

UN AGENCY TO UN AGENCY CONTRIBUTION AGREEMENT

A. SUMMARY OF ACTIVITIES

Title: Multi-Country Employment Opportunity Assessment (the "Activities")

Start/End Dates: Activities start date: 01 May, 2016
Activities end date: 30 July, 2016

Location: Amman (Jordan), with travel in the region

Contribution Amount: \$217,200 (the "Contribution")

Contributing Agency: World Food Programme ("WFP")

Recipient Agency: United Nations Development Programme ("UNDP")

Nature of Activities: Multi-Country Employment Opportunity Assessment

Purpose The assessment includes a series of coordinated actions aiming at (a) identifying critical gaps in terms of employment opportunities; (b) rallying existing and potential partnership at regional level to rapidly scale up employment generation; and, (c) reinforcing advocacy for enhanced livelihoods investment at the country and regional levels. The results of this process will include recommendations to improve access to employment and economic opportunities in order to alleviate the pressure posed by the crisis on national governments and local service providers. A detailed description of the Activities is included in the Terms of Reference (Annex A).

Annexes: Annex A: "Terms of Reference". In the event that the terms contained in Annex A are incompatible with those contained in this Agreement, then the latter shall govern and prevail.

Expected outcome: A multi-country employment opportunity assessment

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

B. BUDGET

The total budget for the Activities is \$283,200 in USD, as more fully described below.

Item	Description	Cost (USD)	Comment
International Experts			
Team Leader, Senior Labor Economist		48,000	800/day x 60
Senior Labor Economist		35,200	800/day x 44

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Mobilization, Travel and DSA		20,000	International Experts
National Experts	4 (400/day)	72,000	4 National Labor Economists (400/day x 45)
Travel in Region	4 countries	10,000	
Country Workshops	4 countries	12,000	
Present Findings	Regional	10,000	
Publications and Communication		10000	
SUB TOTAL	WFP Contribution	\$217,200	
Livelihoods Expert	20 days x 1000/day	20,000	P5 Level
Livelihoods Analyst	20 days x 700/day	14,000	P3 Level
Project Manager	20 days x 1000/day	20,000	P5 Level
Private Sector Expert	10 days x 1200/day	12,000	D1 Level
SUB TOTAL	UNDP Contb'n	\$66,000	
TOTAL		\$283,200	

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

C. COSTS RECOVERY

The Recipient Agency's support costs, determined in accordance with its cost recovery policy, will be paid from the Contribution, in accordance with the budget.

D. REPORTING

Narrative reporting:

The Recipient Agency will provide the Contributing Agency with a narrative report on the progress of the Activities on a regular basis.

Publication of an **inception report** detailing among other things, the process and methodologies to be employed for the assignment. It should include interview schedules, a list of stakeholders targeted for participation, and assessment tools. The inception report will be presented to UNDP and WFP Project Managers for review and further inputs before proceeding to the field for data collection.

Subsequently, a **first draft report** and a **second draft report** will be presented to UNDP and WFP Project Managers for review and approval.

Finalization of a consultative process with participating countries to establish a common vision on the best ways to overcome the most pressing development challenges through increased Livelihoods

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Programming. This input would contribute to Livelihood Programming Recommendations that would constitute a key component of the findings of the Assessment.

Presentation of initial findings in each participating country, chaired by the Resident/Humanitarian Coordinators and convening leaders from government, the international community, civil society, think tanks, the private sector and development bank and funds.

A **final report**, reviewed and approved by UNDP and WFP Project Managers, will be presented to a multi-country audience according to a jointly agreed advocacy plan.

Financial Reporting:

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

The contracts issued for all consultants will include a payment plan based on results achieved. Payment will therefore be staggered throughout the duration of the assignment and only released after agreement and approval of the Project Managers that the results were successfully achieved.

The Recipient Agency will provide the Contributing Agency with a final financial report upon termination of the Agreement.

E. CONTRIBUTIONS

The total amounts paid by the Contributing Agency shall match the total budget amount. The Activities being less than one year in duration the Contribution will be paid to the Recipient Agency prior to the commencement of Activities.

Schedule of payment:

01 May 2016	\$217,200
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The Contributing Agency acknowledges that the Recipient Agency will not pre-finance Activities. If the Contribution, or any part of it, is not received in a timely manner, the Activities may be reduced or suspended by the Recipient Agency with immediate effect.

The Contribution will be paid into the following account:

UNDP Contributions Account, #36349562
Citibank, N.A.
111 Wall Street
New York, NY 10043
ABA/ACH Routing Number: 021000089
SWIFT: CITIUS33

WFP will inform UNDP when the Contribution is paid via an e-mail message with remittance information to contributions@undp.org, providing the following information: WFP's name, UNDP country office, Project no. and title, WFP reference (if available). This information should also be included in the bank remittance advice when funds are remitted to UNDP.

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The value of the payment, if made in a currency other than United States dollars, shall be determined by applying the United Nations operational rate of exchange in effect on the date of payment. Should there be a change in the United Nations operational rate of exchange prior to the full utilization by the UNDP of the payment, the value of the balance of funds still held at that time will be adjusted accordingly. If, in such a case, a loss in the value of the balance of funds is recorded, UNDP shall inform WFP with a view to determining whether any further financing could be provided by WFP. Should such further financing not be available, the assistance to be provided to the Activities may be reduced, suspended or terminated by UNDP.

The above schedule of payments takes into account the requirement that the payments shall be made in advance of the implementation of planned activities. It may be amended to be consistent with the progress of Programme delivery.

UNDP shall receive and administer the payment in accordance with the rules, regulations, policies and procedures of UNDP.

All financial accounts and statements shall be expressed in United States dollars.

In accordance with the decisions, policies and procedures of UNDP's Executive Board reflected in its Policy on Cost Recovery from Other Resources, the Contribution shall be subject to cost recovery for indirect costs incurred by UNDP headquarters and country office structures in providing General Management Support (GMS) services. To cover these GMS costs, the Contribution shall be charged a fee equal to 8%. Furthermore, as long as they are unequivocally linked to the Project, all direct costs of implementation, including the costs of Implementing Partner, will be identified in the Programme budget against a relevant budget line and borne by the Programme accordingly.

F. INTELLECTUAL PROPERTY RIGHTS

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

G. CORRESPONDENCE

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

For UNDP:

Mr. Jason Pronyk, Development Coordinator, Sub-Regional Response Facility, Amman, Jordan.

Address: jason.pronyk@undp.com

For WFP:

Mr. Nicolas Oberlin, Head, Amman Liaison Office, Syria Crisis Response, Amman, Jordan

Address: Nicolas.oberlin@wfp.org

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H. AMENDMENTS

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

I. COMPLETION OF THE ACTIVITIES

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

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

J. TERMINATION OF THIS AGREEMENT

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

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

K. REFUNDS OF UNSPENT BALANCES

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

L. SETTLEMENT OF DISPUTES

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


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M. ENTRY INTO FORCE AND VALIDITY

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

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

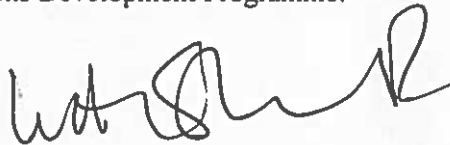
Signed:
On behalf of the World Food Programme:



Date: 14/4/2016

Mr. Muhannad Hadi,
Regional Director,
Middle-East, North Africa, Eastern Europe, the Caucasus and Central Asia

Signed:
On behalf of the United Nations Development Programme:



Date: 20/4/2016

Mr. Khaled Abdel Shafi
Regional Hub Manager
UNDP RBAS Regional Hub