.

In addition, the activity will support understanding of a new Electoral Code and relevant procedures through operational workshops with media representatives, domestic observation organizations and political party representatives. The workshops/trainings for different electoral actors shall involve ethnic minorities, youth and women groups. To cover an extended number and diversity of the stakeholders, the project will support introduction of e-learning training courses for EA, political party agents and observers, making it available through CEC introduced Regional Resource Centres (RRCs), among other means. This will include the following actions:

Action 1.2.1 Training of EA regional coordinators/facilitators and trainers with the developed materials;

The project, through the Centre, will assist CEC in developing training manuals, guides (in Georgian and ethnic minority languages) including necessary modules on election procedures based on the new Electoral Code for the DEC and PEC members. All DEC and PECs including those composed of ethnic minority EA members will receive the relevant manuals. The project will provide the necessary expertise and logistical support to elaborate and deliver two separate manuals and other supporting materials for DEC members and for PEC members. In addition, the project will ensure elaboration of the Trainer's Guide.

UNDP will closely cooperate with CEC and the Centre in developing training methodology for DEC and PEC electoral officials. The training will be activity-based, using a wide range of teaching strategies. In addition, lessons learned from the experience will be taken into account while developing the training methodology. More focus will be placed on visual and practical exercises. To support trainees in visualizing the operational training materials as well as ensure delivery of accurate information, the project will use different means including LCD projectors, practical exercises, mock-election materials etc.

About 30 EA regional coordinators/facilitators and 180 EA trainers will be recruited and prepared to conduct cascade operational/procedural training for DEC and PECs. The project will organize the two stage of preparatory training for regional coordinators/facilitators. The TtF also will be used to improve the training skills including communication, presentation, organizational, team-building skills of EA regional coordinators/facilitators.

Regional coordinators/facilitators will conduct ToTs for respective EA trainers to ensure delivery of needed procedural knowledge as well as training skills. Trainers will be responsible for training of the PEC members, while regional coordinators/facilitators will ensure DEC training, coordinate the training program in their respective regions as well as provide support in logistical and organizational issues.

UNDP will monitor relevant activities to ensure their effectiveness as well as knowledge and experience sharing. After completion of the project, it is expected that the Centre will be able to deliver operational training with little or no external support.

Action 1.2.2 Training of DEC members (including ethnic minority DEC members);

The DEC training will be conducted by the regional coordinators/facilitators under direct supervision of the project, the Centre and in close cooperation with the CEC. DEC training will be held for permanent as well as temporary members of all DEC. The modules will be identified according to the tasks of DEC for the given election period.

Action 1.2.3 Training of PEC members (including ethnic minority PEC members);

The project will ensure training for polling station officials through the Centre. Up to 50,000 members of all PECs shall be trained. Starting from the first session of PECs, which is nearly a month prior to Election Day, the PEC training programme shall be launched throughout Georgia.

Action 1.2.4 Professional development and Operational training of central and regional media representatives working on electoral issues;

One-day training sessions will be conducted for the central and regional media, including TV, radio and print media representatives on the latest procedures. Approximately 60 journalists working with the election administration during the election period will be trained in cooperation with the CEC.

Action 1.2.5 Operational training of local observer NGO representatives on new Electoral Code and relevant procedures;

The project, through the Centre, will assist the main domestic observation organizations in raising awareness on new electoral legislation. To support uniform understanding of new electoral code by observer organizations, the training on the main issues and procedures of new electoral legislation will be conducted.

Action 1.2.6 Training of DEC and major observer NGO lawyers on complaints/appeals procedures;

The project, through the Centre, will ensure the separate thematic-based training for the lawyers of EA and NGOs on complaint/appeals procedures and dispute resolution. This activity will be carried out in close cooperation with the CEC Legal Department. The practical and most common cases from the last experience will be considered in line with the new election legislation.

Action 1.2.7 Organizing workshop for political party representatives and/or agents on new Electoral Code and relevant procedures;

The Centre will organize a workshop for registered representatives and/or agents of election subjects to support understanding of the new Electoral Code and the relevant procedures.

Action 1.2.8 Introduction of e-learning training courses for EA, political party agents and observers.

The project, through the Centre, will support introduction of e-learning training courses for EA, political party agents and observers. The e-learning training course for EA will cover all election related processes on purely operational issues. The e-learning course for observers and political party agents will concentrate on results-oriented observation. The e-learning training courses will be shared with all relevant electoral actors as well as introduced in the CEC Regional Resource Centres (RRCs).

Action 1.2.9 Organizing central and regional workshops for raising awareness on the new Electoral Code involving election administration as well as other electoral actors;

Non-active election period will be used to increase awareness of EA and other electoral actors on the new procedures. The workshop will also target delivering information on relevant international standards and good management practices. The representatives of all DECAs as well as electoral stakeholders at central and regional levels will participate in the workshops. Up to 16 central and regional workshops will be conducted by selected trainers.

OUTPUT 2 INCREASED PARTICIPATION OF CITIZENRY IN DECISION-MAKING - Activities (in details) and Actions (in brief)

Activity 2.1 Systematic awareness raising of youth promoted through Academia

UNDP, through its implementing partner - the Centre - will work closely with academia for institutionalizing awareness raising approach on electoral processes among youth. This activity will support trainings/workshops for first time voters to encourage their active participation in electoral processes as well as promote an active civic culture among youth. Students eligible to vote in 2012-2013 national elections will be informed regarding the importance of electoral processes, voters' rights/duties and relevant procedures. The students, as potential electoral stakeholders, will be also informed on the importance and procedures of becoming observers, PEC members etc. In addition, elaboration and piloting of extra-curriculum on elections for the university students of journalism department will support institutionalization of electoral course in universities. The Centre will implement awareness raising activities, while UNDP will ensure guidance where necessary, as well as monitoring. This will include the following actions:

Action 2.1.1 Preparing the pool of trainers and relevant knowledge materials for students' workshops;
UNDP, through the Centre, will ensure launching of the first time voters' workshops/training programme in the universities. The relevant training curriculum will be elaborated and delivered. The training materials will cover issues like types of elections, electoral systems, e-day procedures, voters' duties and mechanisms for defending voters' rights. First time voters will acquire necessary knowledge for realizing their active suffrage. The Centre will closely cooperate with the relevant universities and institutions to ensure effectiveness of the programme.

Based on the elaborated materials, ToT for the first time voters' workshops/training sessions will be conducted. Trainers will later on deliver workshops/training sessions in the universities. UNDP will ensure monitoring of the relevant activities.

Action 2.1.2 Supporting introduction of specialized sessions in various universities and institutions for first time voters – students;

The Centre will ensure the introduction of specialized sessions for the first time voters - students of higher educational institutions. The workshops/training sessions will be carried out for the academic years of 2011-2012 and 2012-2013. The training sessions will be conducted for the students of the accredited universities, throughout Georgia.

Action 2.1.3 Creation and piloting of an extra-curriculum on elections for university media departments:
UNDP, through the Centre, will support elaboration of extra curriculum for students of media faculties. The curriculum will educate the students on the principles of fair and free elections and will be complemented with reader materials.

UNDP will support delivery of the course on elections to the students of universities based in Tbilisi and regions. UNDP and the Centre will co-operate with the university administrations and relevant media faculties for effective implementation of the initiative.

Action 2.1.4 Internship in DEC's for successful students:

The Centre will ensure internship programme for those students, who will excel in election commissions, established for school students' self-governance elections. The successful school students will be given the opportunity to undergo about 2-months internship with respective District Election Commissions in non-election period.

Activity 2.2 Public awareness-raising on electoral developments and broader civic participation, with a specific focus on marginalized groups, including ethnic minorities, disabled, IDPs and vulnerable women

In partnership with local CSOs, UNDP through its implementing partner - the Centre - will support information campaigns and public awareness-raising on elections, electoral developments and procedures with a specific focus on marginalized groups, including ethnic minorities, disabled, IDPs and vulnerable women. The marginalized groups, including minorities in the regions of Kvemo Kartli, Samtskhe-Javakheti and Kakheti, will acquire knowledge on updated procedures and electoral issues for 2012-2013 national elections. This will include the following actions:

Action 2.2.1 Organizing workshop for local CSO and NGO representatives on new Electoral Code and relevant procedures with the special focus on regional NGOs, women groups and ethnic minorities:

UNDP through the Centre will announce a small sub-grant competition for the regional CSOs and NGOs working in ethnic minority and IDP populated regions for ensuring effective voter education activities in the respective areas. Consequently, the project will support awareness rising on new electoral legislation through the selected sub-grant recipients. The workshop on new Electoral Code will concentrate on the latest electoral procedures, voters' rights and polling rules. In addition, project will encourage participation of women groups in the workshop.

Action 2.2.2 Capacity developments of local CSOs in production and dissemination of specific voter information/education materials including for disabled:

The project will identify the relevant local CSOs for supporting the production of brochures/flyers, including for disabled. The brochures and flyers will include basic information on elections and important legislative procedures. Special emphasis will be placed on the procedures related to participation of disabled persons in elections as well as importance of participating in elections.

Action 2.2.3 Supporting election related public role play campaigns in the areas populated with minorities and IDPs involving local CSOs:

Within the public awareness campaign, for 2012 parliamentary and 2013 presidential elections the project will support organization of the public role-play campaigns in the areas populated with minorities

and IDPs. The public role-play (central, regional and municipality-city levels) will be organized by selected CSOs and NGOs involving youth and other volunteers. The role-plays will include practical simulation of voting procedures. The public role-play participants will provide information about electoral legislation, electoral administration, Election Day procedures, presidential and parliamentary elections, and the importance of participating in the elections. Specially prepared brochures and leaflets including information on election procedures and voters' rights and obligations will be distributed.

Action 2.2.4 Production and dissemination of TV Public Service Announcements (PSAs) for general public, disabled and ethnic minorities.

The project will closely cooperate with the CEC to assist in producing and airing the TV PSAs for general public, disabled and ethnic minorities. The TV PSAs will cover polling procedures as well as encourage active participation in elections. At least three TV PSAs will be aired dominantly through regional TV stations with respective coverage. TV PSAs in ethnic minority languages will be aired only in the regional TVs covering ethnic minority populated areas only.

Activity 2.3 Supporting secondary education institutions (schools) to take a proactive role in instilling election culture within the Secondary School Students

UNDP will support the education institutions to strengthen their role in increasing civic and electoral culture within youth. Student Self-Governance elections will serve as a primary vehicle to enhance the role of Schools in promoting civic activism. UNDP will introduce the best practices of electoral management within the scope of Student Self-Governance elections with an immediate effect on all groups: School administration, teachers and students. This will enable UNDP to cover the largest segment of the young people (students of up to 130 schools throughout Georgia) and promote civic and electoral participation within this group. The activities will be carried-out in close cooperation with the Ministry of Education and Science (MES), National Curriculum and Assessment Centre (NCAC) the CEC, as well as relevant schools. The Centre will be actively involved in all stages of the implementation. This will include the following actions:

Action 2.3.1 Preparing the trainers and teachers for school students' self-governance elections programme;

For effective implementation of school students' election programme the project will train the regional coordinators/facilitators in each electoral district/municipality. The regional coordinators/facilitators in their turn will train the teachers of civic education and representatives of school administrations who will supervise the conduct of school self-government elections among the students. The representatives of respective district election administrations will be also involved in the training programme to ensure effective coordination and implementation of school students' self-governance elections.

Action 2.3.2 Piloting the Guidelines for elections of school students' self-government in selected schools;

The geography of application of the Guidelines for the school students' self-government elections will be extended from 24 schools in eight municipalities (in 2010) to 62 municipalities of Georgia. These Guidelines will regulate, on the voluntary basis, the students self-governance elections that take place in schools in the beginning of every academic year. The Guidelines will be implemented in close cooperation with the CEC and NCAC.

Action 2.3.3 Supporting countrywide institutionalization of application of the Guidelines by the schools;
UNDP will co-operate with the MoES and NCAC in order to make the Guidelines a formally compulsory document for the schools in the administration of school students' self-government elections. This will support institutionalization of the Guidelines for long-term perspective.

Action 2.3.4 Translation of the Guidelines into the languages of ethnic minority schools;
The Guidelines will be translated into minority languages which are used in the schools of Georgia. This includes (but is not limited to) Armenian, Azerbaijani, Russian etc as required.

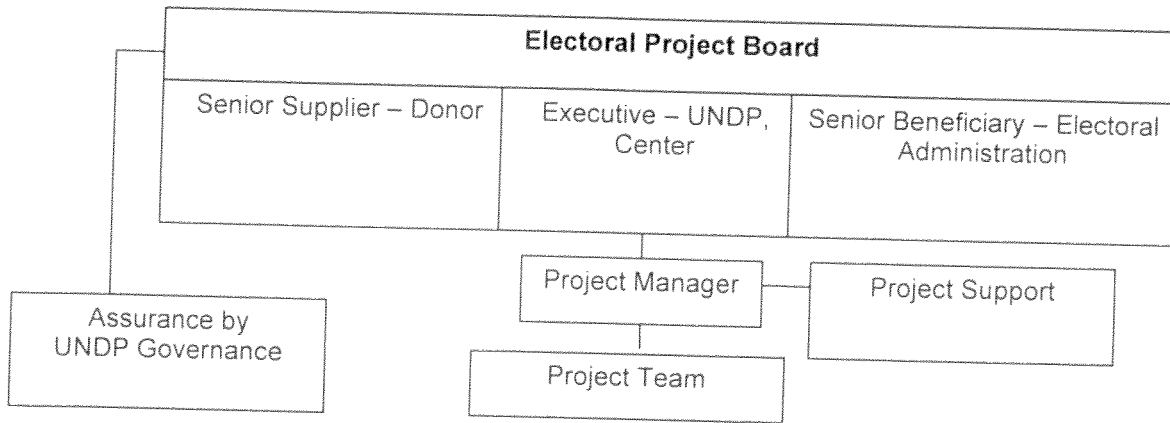
5. UNDP Exit Strategy/EA Sustainability

During the project implementation, an emphasis will be placed on ensuring sustainable development of the EA and with particular focus on its Centre. While most part of the activities will be implemented by the Centre, UNDP will ensure monitoring, support and transfer of the relevant knowledge/experience. In addition, the Centre will be actively involved in all activities to be implemented directly by UNDP. Thus, UNDP will aim at the sustainability of the EA so that once it phases out from the electoral field as planned by the end of the project period in March 2014; the EA is able to function independently.

6. Implementation Arrangements

The project will be implemented under Direct Implementation Modality (DIM) in accordance with UNDP rules and regulations. UNDP will be responsible for the achievement of results and the use of resources. As such, it will bear the overall accountability for delivering the project in accordance with its applicable regulations, rules, policies and procedures (ref.: UNDP Programme and Operations Policies and Procedures). As per UNDP's Financial Regulations and Rules, the following general principles will be given due consideration while executing procurement in connection with the project: Best Value for Money; Fairness, Integrity & Transparency; and, Effective Competition.

As per UNDP procedures and requirements, the project will introduce the Project Board with the three relevant roles of executive, senior supplier and senior user. While the executive will ensure the funds are managed properly and in a cost-efficient manner, the user will actually use its benefits and the supplier will provide resources and skills to produce the outputs. In the relevant case, the project executive role will rest with UNDP, the supplier will be the donor organization and Electoral Administration will be a principle user of the outputs. The Board meetings will take place on a quarterly basis. Project quality assurance will be provided by the Governance Team of the UNDP. The CEC and the Centre will also provide a quality assurance regarding the project products such as the training materials, training methodology, organized trainings, etc. While UNDP will assure an overall project implementation, for the first time in the history of UNDP electoral projects, a considerable amount of activities will be carried out by the Centre, with the relevant support and monitoring from UNDP. In addition, the Centre will be actively involved in all activities, which will be directly implemented by UNDP. This will ensure gradual transfer of the relevant experience and knowledge to EA and its Centre in particular.



UNDP will make use of the resources available at the current CEC-UNDP project. The team of the current project will be transferred to the new project, including the project manager, a legal/coordination expert and admin/finance assistant. Relevant experts will also be recruited on a needs basis.

The EA will continue providing space for the project, including for working meetings/seminars in its own premises, as an in-kind contribution.

The project manager will be the official liaison between the EA, other partners and UNDP to ensure proper project implementation. The project manager will be in charge of requesting funds to cover project-related expenses. In the absence of the project manager, the designated project expert will take over relevant functions.

Official summary records of all transactions will be provided by UNDP to the project manager, who will in turn be responsible for keeping comprehensive relevant records.

Visibility procedures as per internal UNDP and donor organization requirements will be followed.

The project will actively involve the Centre, the main body responsible to provide electoral trainings under the law, as a partner. The Cooperation Agreement will be signed between UNDP and the Centre. The Agreement shall set Advance Payment Modality and the audit requirement for carried activities.

In addition, all project activities will be carried out in a close cooperation with the CEC of Georgia. UNDP has the benefit of having a history of outstanding cooperation with the CEC.

Other election stakeholders will also be active partners of the proposed action such as the EA, the Centre, MoES, NCAC, domestic observers and political parties. All the stakeholders will be invited to actively contribute to the programme implementation, and thus relevant steps will be taken to promote broad based ownership of the programme achievements.

7. Monitoring

A rigorous reporting system will be put in place in order to provide the Programme Team, the donor organization and the beneficiaries with an up-to-date insight on the progress achieved or possible constraints identified during Programme implementation. It will also allow the Programme team to be promptly informed about any external factor that may have an impact on the activities.

- On a quarterly basis, an activity quality assessment shall record progress towards the completion of key deliverables.
- An Issue Log shall be activated in Atlas² upon the programme commencement and updated by the UNDP programme staff based on the inputs from Project Manager to facilitate tracking and resolution of potential problems or requests for change.
- A Risk log will be activated in Atlas upon the programme commencement and will be regularly updated by the UNDP programme staff based on the inputs from Project Manager reviewing the external environment that may affect the project implementation.
- Based on the above information recorded in Atlas, a Quarterly Progress Reports shall be submitted by the Project Manager to the Project Board through Project Assurance.
- A project Lesson-learned log shall be activated and regularly updated by the UNDP programme staff based on the inputs from Project Manager. This will facilitate the preparation of the Lessons-learned Report at the end of the project.
- An Annual Review Report shall be prepared by the Project Manager and with assistance from relevant Experts and shared with the Project Board. Based on this report, an annual project review will be conducted during the fourth quarter of the year or soon after, as a basis for assessing the performance of the project. In the last year, this review will be a final assessment. This review will involve all key project stakeholders and the local partner, and focus on the extent to which progress is being made towards outputs, and that these remain aligned to appropriate outcomes.
- The Project Manager with Expert's assistance will be providing quarterly information to the Head of the CEC regarding the performed activities to ensure that the project implementation stays in line with the CEC priorities

Reporting procedures as per internal UNDP and donor organization requirements will be followed.

8. Legal Context

This document together with the CPAP signed by the Government and UNDP which is incorporated by reference constitute together a Project Document as referred to in the Standard Basic Assistance Agreement (SBAA) and all CPAP provisions apply to this document.

9. Budget

Please find the Budget appended to this document.

² Atlas is a management, finance and information tool of UNDP

Action 2.3.3 Supporting countrywide institutionalization of application of the Guidelines by the schools.															UNDP Execution
Action 2.3.4 Translation of the Guidelines into the languages of ethnic minority schools.															UNDP Execution

ANNEX II

General Conditions applicable to European Union contribution agreements with international organisations

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as measures related thereto taken by the Organisation shall be reported to the Contracting Authority without delay.

Where appropriate the Organisation shall terminate contracts with partners, contractors or agents involved in fraudulent behaviour or corrupt practices in connection with this or any other actions implemented by the Organisation and financed by the European Union, and shall take all reasonable measures to recover funds unduly paid.

- 1.6 Without prejudice to Articles 1.3 and 10, the Agreement and the payments attached to it shall not be assigned to a third party in any manner whatsoever without the prior written consent of the Contracting Authority.
- 1.7 The provisions regarding "Joint Management Actions" in these General Conditions may be applied where at least one of the following conditions is met:
 - the performance of the Action requires the pooling of resources from a number of donors, and it is not reasonably possible or appropriate to assign the share contributed by each donor to each type of expenditure (hereinafter, "Multi-donor Actions"), or
 - the European Commission and the Organisation are bound by a long-term framework agreement laying down the administrative and financial arrangements for their cooperation; or
 - the European Commission and the Organisation have jointly assessed the feasibility and defined the terms for implementation of the Action.
- 1.8 Where the European Commission is not the Contracting Authority, it shall not be a party to this Agreement, which shall only confer on it rights and obligations where explicitly stated. It will nevertheless endorse the Agreement to ensure that the Contracting Authority's contribution is actually paid by the EU budget, and the provisions on visibility in this Agreement will apply accordingly.

Article 2 - OBLIGATIONS REGARDING INFORMATION AND FINANCIAL AND NARRATIVE REPORTS

- 2.1 The Organisation shall provide the Contracting Authority with full information on the implementation of the Action. To that end, the Organisation shall provide before signature of this Agreement a work plan for the first period of implementation specified in the Description of the Action. The Organisation shall also draw up progress reports and a final report. These reports shall consist of a narrative part and a financial part. Reporting, narrative as well as financial, shall cover the whole of the Action, regardless of whether this Action is wholly financed or co-financed by the Contracting Authority.
- 2.2 The Contracting Authority may request additional information at any time, providing the reasons for the request. Such information shall be supplied within 30 days of the request.
- 2.3 The Organisation shall send the Contracting Authority progress reports in accordance with the provisions below. Every report shall provide a complete account of all aspects of implementation for the period covered.

The report shall be laid out in such a way as to allow comparison of the objective(s), the means envisaged or employed (in particular all expenses actually incurred by the Organisation), the results expected and obtained and the budget details for the Action.

- 2.9 If the Organisation fails to supply a final report by the final report deadline laid down in Article 2.6, and fails to furnish an acceptable written explanation of the reasons why it is unable to comply with this obligation, the Contracting Authority may refuse to pay any outstanding amount and recover any amounts unduly paid.

Furthermore, where the Organisation fails to present a progress report and where relevant a request for payment by the end of each 12-month period following the date laid down in Article 2(2) of the Special Conditions, the Organisation shall inform the Contracting Authority of the reasons why it is unable to do so, and shall provide a summary of the state of progress of the Action. If the Organisation fails to comply with this obligation, the Contracting Authority may terminate the Agreement in accordance with the first indent of Article 12.2, refuse to pay any outstanding amount and recover any amounts unduly paid.

- 2.10 In addition to the above mentioned reports, the Organisation will ensure that progress and situation reports, publications, press releases and updates, relevant to this Agreement, are communicated to the Contracting Authority as and when they are issued.

The Organisation and the Contracting Authority will further endeavour to promote close collaboration and exchange of information on the Action. The Organisation will invite the European Commission to join any donor committee which may be set up in connection with Multi-Donor Actions.

- 2.11 In any event the Organisation shall inform the Contracting Authority without delay of any circumstances likely to hamper or delay the implementation of the Action.

Article 3 - LIABILITY

- 3.1 The Organisation shall have sole responsibility for complying with any legal obligation incumbent on it.
- 3.2 The Contracting Authority may not under any circumstances or for any reason whatsoever be held liable for damage or injury sustained by the staff or property of the Organisation while the Action is being carried out or as a consequence of the Action. Therefore, the Contracting Authority may not accept any claim for compensation or increases in payment in connection with such damage or injury.
- 3.3 Subject to the rules governing the Organisation's privileges and immunities, the Organisation shall assume sole liability towards third parties, including liability for damage or injury of any kind sustained by them in respect of or arising out of the Action. The Organisation shall discharge the Contracting Authority of all liability associated with any claim or action brought as a result of an infringement by the Organisation or the Organisation's employees or individuals for whom those employees are responsible of rules or regulations, or as a result of violation of a third party's rights.

Article 4 - CONFLICT OF INTERESTS

The Organisation undertakes to take all necessary precautions to avoid conflicts of interests and shall inform the Contracting Authority without delay of any situation constituting or likely to lead to any such conflict.

There is a conflict of interests where the impartial and objective exercise of the functions of any person under this Agreement is compromised for reasons involving

reports prepared in response to, and in accordance with, its legislative directives are excluded from this provision.

- 6.6 The Organisation accepts that the Contracting Authority and the European Commission (where it is not the Contracting Authority) publish in any form and medium, including on their websites the name and address of the Organisation, the purpose of the contribution as well as the amount contributed and if relevant the percentage of co-financing.

Upon a duly substantiated request by the Organisation, the European Commission may agree to forego such publicity if disclosure of the above information would risk threatening the Organisation's safety or harming its interests.

- 6.7 With due regard to the applicable rules on confidentiality, security and protection of personal data, the Organisation shall publish, on an annual basis, including by electronic means such as Internet, the following information on grant and procurement contracts financed by the Contracting Authority: title of the contract/project, name and nationality of the contractor or grant beneficiary and amounts of the contract/project. For Multi-donor Actions, the level of information shall comply with the Organisation's rules and procedures pertaining to ex-post publicity.
- 6.8 The Organisation shall provide to the Contracting Authority the address of the website where this information can be found and shall authorise the publication of such address in the Contracting Authority's internet site.

The Organisation ensures that the obligation to publish this information shall be also applied by its implementing partners as described in Annex I of this Agreement, with regard to their own grant and procurement contracts financed by the Contracting Authority.

Article 7 - OWNERSHIP/USE OF RESULTS AND EQUIPMENT

- 7.1 Ownership, title and industrial and intellectual property rights in the results of the Action and the reports and other documents relating to it shall vest in the Organisation, as the case may be together with third parties or as may otherwise be agreed by the Organisation.
- 7.2 Notwithstanding the provisions of the first paragraph and subject to Article 5, the Organisation shall grant the Contracting Authority (and the European Commission where it is not the Contracting Authority) the right to use free of charge and as it sees fit all documents deriving from the Action, whatever their form, provided it does not thereby breach existing industrial and intellectual property rights.
- 7.3 Unless otherwise specified in the Special Conditions, the equipment, vehicles and supplies paid for by the Contracting Authority's funding shall be transferred to local authorities or local partners (excluding commercial contractors) of the Organisation or to the final recipients of the Action at the latest when submitting the final report. The documentary proof of those transfers shall be kept for verification along with the documents mentioned in Article 16.3.

By way of derogation from the preceding paragraph, the equipment, vehicle and supplies purchased in the framework of multi-donor actions which continue after the end of the Implementation Period of this Agreement, may be transferred to these local authorities, partners or final recipients at the end of the project, programme or action of the Organisation. The Organisation pledges to use the assets to the benefit of those

Article 10 - CONTRACTING

10.1 If parts of the Action are contracted, the contracting arrangements, including in particular the principles for the award of procurement and grants, shall be as specified in the Description of the Action. If they are not specified therein, the Organisation will present them to the Contracting Authority as soon as they are available. The Organisation will also inform the Contracting Authority, with as much prior notice as possible, of changes in these arrangements. The Organisation will provide detailed information on contracting arrangements in the final report.

10.2 Unless otherwise agreed by the Parties in writing, the procurement of any goods, works or services and the award of grants by the Organisation and its partners in the context of the Action shall be carried out in accordance with the applicable rules and procedures adopted by the Organisation.

This is based on the understanding that the Organisation's rules and procedures conform to internationally accepted standards, in compliance with the principles of transparency, proportionality, sound financial management, equal treatment and non discrimination, care being taken to avoid any conflict of interests.

Without prejudice to the specific procedures and exceptions applied by the Organisation, the award by the Organisation of grants financed by the Contracting Authority's contribution shall comply with the following principles:

- grants shall not be cumulative, awarded retrospectively or have the purpose or effect of producing a profit for the grant beneficiary;
- grants must involve co-financing from other donors, save in cases of humanitarian and crisis situation, the protection of health and fundamental rights of people, where the grant beneficiaries are third countries or other international organisations and where it is in the interest of the European Union to be the sole donor.

10.3 If allowed by the applicable regulatory provisions of the European Union, the origin of the goods and the nationality of the organisations, companies and experts selected for carrying out activities in the Action shall be determined in accordance with the Organisation's relevant rules. In any event goods, organisations, companies and experts eligible under the applicable regulatory provisions of the European Union shall be eligible.

In all other cases the partners, contractors, experts and goods, the cost of which are financed out of the Contracting Authority's contribution, shall originate in the European Union or the country or countries eligible under the programme of which the Action is part. Any departure from the rules of origin and nationality set out above is subject to the specific provisions of the applicable regulatory provisions of the European Union.

10.4 The Organisation shall adopt reasonable measures, in accordance with its own procedures, to ensure that potential candidates or tenderers and grant beneficiaries shall be excluded from the participation in a procurement or award procedure financed by the Contracting Authority's contribution, if these persons:

- are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

Article 12 - TERMINATION OF THE AGREEMENT

- 12.1 If, at any time, either Party believes that the purposes of this Agreement can no longer be effectively or appropriately carried out, it shall consult the other Party. Failing agreement on a solution, either Party may terminate this Agreement by serving two months' written notice. In this event, the Organisation shall be entitled to payment of the contribution only for the part of the Action carried out, and to reimbursement of commitments entered into by the Organisation for the implementation of the Action, which the Organisation cannot reasonably terminate on legal grounds. The part of the EU contribution unspent or not spent in accordance with this Agreement, shall be recovered by the Contracting Authority in accordance with Articles 17 and 18, after all liabilities incurred by the Organisation have been satisfied, including interest earned where applicable.
- 12.2 Where the Organisation:
- fails, without justification, to fulfil any of the obligations incumbent on it and, after being given notice by letter to comply with those obligations, still fails to do so or to furnish a satisfactory explanation within 30 days of sending of the letter;
 - fails to comply with articles 1.5, 1.6 or 4;
 - makes false or incomplete statements to obtain the contribution provided for in the Agreement or provides reports that do not reflect reality;
 - commits financial irregularities or is guilty of grave professional misconduct;
 - undergoes legal, financial, technical or organisational change that is liable to affect this Agreement substantially or to call the award decision into question;
- the Contracting Authority will enter into discussions with the Organisation and, failing a proper solution within one month, may terminate this Agreement, after giving seven days' notice, and without paying compensation of any kind. In that event the Contracting Authority may demand full or partial repayment of any amounts unduly paid, after allowing the Organisation to submit its observations.
- 12.3 Prior to or instead of terminating the Agreement as provided for in Article 12.2, the Contracting Authority may suspend payments or the declaration of eligibility of expenses as a precautionary measure, informing the Organisation immediately.
- 12.4 This Agreement shall be automatically terminated if it has not given rise to a payment by the Contracting Authority (including pre-financing) within three years of its signature.
- 12.5 Unless this Agreement is earlier terminated pursuant to Article 12, the payment obligations of the European Union hereunder shall cease at the "end date", which shall occur 18 months after the end of the Implementation Period as defined in Article 2 of the Special Conditions.

The Contracting Authority notifies the Organisation of any postponement of the end date. The Contracting Authority shall postpone the end date, so as to be able to fulfil its payment obligations, in all cases where the Organisation has filed the payment request in accordance with contractual provisions or, in case of dispute, until completion of the dispute settlement procedure provided for in Article 13.

- costs directly arising out of, or related to, accepting or distributing contributions in kind;
- costs of consumables and supplies directly attributable to the Action;
- expenditure on contracting directly attributable to the Action;
- the proportion of field office costs that corresponds to the amount of activity directly attributable to the Action or to the proportion of funding by the Contracting Authority;
- costs deriving directly from the requirements of this Agreement (dissemination of information, evaluation specific to the Action, specific reporting for the needs of the Contracting Authority, translation, reproduction, insurance, targeted training for those involved in the Action, etc.) including financial service costs (in particular bank fees for transfers).

14.3 The following costs shall not be considered eligible, whether or not presented as being related to the Action:

- debts and debts service charges;
- provisions for losses or potential future liabilities;
- interest owed by the Organisation to any third party;
- items already financed from other sources;
- purchases of land or buildings;
- currency exchange losses;
- taxes, duties and charges charged to the Organisation, unless the Organisation (or, where applicable, its partners) can show it cannot reclaim them and the applicable regulations do not exclude coverage of taxes.

14.4 A fixed percentage of direct eligible costs, not exceeding 7 %, may be claimed as indirect costs by the Organisation to cover the administrative overheads incurred for the Action. The resulting funding in respect of indirect costs does not need to be supported by accounting documents.

Subject to the above, for comparable Actions and Actions where there is more than one donor the amount claimed as indirect costs shall not, in percentage terms, be higher or lower than for other comparable contributions.

Indirect costs are eligible provided that they do not include costs assigned to another heading of the budget of this Agreement.

Indirect costs may be charged on the value of in-kind commodities delivered by the Contracting Authority, including their associated costs.

Where the rates applied in accordance with the Organisation's governing bodies' decisions exceed 7%, the Organisation may recover the balance as direct eligible costs, subject to the provisions governing direct eligible costs referred to in this Article 14 being fulfilled.

If the Contracting Authority does not intend to approve a report, as submitted, it shall revert to the Organisation with a request explaining the reason and specifying the additional information it requires within the first 45-day period. The deadline for approving the report shall be suspended pending the receipt of the requested information. If the Contracting Authority deems that a payment request cannot be met, it shall revert to the Organisation with a request explaining the reason and specifying the additional information it requires within the second 45-day period. The payment period shall be suspended pending the registration of a properly formulated payment request.

Reports shall be presented in accordance with the stipulations of Article 2.

Approval of a report does not imply recognition of the regularity, authenticity, completeness and correctness of the declarations and information contained therein.

- 15.3 On expiry of the payment period specified in Article 15.1, the Organisation may, within two months of receiving late payment, demand interest at the rate applied by the European Central Bank to its principal refinancing operations, as published in the C series of the Official Journal of the European Union on the first day of the month in which payment was due, increased by three and a half percentage points.

The interest shall be payable for the period elapsing from the day following expiry of the time limit for payment up to the day of payment. Any partial payment shall first cover the interest.

The interest shall not be treated as an income for the purposes of determining the final amount of European Union financing within the meaning of article 17. The suspension of payment by the Contracting Authority may not be considered as late payment.

- 15.4 The level of pre-financing referred to in Article 15.1 above shall be set at a level of between 80% and 95 % in 5% increments taking into account past record of the Organisation in particular as regards timely submission of the final report.
- 15.5 The Contracting Authority will make payments in Euro into the bank account referred to in the financial identification form in Annex IV. Where payment is to be made to a bank account which is already known to the Contracting Authority, the Organisation may provide a copy of the relevant financial identification form.
- 15.6 Where feasible, the funds paid by the Contracting Authority shall be maintained in Euro denominated bank accounts. They may be pooled together with contributions from other donors. They may be exchanged for other currencies in order to facilitate their disbursement.
- 15.7 For Joint Management and/or Multi-Donor Actions, the Organisation's rules and procedures pertaining to bank interest shall apply, and an equal treatment among donors shall be ensured. This is based on the understanding that these rules and procedures conform to internationally accepted standards.

In all other cases, interest earned by the Organisation on funds received from the Contracting Authority shall be identified as such and reflected in reports to the Contracting Authority. In such cases, subject to the conditions provided for in the applicable regulations of the European Union:

- for pre-financing equal or below EUR 250 000 (or for crisis management, equal or below EUR 750 000 per agreement at the end of each financial year and for projects

Article 16 - ACCOUNTS AND TECHNICAL AND FINANCIAL CHECKS

16.1 The Organisation shall keep accurate and regular records and accounts of the implementation of the Action. Separate accounts or sub-accounts shall be kept for each Action, and shall detail all income and expenditure.

The accounting regulations and rules of the Organisation shall apply. This is based on the understanding that these regulations and rules conform to internationally accepted standards.

16.2 Financial transactions and financial statements shall be subject to the internal and external auditing procedures laid down in the Financial Regulations, Rules and directives of the Organisation. A copy of the audited financial statements shall be submitted to the European Commission by the Organisation.

16.3 The Organisation shall, until at least five years after the end date as specified in article 12.5:

- keep financial accounting documents concerning the activities financed by the contribution and,
- make available to the competent bodies of the European Union, upon request, all relevant financial information, including statements of accounts concerning the Action, whether they are executed by the Organisation or by its implementing partners or contractors.

16.4 In conformity with its financial regulations, the European Union, including its Court of Auditors, may undertake, including on the spot, checks related to the Actions financed by the Contracting authority.

16.5 These provisions shall be applied in accordance with any specific agreement concluded in this respect by the Organisation and the European Union.

Article 17 - FINAL AMOUNT OF FINANCING BY THE CONTRACTING AUTHORITY

17.1 The final amount to be paid by the Contracting Authority to the Organisation shall not exceed the maximum contribution established by Article 3(2) of the Special Conditions, even if the overall actual expenditure exceeds the estimated total budget set out in Annex III.

17.2 Where Article 3(2) of the Special Conditions sets out a maximum percentage of estimated total eligible cost to be financed by the Contracting Authority, and if the eligible costs at the end of the Action are less than the estimated total cost specified in Article 3(1) of the Special Conditions, the contribution of the Contracting Authority may be limited to the amount resulting from multiplying the actual expenditure by the percentage laid down in Article 3(2) of the Special Conditions.

Where the percentage set out in article 3(2) of the Special Conditions is likely to change in the course of implementation, the Organisation shall consult the Contracting Authority without delay so as to agree on appropriate measures, in accordance with Article 9.

17.3 The Organisation accepts that the contribution of the Contracting Authority shall be limited to the amount required to balance income and expenditure for the Action and that it may not in any circumstances result in a surplus for the Organisation.

Budget for the Action ¹	All Years				Year 1 ²				
	Costs	Unit	# of units	Unit rate (in EUR)	Costs (in EUR)	Unit	# of units	Unit rate (in EUR)	Costs (in EUR)
1. Human Resources (UNDP)									
1.1 Salaries (gross salaries including social security charges and other related costs, local staff) ⁴									
1.1.1 Technical									
Project Manager									
Training Expert/Consultant	Per month	24	2,810.50	67,452.00	Per month	12	2,810.50	33,726.00	
Training Officer	Per month	10	2,555.00	25,550.00	Per month	8	2,555.00	20,440.00	
Facilitators (2 persons)	Per month	23	1,606.00	36,938.00	Per month	11	1,606.00	17,666.00	
Civic Activity Regional Representatives (25 persons)	Per Person	2	1,095.00	2,190.00	Per Person	2	1,095.00	2,190.00	
Legal Coordination Officer	Per month	25	547.50	13,687.50	Per Person	25	547.50	13,687.50	
Civic Education Expert/Consultant	Per month	24	1,606.00	38,544.00	Per month	12	1,606.00	19,272.00	
1.1.2 Administrative/ support staff	Per month	6	1,606.00	9,636.00	Per month	6	1,606.00	9,636.00	
Administrative Assistant	Per month			-	Per month			-	
Project Driver	Per month	24	1,387.00	33,288.00	Per month	12	1,387.00	16,644.00	
1.2 Salaries (gross salaries including social security charges and other related costs, expat/int. staff)	Per month	24	730.00	17,520.00	Per month	12	730.00	8,760.00	
1.3 DSA for missions/travel ⁵	Per month			-	Per month			-	
1.3.1 Abroad (staff assigned to the Action)	Per diem			-	Per diem			-	
Staff DSAs	Per diem			-	Per diem			-	
1.3.2 Local (staff assigned to the Action)	Per day	65	255.00	16,575.00	Per day	30	255.00	7,650.00	
Local Staff DSAs (for field visits)	Per diem			-	Per diem			-	
Civic Education Activity DSAs (for field visits)	Per action	42	255.00	10,710.00	Per action	22	255.00	5,610.00	
1.3.3 Seminar/conference participants	Per Month	6	200.00	1,200.00	Per Month	6	200.00	1,200.00	
Civic Education Regional Representatives DSA (25 person)	Per diem			-	Per diem			-	
1. Human Resources (CENTRE)	Per Person	25	95.00	2,375.00	Per Person	25	95.00	2,375.00	
1.1 Salaries (gross salaries including social security charges and other related costs, local staff) ⁴									
1.1.1 Technical									
Project Director									
Project Coordinator	Per month	12	1,000.00	12,000.00	Per month	6	1,000.00	6,000.00	
Training Officer (2*6)	Per month	12	800.00	9,600.00	Per month	6	800.00	4,800.00	
Training /Assistant (2*6)	Per month	12	650.00	7,800.00	Per month	6	650.00	3,900.00	
EA Facilitator/Regional Coordinator (30) (2 Elections)	Per month	12	500.00	6,000.00	Per month	6	500.00	3,000.00	
EA Trainer (180) (2 Elections)	Per Person	60	1,095.00	65,700.00	Per Person	30	1,095.00	32,850.00	
Election course lecturers (8 persons/4 month/2 years)	Per Person	360	511.00	183,960.00	Per Person	180	511.00	91,980.00	
Trainers/Regional Representatives (10 persons/2 years/2 months)	Per Person	64	438.00	28,032.00	Per Person	32	438.00	14,016.00	
School Students' Remuneration - Internship Programme (73 persons)	Per Person	40	365.00	14,600.00	Per Person	20	365.00	7,300.00	
1.1.2 Administrative/ support staff	Per Person	73	95.00	6,935.00	Per Person	73	95.00	6,935.00	
Financial & Logistic Officer (2*6)	Per month			-	Per month			-	
1.2 Salaries (gross salaries including social security charges and other related costs, expat/int. staff)	Per month	12	500.00	6,000.00	Per month	6	500.00	3,000.00	
1.3 DSAs for missions/travel ⁵	Per month			-	Per month			-	
1.3.2 Local (staff assigned to the Action)	Per diem			-	Per diem			-	
Training Activity DSAs (field visits * 2 elections)	Per month			-	Per month			-	
EA Facilitator/Regional Coordinator DSAs (30) (Parliamentary Elections)	Per diem	12	73.00	876.00	Per diem	6	73.00	438.00	
EA Trainer DSAs (180) (Parliamentary Elections)	Per person	30	90.00	2,700.00	Per person	30	90.00	2,700.00	
Voter Education Activity DSAs (field visits)	Per person	180	80.00	14,400.00	Per person	180	80.00	14,400.00	
Trainers' DSAs (10 persons/2 years)	Per month	24	35.00	840.00	Per month	24	35.00	840.00	
Trainers' DSAs (10 persons/2 years)	Per person	20	73.00	1,460.00	Per person	10	73.00	730.00	

Per month	12	95.00	1,140.00	Per month	6	95.00	570.00
Voter Education Activity DSAs (field visits)							
Subtotal Human Resources							
2. Travel⁶ (UNDP)							
2.1 International travel							
Staff travel (roundtrip flight)	8	880.00	7,040.00	Per flight			
2.2 Local transportation				Per flight	4	880.00	3,520.00
2. Travel⁶ (CENTRE)							
2.1 International travel				Per flight			
2.2 Local transportation				Per flight			
Subtotal Travel							
3. Equipment and supplies⁷ (UNDP)							
3.1 Purchase or rent of vehicles			7,040.00				3,520.00
Vehicle Rental for Project Activities (seminar/training participants)							
Bus/Minibus Rental for seminar purposes	5	350.00	1,750.00	Per vehicle			
Vehicle Rental for Operational Training Programme Monitoring Activities	5	600.00	3,000.00	per activity	3	350.00	1,050.00
3.2 Furniture, computer equipment	20	150.00	3,000.00	per activity	3	600.00	1,800.00
3.3 Machines, tools	6	250.00	1,500.00	per action	10	150.00	1,500.00
Project Car Maintenance				per month	6	250.00	1,500.00
3.4 Spare parts/equipment for machines, tools	24	75.00	1,800.00	Per month	12	75.00	900.00
3.5 Other (please specify)							
3. Equipment and supplies⁷ (CENTRE)							
3.1 Purchase or rent of vehicles							
Vehicle Rental for Project Activities							
Bus/Minibus Rental for training/seminar purposes	12	110.00	1,320.00	per month	6	110.00	660.00
Vehicle Rental for awareness raising of youth Programme Activities	8	510.00	4,080.00	Per activity	4	510.00	2,040.00
Vehicle Rental for Regional Visits in ethnic minority and IDP areas	32	250.00	8,000.00	per action	16	250.00	4,000.00
Bus/Minibus Rental for public awareness seminar purposes	12	185.00	2,220.00	per month	6	185.00	1,110.00
3.2 Furniture, computer equipment	2	510.00	1,020.00	per action	1	510.00	510.00
Training Activity Equipment (LCD Projectors)				per item	80	390.00	31,200.00
3.3 Machines, tools	80	390.00	31,200.00				
3.4 Spare parts/equipment for machines, tools							
3.5 Other (please specify)							
Subtotal Equipment and supplies							
4. Local office (UNDP)							
4.1 Vehicle costs			58,890.00				46,270.00
Project Car Cost (Fuel cost)				Per month			
4.2 Office rent	24	253.33	6,080.00	Per month	12	253.33	3,040.00
4.3 Consumables - office supplies				Per month			
Project Office Supplies				Per month			
BRIDGE TIF Activity Supply	24	50.00	1,200.00	Per month	12	50.00	600.00
BRIDGE training and TOT Activity Supplies/stationary	1	1,400.00	1,400.00	per activity	1	1,400.00	1,400.00
Civic Activity Supplies	7	365.00	2,555.00	per activity	5	365.00	1,825.00
Civic School Training Supplies	6	35.00	210.00	Per month	6	35.00	210.00
4.4 Other services (tel/fax, electricity/heating, maintenance)	65	35.00	2,275.00	per action	65	35.00	2,275.00
Staff Communication Costs				Per month			
Facilitators communication Cost	24	80.00	1,920.00	Per month	12	80.00	960.00
Regional Representatives Communication Cost (25 Facilitators)	2	15.00	30.00	per person	2	15.00	30.00
4. Local office (CENTRE)	25	20.00	500.00	per person	25	20.00	500.00
4.1 Vehicle costs				Per month			
4.2 Office rent				Per month			
4.3 Consumables - office supplies				Per month			
Public awareness Activity Supplies				Per month			
Public awareness Seminar/workshop Supplies	12	35.00	420.00	Per month	6	35.00	210.00
Public awareness Seminar/workshop Supplies	2	145.00	290.00	per action	1	145.00	145.00

Costs	All Years				All Years			
	Unit	# of units	Unit rate (in EUR)	Costs (in EUR)	Unit	# of units	Unit rate (in EUR)	Costs (in EUR)
6. Other Contingency Expenses								
Subtotal Other								
7. Subtotal direct eligible costs of the Action (1-6)				1,044,579.44				657,350.17
8. Provision for contingency reserve (maximum 5% of 7, subtotal of direct eligible costs of the Action) contingency expenses								
Subtotal contingency reserve								
9. Total direct eligible costs of the Action (7+ 8)				1,044,579.44				657,350.17
10. Administrative costs (maximum 7% of 9, total direct eligible costs of the Action)				65,420.56				46,014.51
11. Total eligible costs (9+10)				1,110,000.00				703,364.68
12. Taxes ¹¹								
13. Total accepted¹¹ costs of the Action (11+12)				1,110,000.00				703,364.68

1. The description of items must be sufficiently detailed and all items broken down into their main components. The number of units and unit rate must be specified for each component depending on the indications provided. Unit rates may, where relevant, be based on average rates. Where the applicable regulation/financing agreement does not exclude the coverage of taxes (see section 1.3 and 2.1.4 of the Guidelines for applicants) and the beneficiary can show it cannot reclaim, taxes will be eligible and should be included in each relevant heading. Taxes that can be reclaimed are not costs.

2. This section must be completed if the Action is to be implemented over a period of more than 12 months.

3. If the Contracting Authority is not the European Commission, the budget may be established in euro or in the currency of the country of the Contracting Authority. Costs and unit rates are rounded to the nearest euro cent.

4. If staff are not working full time on the Action, the percentage should be indicated alongside the description of the item and reflected in the number of units (not the unit rate).

5. Indicate the country where the per diems are incurred and the applicable rates (which must not exceed the scales published by the E.C. at the time of contract signature). If information is not available, enter a global amount. Per diems cover accommodation, meals and local travel within the place of the mission and sundry expenses.

6. Costs for CO2 offsetting of air travel may be included. CO2 offsetting shall in that case be achieved by supporting CDM/Gold Standard projects (evidence must be included as part of the supporting documents) or through airplane company programmes when available. Indicate the place of departure and the destination. If information is not available, enter a global amount.

7. Costs of purchase or rental.

8. Specify Lump sums will not be accepted.

9. Only indicate here when fully subcontracted.

10. Communication and visibility activities should be properly planned and budgeted at each stage of the project implementation.

11. Only to be filled in where the applicable regulation/financing decision/ financing agreement excludes financing of taxes and the beneficiary (or where applicable, its partners) can show it cannot reclaim them. Please see glossary of terms (Annex A 1) of the Practical Guide to contract procedures for EU external actions for the definition of taxes. Please note that direct taxes are not included (such as taxes on salary of staff working for the action which are part of the gross salary). Taxes that can be reclaimed should not be indicated under this heading.

11B The Beneficiary alone is responsible for the correctness of the financial information provided in these tables.

Expected sources of funding & summary of estimated costs¹

		Amount	Percentage
		EUR	%
Expected Contributions			
EU/EDF contribution sought in this application (A)		1,000,000.00	90.09%
Other contributions (Applicant, other EU Funds or EU Member States etc)			
<i>Name</i>	<i>Conditions</i>		
UNDP (Applicant)	Cost Sharing	110,000.00	9.91%
Revenue from the Action			
To be inserted if applicable and allowed by the guidelines:			
In-kind contribution			
Estimated Costs			
Estimated TOTAL ELIGIBLE COSTS ² (B)		1,110,000.00	
EU/EDF contribution expressed as a percentage of total eligible costs ⁴ (A/B x 100)			90.09%
In case the Basic Act/financing decision/financing agreement exclude financing of taxes and the Beneficiary or (partners) can show it cannot reclaim them:			
Estimated TOTAL ACCEPTED COSTS ³ (C)		1,110,000.00	
EU/EDF contribution expressed as a percentage of total accepted costs ⁴ (A/C x 100)			90.09%

1. It is reminded that the figures introduced in the table shall respect all the points included in the checklist for the full application form (part 6 of the full application form)
2. as per heading 11 of the Budget of the Action
3. as per heading 13 of the Budget of the Action
4. do not round, enter percentage with 2 decimals (e.g. 74,38%)



FINANCIAL IDENTIFICATION

PRIVACY STATEMENT

ACCOUNT NAME	
ACCOUNT NAME(1)	UNITED NATIONS DEVELOPMENT PROGRAMME
ADDRESS	11 RUE DE LA LOI, 1050 BRUXELLES
TOWN/CITY	BRUXELLES
COUNTRY	UNITED STATES
POSTCODE	1050

CONTACT	Mme. Antoinette Anne Meilly, Responsable	
TELEPHONE	+32-212-466-3399	FAX +32-212-466-3399
E-MAIL	antoinette.meilly@undp.org	

BANK	
BANK NAME	ING Belgium SA/NV
BRANCH ADDRESS	avenue Marnixlaan, 24
TOWN/CITY	BRUXELLES
COUNTRY	BELGIUM
ACCOUNT NUMBER	3011018613977
IBAN(2)	BE80301018613977
POSTCODE	1050

REMARKS:

BANK STAMP + SIGNATURE OF BANK REPRESENTATIVE
(Both Obligatory)(3)

Antoinette D'YVE
Relationship Manager
Institutionals

ING Belgium SA/NV
avenue Marnixlaan, 24
1000 BRUSSELS
Phone 02/547.21.11

DATE + SIGNATURE ACCOUNT HOLDER:
(Obligatory)

DATE

(1) The name or title under which the account has been opened and not the name of the authorized agent
 (2) If the IBAN Code (International Bank account number) is applied in the country where your bank is situated
 (3) It is preferable to attach a copy of recent bank statement, in which event the stamp of the bank and the signature of the bank's representative are not required. The signature of the account-holder is obligatory in all cases.

11

ANNEX V

Request for payment for contribution agreement with an international organisation

Date of the request for payment <.....>

For the attention of

<Address of the Contracting Authority>

<Financial unit indicated in the Agreement>¹

Reference number of the Agreement: ...

Title of the Agreement: ...

Name and address of the Organisation: ...

Request for payment number: ...

Period covered by the request for payment: ...

Dear Sir/Madam,

I hereby request payment of prefinancing/interim payment/balance² under the Agreement mentioned above.

The amount requested is [as indicated in Article 4(2) of the Special Conditions of the Agreement/the following: ...]³

Please find attached the following supporting documents:

- narrative and financial progress report (for prefinancing / interim payments)
- final narrative and financial report (for payment of the balance)⁴

The payment should be made to the following bank account: ...⁵

Please when making the payment indicate the following communication: ...

I hereby certify on honour that the information contained in this request for payment is full, reliable and true, that the costs incurred can be considered eligible in accordance with the Agreement and that this request for payment is substantiated by adequate supporting documents that can be checked.

Yours faithfully,

<signature>

¹ If applicable, please do not forget to address a copy of this letter to the European Union Delegation mentioned in Article 5 of the Special Conditions of the Agreement.

² Delete the options which do not apply.

³ Delete the option which does not apply.

⁴ Delete the items which do not apply.

⁵ Indicate the account number shown on the identification form annexed to the Agreement. In the event of change of bank account, please complete and attach a new identification form as per model.

NB Instalments of pre-financing, interim payments and final payments are subject to the approval of the corresponding report (see Article 18.1 of the General Conditions of Agreement)