



**UNITED NATIONS  
DEVELOPMENT GROUP**

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## **UN AGENCY TO UN AGENCY CONTRIBUTION AGREEMENT**

### **A. SUMMARY OF ACTIVITIES**

<b>Title:</b>	Human Security and Sustainable Development - a COVID 19 response (the " <u>Activities</u> ")
<b>Start/End Dates:</b>	25 September 2020 – 28 February 2021
<b>Location:</b>	Saint Lucia
<b>Contribution Amount:</b>	USD 485,437 (the " <u>Contribution</u> ")
<b>Contributing Agency:</b>	UNITED NATIONS DEVELOPMENT PROGRAMME through United Nations for Office for South-South Cooperation ("UNOSSC")
<b>Recipient Agency:</b>	United Nations World Food Programme ("WFP")
<b>Nature of Activities:</b>	Support to enhancement of Public Assistance Programme in light of the COVID-19 socio-economic impact on vulnerable households
<b>Purpose</b>	Enhancement and expansion of the Public Assistance Programme (PAP) in the form of urgent cash transfers/income support to the most vulnerable. The PAP provides direct financial support to the underprivileged from vulnerable groups, including the elderly, persons with disabilities, single mother households and families who fall below the poverty line.
<b>Annexes:</b>	In the event that the terms contained in Annex(es) are incompatible with those contained in this Agreement, then the latter shall govern and prevail.  <ul style="list-style-type: none"><li>- Project Document</li><li>- Annex 2: Annual Work Plan Budget</li><li>- Concept Note</li></ul>
<b>Expected outcome:</b>	Crisis-affected people in the Saint Lucia are able to meet their food, nutrition and other essential needs following the socio- economic impact of the COVID-19 response.

*September 2020*

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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 USD 485,437, in USD, as more fully described below.

<b>Summary of activities and BUDGET<sup>1</sup></b>	<b>Annual 2020</b>	<b>Total</b>
<b>Transfer Amount to government</b>	396,549.60	396,549.60
<b>Transfer associated costs</b>	40,258.54	40,258.54
<b>Direct costs</b>	19,001.15	19,001.15
<b>Indirect support costs</b>	29,627.60	29,627.60
<b>Grand total</b>	485,437.00	485,437.00

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

## **C. COSTS RECOVERY**

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

## **D. REPORTING**

### **Narrative reporting:**

The Recipient Agency will provide the Contributing Agency with a narrative report on the progress of the Activities on a regular basis, as set out below.

- 1) Monthly updates in the form of 3-4 bullet points outlining progress in implementation;
- 2) Six-month progress Report. A semi-annual Review Report shall be prepared by the Project Manager and shared with the Project Board and the Outcome Board.
- 3) A final narrative report shall be due within three months of the end date of the Project.

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**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 following the United Nations Development Group (UNDG) reporting format:

- (a) A final certified financial report is to be submitted 90 days after the Project end date.

**E. CONTRIBUTIONS**

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

Schedule of payment:

September 2020	USD 485,437.00
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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:

<b>Account Details:</b>	CITIBANK NA USD Account: 13321517 Sort Code: 185008 SWIFT: CITIGB2L IBAN: GB43CITI18500813321517 BENEFICIARY NAME: World Food Programme
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<b>Currency:</b>	US Dollars
<b>Bank Address:</b>	Citigroup Centre 33 Canada Square Canary Wharf London E14 5LB UK

When making such transfers the Contributing Agency will notify the Recipient Agency to include a bank payment note with reference to “WFP Barbados” (for the Attention of Mei Liu) by e-mail (mei.liu@wfp.org) of the following: (a) the amount transferred; (b) the value date of the transfer; (c) that the transfer is from the Contributing Agency pursuant to this Agreement.

**F. INTELLECTUAL PROPERTY RIGHTS**

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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:

UNDP through United Nations for Office for South-South Cooperation ("UNOSSC")

Ms Sumeeta Banerji

Email: [sumeeta.banerji@unOSSC.org](mailto:sumeeta.banerji@unOSSC.org)

Telephone: +1 (212)906 5336

Address: 304 E, 45th Street, FF-1114, New York, NY 10017, USA

WFP: Regis Chapman, Head of Office, United Nations World Food Programme, Caribbean Office

Email: [regis.chapman@wfp.org](mailto:regis.chapman@wfp.org)

Telephone: T +1 246 467 6081 M +1 246 836 6036

Address: UN House, Marine Gardens, Hastings, Christ Church, Barbados

**H. AMENDMENTS**

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

**I. COMPLETION OF THE ACTIVITIES**

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

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

*September 2020*



**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**

**OPTIONS:**

1. Upon termination of this Agreement and following the submission of the final financial report, any unspent balance of the Contribution (where the unspent funds exceed US\$1,000) will be returned to the Contributing Agency, unless otherwise agreed in writing by the two Agencies.

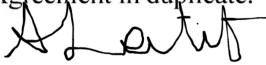
**L. SETTLEMENT OF DISPUTES**

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

**M. ENTRY INTO FORCE AND VALIDITY**

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

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



16-Nov-2020

Signed:

On behalf of the UNDP through United Nations for Office for South-South Cooperation ("UNOSSC")  
Mr Adel Abdellatif  
Director and Envoy of the Secretary-General  
United Nations Office for South-South Cooperation

Signed:

On behalf of the WFP: Regis Chapman, Head of Office, WFP Office for Caribbean Emergency Preparedness & Response

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