AGREEMENT BETWEEN THE UNITED NATIONS (UN) [or UN Agency] AND THE UNITED NATIONS DEVELOPMENT PROGRAMME (UNDP)

**A. PROJECT SUMMARY**

**Project Title:** [Title of project]

**Time frame:** The Project will be implemented from [Time frame]

**Location:** in [Location]

**Contribution amount:** US$ [Amount](inclusive of cost recovery)

**Donor:** [Name of donor agency /project]

**Recipient Agency:** United Nations development programme (UNDP)

**Executing Entity/** United Nations Development Programme (UNDP)/ any other **Implementing Partner:** Executing Entity/Implementing Partner

1. **PROJECT DESCRIPTION AND IMPLEMENTATION**

The contribution governed by this Agreement shall be utilized exclusively for [Project details] (see Annex 1). It will be used by the recipients to contribute to [specify project activity]. This contribution will be administered in accordance with the regulations and rules applicable to UNDP.

**C.** **CONTRIBUTIONS AND SCHEDULE OF PAYMENTS**

This contribution will be allocated in one installment of US$ [Amount] immediately after this Agreement has been signed by both Parties [payment schedule]. The total contribution is inclusive of UNDP's fee to recover the costs of general management support services [7%] and all direct costs of implementation, including the costs of executing entity or implementing partner, will be identified in the project budget against a relevant budget line and borne by the project accordingly. The UN [or UN agency] will inform UNDP when the contribution is paid via an e-mail message with remittance information to [contributions@undp.org](mailto:contributions@undp.org)

## D UNDP REPORTING

**Substantive Progress Reporting**

Substantive reports shall detail achievements, constraints and impacts with regards to the utilization of this contribution. The substantive report for the period [ For Agreements of one year or less such reports are given within six months after the date of completion or termination of the Agreement and in case of Agreements for more than one year, such

reports are given every year]will be submitted to the[Donor]no later than on[date] This report will be accompanied by the preliminary financial report signed by the Resident

Representative of UNDP [from country office]

The final substantive report detailing achievements, constraints and impact with regard to the utilization of the contribution from the country office and the final financial report, certified by the Office of Finance and Administration of UNDP, will be provided no later than 30 June of the year following the financial closing of the project. (see paragraph below).

**Financial Reporting**

Financial reports shall reflect the amount received in relation to expenditure from the contribution. The first preliminary financial report signed by the Resident Representative of UNDP-[Country office] for the period to will be submitted no later than [ reporting cycle will be the same as in the substantive reports in paragraph above .[For Agreements of one year or less, within six months after the completion /termination of the Agreement and for Agreements for more than one year, every year]. This report will be accompanied by the first substantive progress report (see paragraph above on substantive progress reporting).

The financial report certified by the Office of Finance and Administration of UNDP will be submitted no later than 30 June of the year following the financial closing of the project.

Financial reports signed by the Resident Representative will provide information according to the following categories:

1. Amount received
2. Staff and other personnel costs
3. Travel
4. Contractual services
5. Procurement
6. Fellowships, Grants and other
7. Sub-total
8. Cost recovery
9. TOTAL EXPENDITURES

At the termination of the project, any unexpended or uncommitted part of the contribution will be returned to the UN, unless otherwise agreed in writing by the parties.

**E. PAYMENT INSTRUCTIONS**

Upon receipt of this Agreement, the funds shall be paid into the following account:

UNDP Contributions Account

No. 015-002284

JP Morgan Chase Bank

1166 Avenue of the Americas, 17th Floor

New York.

SWIFT Address: CHASUS33

**F. CERTIFICATION AND AGREEMENT BY UNDP**

UNDP certifies that the statement herein, under the heading “Project description and implementation”, is an accurate description of the Project and that agreement and acceptance of the terms and conditions of this Agreement Document is indicated by the duly authorized signature below.

**Signed:**

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**G. CERTIFICATION BY THE UN**

It is hereby certified that the activities described in this document are consistent with the [objectives of the UN agency project] and that agreement and acceptance of this Agreement Document is indicated by the duly authorized signature below.

**Signed:**

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_