



APPENDIX 1

Model Administration Arrangement for Cost-sharing or Trust Fund between the Government of the United Kingdom of Great Britain and Northern Ireland and the United Nations Development Programme.

I am pleased to inform you that it is the intention of the Government of the United Kingdom of Great Britain and Northern Ireland ("the United Kingdom") to make available a contribution ("the Contribution") of **£4,499,994** as a grant, to be administered by UNDP for the **Strengthening Electoral and Legislative Processes, UNDP 62980, FCO PSA CSSF PAS DEM0004** subject to your acceptance of the following proposals:

1. The terms of the Framework Arrangement between the United Kingdom and UNDP dated **15 February 2005** will apply to the Contribution, and to how UNDP administers it, except as otherwise provided herein. The Foreign and Commonwealth Office ("the FCO") will act on behalf of the United Kingdom in matters concerning this Administration Arrangement.
2. The Contribution will be used as laid out in the project document, Annex A (TORs) **Strengthening Electoral and Legislative Processes, Project Number 62980.**
3. The contribution will be subject to the following support costs:
 - (a) **8%** for cost recovery for the provision of general management support (GMS) by UNDP headquarters and country offices
 - (b) Direct cost for implementation support services (ISS) provided by UNDP and/or an executing entity or implementing partner
4. The FCO will upon receipt of a request in the form of a numbered invoice from UNDP deposit the Contribution [as a grant] in UNDP's Bank Account at:
UNDP Contributions (GBP) Account
Account No. 6008-6272-2030
Bank of America,
5 Canada Square,
London, E14 5AQ
The United Kingdom

4th Floor, Serena Business Complex, Khayaban-e-Suharwardy, Sector G-5/1, Islamabad,
P.O. Box 1051, Islamabad, Pakistan | Tel: (92-51) 83556001 Fax: (92-51) 2600254-551 | www.pk.undp.org

A handwritten signature in blue ink, consisting of a series of loops and a long horizontal stroke.

United Nations Development Programme



Swift Code BOFAGB22
Sort Code 16-50-50
IBAN: GB37 BOFA 1650 5062 7220 30

in accordance with the attached Annex D – Payment Schedule
The above schedule may be amended by mutual consent of UNDP and the United Kingdom dependent upon actual and estimated expenditure and need. FCO will notify UNDP Headquarters of each payment using the form attached at Annex 1.

5. UNDP will provide to FCO with each request for payment, presented in accordance with this Section, a *financial utilisation report* of: -
 - a) All amounts previously received under the Administration Arrangement;
 - b) Prior year's expenditure, current year's expenditure to date and unutilised budget to-date under the Administration Arrangement; and
 - c) The balance on the Programme Budget Allotment.

6. Where a project is completed, the expectation is that the Contribution funds will be fully utilised in accordance with the provisions of this Administration Agreement by **31st March 2019**. UNDP will only disburse the funds for the purpose of this Administration Agreement after such date with the written approval of the United Kingdom.

7. If at any time, either Participant determines that the purposes of this Administration Arrangement can no longer be effectively or appropriately carried out, or if the Framework Arrangement is terminated, this Administration Arrangement may be terminated by either Participant giving three (3) months' written notice. Such termination will not oblige UNDP to repay any funds until satisfaction of all commitments and liabilities incurred before the date of termination pursuant to this Administration Arrangement.

8. Subject to paragraphs 6 and 7 above, upon the completion or termination of a programme or activity for which development aid funds have been deposited with UNDP by FCO under this Administration Arrangement, or upon termination of this Administration Arrangement, UNDP will return any unused balances, including any

4th Floor, Serena Business Complex, Khayaban-e-Suharwardy, Sector G-5/1, Islamabad,
P.O. Box 1051, Islamabad, Pakistan | Tel: (92-51) 8355600 | Fax: (92-51) 2600254-55 | www.pk.undp.org

A handwritten signature in blue ink, appearing to be 'M. H.', located at the bottom right of the page.

United Nations Development Programme



interest earned thereon, to FCO.

The offices responsible for co-ordination of all matters relating to this Administration Arrangement are:


For the FCO
Patrick Moody
Deputy High Commissioner


For UNDP - Country Office Pakistan
Marc André Franche
Country Director

9. If the above is acceptable to UNDP, I would like to propose that this letter and your reply in confirmation will constitute an Arrangement between the United Kingdom and UNDP for the **Strengthening Electoral and Legislative Processes** which will take effect on the date of your reply.

.....
[Signed by appropriate FCO representative]