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Responsible Party Agreement

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| 1. Country: Regional Programme with focus on CARICOM and OECS. | |
| 2. Name: The University of West Indies (The UWI) represented by the Institute for Gender and Development Studies (IGDS) | |
| 3. Project Number and Title: 00129922 Strengthening Regional Cooperation to Prevent and Respond to Family Violence in the Caribbean (Spotlight Initiative Caribbean Regional Programme) | |
| 4. Implementation Period: From October 15 th , 2021, to April 15 th , 2022. | |
| 5. Budget: Up to the amount of US\$ USD \$49,995.00 (Forty-nine thousand, nine hundred and ninety-five United States Dollars). The first installment will be at the amount of \$30,000 USD (Thirty thousand United States Dollar) and will be paid 1 month from signing the agreement. The second installment will be at the amount of \$ 19,995 USD (Nineteen thousand, nine hundred and ninety-five United States Dollar) and will be paid 6 months from signing of the agreement. | |
| 6. Information for CSO Bank Account into Which Funds Will Be Disbursed: Account Name: NCB UWI Centre, Special Projects (US\$) Account Account Title: NCB UWI Centre, Special Projects Account Number: 406398293 Bank Name: National Commercial Bank (Ja) Limited (University Branch) Bank Address: University Branch, The University of the West Indies, Mona, Kingston Jamaica Bank SWIFT Code: JNCBJMKX Bank Code: [Click here and enter Bank Code] Routing instructions for disbursements: Bank of New York Mellon, 1 Wall Street, New York, NY, 10286, USA. ABA Routing#:021000018 Swift Code: IRVTUS3N | |
| 7. Notices to CSO: Name: Dr. Maurice Smith, University Registrar Address: 2A Hermitage Road, Mona Kingston 7, Jamaica. Tel: (876) 927-1660-9 Exts. 2336/2339 Fax: (876)927-0253 Email: maurice.smith@uwimona.edu.jm | 8. Notices to UNDP: Name: Guillermina Martin Address: Building 220, City of Knowledge, Clayton, Panama City, Panama. Tel: (+507) 302-4649 Fax: Not applicable Email: guillermina.martin@undp.org |

9. Signed for **The University of the West Indies** by its Authorized Representative:

**Dr. Maurice Smith
University Registrar**

Date: 15-Oct-2021

Signature: Maurice Smith

10. Signed for the **United Nations Development Programme** by its Authorized Representative:

**José Cruz-Osorio,
Manager, Regional Hub
Regional Bureau for Latin America and the Caribbean, UNDP**

Date: 07-Oct-2021

Signature: José Cruz-Osorio

The following documents constitute the entire Agreement (the "Agreement") between the Parties and supersedes all prior agreements, understandings, communications, and representations concerning the subject matter: this face sheet ("Face Sheet")

Standard Terms and Conditions

Annex A – Project Document (including the Work Plan)

Annex B – CSO Technical and Financial Proposals

If there is inconsistency between any of the documents forming part of this Agreement, the Agreement will be interpreted in the above order of priority.

STANDARD TERMS AND CONDITIONS

WHEREAS the Government of the Host Country indicated in block 1 of the Face Sheet and the United Nations Development Programme, a subsidiary organ of the United Nations established by the General Assembly of the United Nations (hereinafter “UNDP”) concluded a project document (hereinafter the “Project Document”) for the project named in block 3 of the Face Sheet (hereinafter the “Project”);

WHEREAS, pursuant to the Project Document, UNDP serves as an implementing partner under the Project;

WHEREAS in its capacity as an implementing partner, UNDP has selected the civil society organization named in block 2 of the Face Sheet (hereinafter the “CSO”), as a responsible party to implement activities (hereinafter the “Activities”) and achieve deliverables (hereinafter the “Deliverables”) within the time frames and pursuant to the budget set forth in the Work Plan which forms part of the Project Document (hereinafter the “Work Plan”);

WHEREAS UNDP and the CSO (together referred to as the “Parties” or, individually, a “Party”), pursuant to their respective mandates and policies, share a common aim in the furtherance of sustainable development; and

WHEREAS the CSO understands and agrees that the overall goal of this Agreement is to contribute to producing the outputs and achieving the outcomes set forth in the Project Document.

NOW, THEREFORE, on the basis of mutual trust and in the spirit of cooperation, the Parties have entered into this Agreement under the terms and conditions set forth herein.

1.0 Objectives and General Responsibilities of the Parties

1.1 The Parties agree that the main objective of this Agreement is to further the goals of the Project through the successful implementation of the Activities and achievement of the Deliverables.

1.2 Consistent with this objective, the CSO shall commence and implement the Activities and achieve the Deliverables with due diligence and efficiency, pursuant to the schedule set forth in the Work Plan, and in accordance with the terms and conditions of this Agreement. The Activities must be consistent with the regulations, rules, policies and procedures of UNDP.

1.3 All deadlines and time limits contained in this Agreement shall be deemed to be of the essence in respect of the implementation of the Activities and achievement of the Deliverables under this Agreement.

1.4 Any information or data provided by the CSO to UNDP for the purpose of entering into this Agreement, as well as the quality of the Activities, Deliverables and reports foreseen under this Agreement, will conform to the highest professional standards.

1.5 The Parties shall on a regular basis keep each other informed of, and consult on matters pertaining to the implementation of the Activities and achievement of the Deliverables under this Agreement.

2.0 Financial Arrangements

2.1 Pursuant to the budget contained in the Work Plan, UNDP shall make available to the CSO funds up to the maximum amount indicated in block 5 of the Face Sheet upon timely achievement of the Deliverables and in accordance with the schedule set forth in the Work Plan.

2.2 The amounts stated above shall not be subject to any adjustment or revision because of price or currency fluctuations, or the actual costs incurred by the CSO in the implementation of the Activities.

2.3 All payments shall be made by UNDP to the CSO bank account indicated in block 6 of the Face Sheet.

2.4 Payments effected by UNDP to the CSO shall be deemed neither to relieve the CSO of its obligations under this Agreement nor as acceptance by UNDP of the CSO's performance of the Activities.

2.5 The CSO shall notify UNDP about any expected budget variations. The CSO shall be authorized to make variations not exceeding twenty (20) per cent on any one budget line item in the Work Plan, provided that the maximum amount allocated by UNDP pursuant to paragraph 2.1 above, is not exceeded. Any variations exceeding twenty (20) per cent on any one budget line item that may be necessary for the proper and successful implementation of the Activities under this Agreement shall be subject to prior consultations with, and written approval by, UNDP.

2.6 UNDP shall not be liable for the payment of any expenses, fees, tolls, or any other costs not expressly provided for in the Work Plan, not authorized by UNDP pursuant to the preceding paragraph, or exceeding the maximum amount referred to in paragraph 2.1 above.

2.7 Unless otherwise agreed in writing by UNDP, the CSO shall return all unspent funds and income (including interest) to UNDP within one (1) month of completion of the Activities or termination of this Agreement, whichever is earlier.

3.0 Refund

3.1 The CSO shall disburse the funds made available to it by UNDP and incur expenditures in connection with the Activities on the terms and conditions set forth in this Agreement and the Work Plan. In the event that the CSO disburses the funds or incurs expenditures in violation of this Agreement and/or the Work Plan, notwithstanding the availability or exercise of any other remedies under this Agreement, the CSO shall refund the amounts to UNDP not later than thirty (30) days after the CSO receives a written request for such refund from UNDP. Failing that, UNDP may deduct the amount of the requested refund from any payments due to the CSO under this Agreement.

4.0 The CSO Personnel

4.1 The CSO shall be fully responsible and liable for all persons engaged by it in connection with the Activities, including employees, consultants, agents, accountants, advisers, and contractors (hereinafter the "CSO Personnel"). The CSO shall ensure that the CSO Personnel meet the highest standards of professional qualifications and competence necessary for the implementation of the Activities and achievement of the Deliverables under this Agreement, are free from any conflicts of interest related to the Activities, respect the local laws and customs, and conform to the highest standards of moral and ethical conduct.

4.2 The CSO Personnel shall not be considered in any respect as being the officials, personnel, employees, staff or agents of UNDP or the United Nations.

4.3 The CSO agrees and shall ensure that the CSO Personnel performing the Activities under this Agreement:

- a) Shall not seek nor accept instructions regarding the Project from any Government or other authority external to the CSO or UNDP;
- b) Shall refrain from any conduct that would adversely reflect on UNDP or the United Nations, and shall not engage in any activity that is incompatible with the aims, objectives or mandate of UNDP or the United Nations; and

- c) Shall not use information that is considered confidential without the prior written authorization of UNDP, as required by Article 12.0 below.

4.4 The CSO's decisions related to the CSO Personnel, including employment or dismissal, shall be free of discrimination on the basis of race, religion or creed, ethnicity or national origin, gender, sexual orientation, handicapped status, or other similar factors.

5.0 Assignment

5.1 The CSO shall not assign, transfer, pledge or make other disposition of this Agreement or any part thereof, or any of the CSO's rights, claims or obligations under this Agreement except with the prior written consent of UNDP.

6.0 Contracting

6.1 In the event the CSO requires the services of contractors, the CSO shall remain responsible for their acts and omissions in relation to the Activities as if they were the acts and omissions of the CSO. The terms of any contract with any such contractor shall be subject to and conform to the provisions of this Agreement.

7.0 Procurement

7.1 Procurement of goods, services and technical assistance required under the Work Plan will be conducted by the CSO in accordance with the principles of highest quality, transparency, economy and efficiency. Such procurement will be based on the assessment of competitive quotations, bids, or other proposals, unless otherwise agreed in writing by UNDP.

8.0 Equipment

8.1 Any non-consumable supplies, equipment, vehicles, and materials financed by UNDP or furnished by UNDP to the CSO under this Agreement (hereinafter the "Equipment") shall remain the property of UNDP.

8.2 The CSO shall be responsible for the proper custody, maintenance, and care of the Equipment. It shall also maintain complete and accurate records of the Equipment and shall regularly verify the inventory thereof. In addition, it shall purchase and maintain appropriate insurance for the Equipment in the amounts agreed upon between the Parties and incorporated in the budget contained in the Work Plan.

8.3 UNDP shall provide reasonable assistance to the CSO in connection with clearing the Equipment through customs at ports of entry into the country where the Activities are to be implemented.

8.4 In the event of damage, theft, loss or other forfeiture of the Equipment, the CSO shall provide UNDP with a complete written report supported, where appropriate, by a police report and any other evidence, giving full particulars of the events leading to the loss of, or damage to the Equipment.

8.5 The CSO shall return the Equipment to UNDP within thirty (30) days upon completion of the Activities or termination of this Agreement, whichever is earlier, or when no longer needed by the CSO. When returned to UNDP, the Equipment shall be in the same condition as when furnished to the CSO, subject to normal wear and tear.

8.6 UNDP may request compensation for the damaged, stolen, lost, or otherwise forfeited Equipment, or the Equipment determined by UNDP to be degraded beyond normal wear and tear. If the CSO fails to compensate UNDP within thirty (30) days of UNDP's request, UNDP may deduct the amount thereof from any payments due to the CSO under this Agreement.

9.0 Copyrights, Patents, and Other Proprietary Rights

9.1 Except as may be otherwise agreed by the Parties in this Agreement, UNDP shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the CSO has developed for UNDP under this Agreement and which bear a direct relation to, or are produced, prepared or collected in consequence of, or during the course of, the performance of this Agreement. The CSO acknowledges and agrees that such products, documents and other materials constitute works made for hire for UNDP.

9.2 The CSO shall be responsible for obtaining any licenses and permits required by national laws in connection with the Activities. UNDP shall cooperate as appropriate and necessary.

10.0 Reporting

10.1 The CSO shall report to UNDP on the implementation of the Activities and achievement of the Deliverables under this Agreement.

10.2 The CSO shall provide UNDP with (a) quarterly reports, due within thirty (30) days after the end of each quarter; (b) if the duration of this Agreement exceeds one (1) year, annual reports, due within sixty (60) days after the end of each year; and (c) a final report, due within sixty (60) days after the completion of the Activities or expiration or prior termination of this Agreement.

10.3 Each report must be written in the English language and must, *inter alia*, contain information on:

- a) Activities carried out under the Agreement during the reported period;
- b) Progress towards achieving the Deliverables during the reported period;
- c) Corresponding indicators, baselines, sources of data, and data collection methods;
- d) Any new issues, risks, challenges and opportunities that should be considered in implementing the Activities;
- e) Financial data, including cash receipts and disbursements incurred by the CSO, reconciliation of outstanding advances and foreign exchange loss or gain during the reported period, if applicable; and
- f) Cumulative financial data, showing satisfactory management and use of UNDP resources.

10.4 In addition, the annual report, and final reports, referred to in paragraph 10.2 above, must contain audited financial statements and records related to the Activities.

10.5 The CSO shall provide such additional reports related to the Activities as may be reasonably required by UNDP under its regulations, rules, policies, and procedures.

11.0 Maintenance of Records

11.1 The CSO shall keep accurate and up-to-date records and documents, including original invoices, bills, and receipts pertinent to each transaction related to the Activities under this Agreement.

11.2 The CSO shall promptly disclose to UNDP any income, including interest, arising from the Activities. Such income shall be reflected in a revised Work Plan and recorded as accrued income to UNDP, unless otherwise agreed by the Parties.

11.3 Upon completion of the Activities, or the termination of this Agreement, the CSO shall maintain the records for a period of at least five (5) years, unless otherwise agreed by the Parties.

12.0 Confidentiality

12.1 Information and data that is considered proprietary by either Party and that is delivered or disclosed by one Party to the other Party during the term of this Agreement shall be considered confidential and shall be handled pursuant to the UNDP Information Disclosure Policy, not attached hereto but known to and in the possession of the Parties.

12.2 The CSO may disclose information to the extent required by law, provided that and without any waiver of the privileges and immunities of the United Nations, the CSO will give UNDP sufficient prior notice of a request for the disclosure of information in order to allow UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.

12.3 UNDP may disclose information to the extent required pursuant to the Charter of the United Nations, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General of the United Nations.

12.4 These obligations shall not lapse upon completion of the Activities or termination of this Agreement, whichever is earlier.

13.0 Insurance and Liabilities to Third Parties

13.1 The CSO shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used in connection with the Activities under this Agreement.

13.2 The CSO shall provide and thereafter maintain all appropriate workmen's compensation insurance, or the equivalent, with respect to the CSO Personnel to cover claims for personal injury or death in connection with this Agreement.

13.3 The CSO shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the Activities, as well as the use of the Equipment owned or leased by the CSO or the CSO Personnel, or furnished or financed by UNDP pursuant to Article 8.0 above.

14.0 Indemnity

14.1 The CSO shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials and persons performing services for UNDP from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, on account of, based or resulting from, arising out of (or which may be claimed to arise out of) or relating to acts or omissions of the CSO, including the CSO Personnel, under this Agreement. This provision shall extend, *inter alia*, to claims and liability in the nature of workmen's compensation, damage to property or other hazards that may be suffered by the CSO Personnel as a result of their services pertaining to the Activities, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the CSO or the CSO Personnel.

15.0 Tax Exemptions

15.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, *inter alia*, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority

refuses to recognize the United Nations' exemption from such taxes, duties or charges, the CSO shall immediately consult with UNDP to determine a mutually acceptable solution.

15.2 Accordingly, the CSO authorizes UNDP to deduct from the CSO's invoice any amount representing such taxes, duties or charges, unless the CSO has consulted with UNDP before the payment thereof and UNDP has, in each instance, specifically provided written authorization to the CSO to pay such taxes, duties or charges under protest. In that event, the CSO shall provide UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

16.0 Security and Anti-Terrorism

16.1 The responsibility for the safety and security of the CSO and the CSO Personnel and property, as well as of the Equipment and other UNDP property in the CSO's custody, shall rest with the CSO.

16.2 UNDP reserves the right to verify whether the necessary security arrangements are in place, and to suggest modifications thereto when necessary. 16.3 The CSO agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received under this Agreement are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via <https://www.un.org/securitycouncil/content/un-sc-consolidated-list>. This provision must be included in all contracts entered into under this Agreement.

17.0 Audit and Investigations

17.1 All payments made by UNDP under this Agreement shall be subject to a post-payment audit by auditors, whether internal or external, of UNDP or by other authorized and qualified agents of UNDP at any time during the term of this Agreement and for a period of five (5) years following the completion of the Activities or the termination of this Agreement.

17.2 The CSO acknowledges and agrees that, from time to time, UNDP may conduct investigations relating to any aspect of this Agreement or the selection of the CSO as a responsible party, the obligations performed under this Agreement, and the operations of the CSO generally relating to the performance of this Agreement. The right of UNDP to conduct an investigation and the CSO's obligation to comply with such an investigation shall not lapse upon completion of the Activities or the termination of this Agreement, whichever is earlier.

17.3 The CSO shall provide its full and timely cooperation with any post-payment audits or investigations. Such cooperation shall include, but shall not be limited to, the CSO's obligation to make available the CSO Personnel and any relevant documentation for such purposes at reasonable times and on reasonable conditions, and to grant to UNDP access to the CSO's premises at reasonable times and on reasonable conditions. The CSO shall cause the CSO Personnel to reasonably cooperate with any post-payment audits or investigations carried out by UNDP hereunder.

17.4 UNDP shall be entitled to a refund from the CSO for any amounts shown by audits and investigations to have been paid by UNDP other than in accordance with the terms and conditions of this Agreement.

18.0 Force Majeure

18.1 In the event of, and as soon as possible after, the occurrence of any cause constituting *force majeure*, the Party affected by it shall give the other Party notice and full particulars in writing of such occurrence. If the affected Party is thereby rendered unable, in whole or in part, to perform its obligations or meet its responsibilities under this Agreement, the Parties shall consult on the appropriate action to be

taken, which may include termination of this Agreement by UNDP pursuant to Article 28.0, or termination of this Agreement by the CSO with at least seven (7) days written notice of such termination.

18.2 In the event that this Agreement is terminated owing to causes constituting *force majeure*, the provisions of Article 28.0 below, shall apply.

18.3 *Force majeure* as used herein means any unforeseeable and irresistible act of nature, any act of war (whether declared or not), invasion, revolution, insurrection, terrorism, or any other acts of a similar nature or force, provided that such acts arise from causes beyond the control and without the fault or negligence of the Party invoking *force majeure*. The CSO acknowledges and agrees that, with respect to any obligations under this Agreement that the CSO must perform in areas in which the United Nations is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delays or failure to perform such obligations arising from or relating to harsh conditions within such areas, or to any incidents of civil unrest occurring in such areas, shall not, in and of itself, constitute *force majeure* under this Agreement.

19.0 Use of the Name, Emblem and Official Seal of UNDP

19.1 The CSO shall only use the name (including abbreviations), emblem or official seal of the United Nations or UNDP in direct connection with the Activities under this Agreement and upon receiving prior written consent of UNDP. Under no circumstances shall such consent be provided in connection with the use of the name (including abbreviations), emblem or official seal of the United Nations or UNDP for commercial purposes or goodwill.

19.2 The Parties shall cooperate in any public relations or publicity exercises when UNDP deems these appropriate or useful.

20.0 Privileges and Immunities

20.1 Nothing in or relating to this Agreement shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations and UNDP.

21.0 Officials Not to Benefit

21.1 The CSO represents and warrants that it has not and shall not offer any direct or indirect benefit arising from or related to the performance of the Agreement or the award thereof, to any representative, official, employee, or other agent of UNDP.

22.0 Observance of the Law

22.1 The CSO shall comply with all laws, ordinances, rules, and regulations applicable to the performance of its obligations under this Agreement.

23.0 Child Labor

23.1 The CSO represents and warrants that neither it, its parent entities (if any), any of the CSO's subsidiary or affiliated entities (if any) nor the CSO Personnel are engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, *inter alia*, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.

24.0 Mines

24.1 The CSO represents and warrants that neither it, its parent entities (if any), any of the CSO's subsidiaries or affiliated entities (if any) nor any CSO Personnel is engaged in the sale or manufacture of anti-personnel mines or components utilized in the manufacture of anti-personnel mines.

25.0 Sexual Exploitation

25.1 In the performance of this Agreement, the CSO shall comply with the Standards of Conduct set forth in the Secretary-General's bulletin ST/SGB/2003/13 of 9 October 2003, concerning "Special measures for protection from sexual exploitation and sexual abuse." In particular, the CSO shall not engage in any conduct that would constitute sexual exploitation or sexual abuse, as defined in that bulletin.

25.2 The CSO shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by the CSO Personnel. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the CSO shall refrain from, and shall take all reasonable and appropriate measures to prohibit the CSO Personnel or any other persons engaged and controlled by it from exchanging any money, goods, services, or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The CSO acknowledges and agrees that the provisions of this Article 25.0 constitute an essential term of the Agreement and that any breach of these provisions shall entitle UNDP to terminate the Agreement immediately upon notice to the CSO, without any liability for termination charges or any other liability of any kind.

25.3 UNDP shall not apply the foregoing standard relating to age in any case in which the CSO Personnel is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such CSO Personnel.

26.0 Conflicts of Interest; Anti-Corruption

26.1 The Parties agree that it is important that all necessary precautions are taken to avoid conflicts of interest and corrupt practices. To this end, the CSO shall maintain standards of conflict that govern the performance of the CSO Personnel, including the prohibition of conflicts of interest and corrupt practices in connection with the award and administration of contracts, grants, or other benefits.

26.2 The CSO and persons affiliated with it, including the CSO Personnel, shall not engage in the following practices:

- a) participating in the selection, award, or administration of a contract, grant or other benefit or transaction funded by UNDP, in which the person, members of the person's immediate family or his or her business partners, or organizations controlled by or substantially involving such person, has or have a financial interest;
- b) participating in such transactions involving organizations or entities with which or whom that person is negotiating or has any arrangement concerning prospective employment;
- c) offering, giving, soliciting or receiving gratuities, favors, gifts or anything else of value to influence the action of any person involvement in a procurement process or contract execution;
- d) misrepresenting or omitting facts in order to influence the procurement process or the execution of a contract;
- e) engaging in a scheme or arrangement between two or more bidders, with or without the knowledge of the CSP, designed to establish bid prices at artificial, non-competitive levels; or

- f) participating in any other practice that is or could be construed as an illegal or corrupt practice under domestic law.

26.3 If the CSO has knowledge or becomes aware of any of the practices outlined in paragraph 2 of this Article 26 undertaken by anyone affiliated with the CSO, the CSO shall immediately disclose the existence of such practices to UNDP.

26.4 The CSO acknowledges and agrees that each of the provisions in Articles 21 to 26 hereof constitutes an essential term of the Agreement and that any breach of any of these provisions shall entitle UNDP to terminate the Agreement or any other contract with UNDP immediately upon notice to the CSO, without any liability for termination charges or any other liability of any kind. In addition, nothing herein shall limit the right of UNDP to refer any alleged breach of the said essential terms to the relevant national authorities for appropriate legal action.

27.0 Dispute Settlement

27.1 The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of this Agreement, or the breach, termination, or invalidity thereof. Where the Parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the Conciliation Rules then obtaining of the United Nations Commission on International Trade Law ("UNCITRAL"), or according to such other procedure as may be agreed between the Parties in writing.

27.2 If such dispute, controversy or claim between the Parties is not settled amicably under the preceding paragraph within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, it shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the Contract, order the termination of the Contract, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Contract, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 ("Interim measures") and Article 34 ("Form and effect of the award") of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Contract, the arbitral tribunal shall have no authority to award interest in excess of the London Inter-Bank Offered Rate ("LIBOR") then prevailing, and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy, or claim.

28.0 Termination of this Agreement

28.1 The Parties recognize that successful implementation and completion of the Activities and achievement of the Deliverables are of paramount importance, and that UNDP may find it necessary to terminate or to modify the Activities, should circumstances arise that jeopardize successful completion of the Project. The provisions of the present Article shall apply to any such situation.

28.2 UNDP shall consult with the CSO if any circumstances arise that, in the judgment of UNDP, interfere or threaten to interfere with the successful implementation or completion of the Activities, or achievement of the Deliverables. For its part, the CSO shall promptly inform UNDP of any such circumstances that might come to its attention. The Parties shall cooperate towards the rectification or elimination of the circumstances in question and shall exert all reasonable efforts to that end, including prompt corrective steps by the CSO, where such circumstances are attributable to it or within its responsibility or control. The Parties shall also cooperate in assessing the consequences of possible termination of this Agreement on the beneficiaries of the Project.

28.3 UNDP may, at any time after occurrence of the circumstances in question, and after appropriate consultations with the CSO, suspend or terminate this Agreement by written notice to the CSO, without prejudice to the initiation or continuation of any of the measures envisaged in the preceding paragraph.

28.4 Upon receipt of a notice of termination by UNDP under the present Article, the CSO shall take immediate steps to terminate the Activities under this Agreement, in a prompt and orderly manner, so as to minimize losses and further expenditures. The CSO shall undertake no forward commitments and shall return to UNDP, within thirty (30) days, all unspent funds made available to it by UNDP under Article 2.0, and the Equipment financed by UNDP or furnished to it by UNDP pursuant to Article 8.0.

28.5 In the event of termination by UNDP under this Article 28.0, UNDP shall only reimburse the CSO the costs incurred in connection with the Activities carried out in accordance with the terms and conditions of this Agreement. Such reimbursement, when added to the amounts previously made available to the CSO by UNDP in accordance with Article 2.0 above, shall not exceed the maximum amount of funds referred to in paragraph 2.1 of that Article. 28.6 Following the termination, in the event UNDP decides to transfer the responsibilities of the CSO for the Activities to another entity, the CSO shall cooperate with UNDP and the other entity to ensure the orderly transfer of such responsibilities.

28.7 Notwithstanding anything in this Agreement to the contrary, UNDP may terminate this Agreement at any time without having to provide any justification therefor upon sixty (60) days' advance written notice to the CSO.

29.0 Notices

29.1 Any notice, request, document, report, or other communication submitted by either the CSO or UNDP shall be in writing and sent to the other party at the address information set forth in block 7 or block 8 of the Face Sheet, as appropriate.

30.0 Survival

30.1 The provisions of Article 3.0 (Refund), Article 4.0 (The CSO Personnel), Article 7.0 (Procurement), Article 8.0 (Equipment), Article 9.0 (Copyrights, Patents, and Other Proprietary Rights), Article 10.0 (Reporting), Article 11.0 (Maintenance of Records), Article 12.0 (Confidentiality), Article 14.0 (Indemnity), Article 17.0 (Audit and Investigations), Article 20.0 (Privileges and Immunities), and Article 27.0 (Dispute Settlement) shall survive and remain in full force and effect regardless of the expiry of the Project term or the termination of this Agreement.

31.0 Other CSO Representations and Warranties

31.1 The CSO represents and warrants that: (a) it is a legal entity validly existing under the laws of the jurisdiction in which it was formed and it has all the necessary powers, authority and legal capacity to: (i) own its assets, (ii) conduct Project activities, and (iii) enter into this Agreement; and (b) this Agreement has been duly executed and delivered by the CSO and is enforceable against it in accordance with its terms.

32. Entry into Force, Duration, Extension and Modification of this Agreement

32.1 This Agreement shall enter into force on the date of its signature by both the CSO and UNDP, acting through their duly Authorized Representatives identified in blocks 9 and 10 of the Face Sheet, and terminate on the Implementation Period end date indicated in block 4 of the Face Sheet.

32.2 Should it become evident to the CSO during the implementation of the Activities that an extension beyond the Implementation Period end date set forth in block 4 of the Face Sheet will be necessary to achieve the Deliverables, the CSO shall, without delay, inform UNDP and give full particulars. UNDP shall

take such action as, in its sole discretion, it considers appropriate or necessary under the circumstances, including the granting to the CSO of a reasonable extension of time in which to perform its obligations under this Agreement.

32.3 This Agreement, including its Annexes, may be modified, or amended only by written agreement between the Parties.

32.4 Failure by either Party to exercise any rights available to it, whether under this Agreement or otherwise, shall not be deemed for any purposes to constitute a waiver by the other Party of any such right or any remedy associated therewith, and shall not relieve the Parties of any of their obligations under the Agreement.

ANNEX A

PROGRAMME DOCUMENT



CARIBBEAN REGIONAL PROGRAMME DOCUMENT

| <p>Programme Title: Strengthening Regional Cooperation to Prevent and Respond to Family Violence in the Caribbean</p> | <p>Recipient UN Organizations (RUNOs): UN Women, UNDP, UNFPA, UNICEF</p> | | | | | | | | | | | | | | | | | | |
|--|---|-------------------------------|-------------------------|-------------------------------|-------------|-------------|-----------|---------------|-------------|-------------|--------------|-------------|-----------|-----------------|-------------|-----------|--------------|-------------|-------------|
| <p>Programme Contact: Name and Title Didier Trebucq, Resident Coordinator Address: UN House, Hastings, Christ Church, Barbados Telephone: E-mail: didier.trebucq@un.org</p> | <p>Programme Partner(s): - ILO, PAHO, ECLAC - Regional Institutions: CARICOM, OECS Commission, CDB, CXC, CDEMA, CAJO, Government - Regional and NGOs working on GBV - Regional trade unions and employers' federations</p> | | | | | | | | | | | | | | | | | | |
| <p>Programme Region: Caribbean: Inclusive of all independent member states of CARICOM.</p> | <p>Total Cost of the Spotlight Regional Programme (including estimated Unfunded Budget): USD 12,723,961</p> | | | | | | | | | | | | | | | | | | |
| <p>Programme Description: Complementing the Spotlight country programmes in six Caribbean countries², and taking into account the COVID-19 pandemic and its impacts, the regional programme will increase policy coordination and functional cooperation across the region to address family violence. It will set regional standards for essential services delivery, for monitoring the implementation of regional and national family violence laws and policies; it will advance best practice models for prevention; and ensure the engagement women's organisations in regional accountability frameworks.</p> <p>Under pillar 2 regional intergovernmental institutions will have the capacities to drive improvements in national-level delivery of essential services to respond to family violence. Under pillar 3 an evidence-based Caribbean model of cultural and behaviour change across the life course will inform primary family violence prevention and sexual and reproductive rights programming across the region. Under pillar 5, regional protocols and standards for family violence data management systems will be developed or strengthened to improve timely and cross-sectoral analyses and programmatic responses at national level; and under Pillar 6, civil</p> | <p>Total Funded Cost of the Spotlight Regional Programme (Spotlight Phase I¹ and UN Agency contribution): USD 11,360,711.</p> <p>Breakdown of Total Funded Cost by RUNO:</p> <table border="1" data-bbox="824 1087 1294 1396"> <thead> <tr> <th>Name of RUNOs</th> <th>Spotlight Phase I (USD)</th> <th>UN Agency Contributions (USD)</th> </tr> </thead> <tbody> <tr> <td>UNDP</td> <td>\$1,893,461</td> <td>\$301,156</td> </tr> <tr> <td>UNICEF</td> <td>\$1,452,799</td> <td>\$1,026,000</td> </tr> <tr> <td>UNFPA</td> <td>\$1,490,725</td> <td>\$270,975</td> </tr> <tr> <td>UN Women</td> <td>\$4,715,845</td> <td>\$209,750</td> </tr> <tr> <td>TOTAL</td> <td>\$9,552,830</td> <td>\$1,807,881</td> </tr> </tbody> </table> <p>Other sources of funding: - Regional Institutions Input (including in-kind): - Other Donors:</p> | Name of RUNOs | Spotlight Phase I (USD) | UN Agency Contributions (USD) | UNDP | \$1,893,461 | \$301,156 | UNICEF | \$1,452,799 | \$1,026,000 | UNFPA | \$1,490,725 | \$270,975 | UN Women | \$4,715,845 | \$209,750 | TOTAL | \$9,552,830 | \$1,807,881 |
| Name of RUNOs | Spotlight Phase I (USD) | UN Agency Contributions (USD) | | | | | | | | | | | | | | | | | |
| UNDP | \$1,893,461 | \$301,156 | | | | | | | | | | | | | | | | | |
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| UNFPA | \$1,490,725 | \$270,975 | | | | | | | | | | | | | | | | | |
| UN Women | \$4,715,845 | \$209,750 | | | | | | | | | | | | | | | | | |
| TOTAL | \$9,552,830 | \$1,807,881 | | | | | | | | | | | | | | | | | |

¹ Funding from the Spotlight Initiative will be allocated by the Operational Steering Committee in two distinct phases: Phase I will entail allocating 70% of the funding envelope, Phase II will only be allocated depending on the Regional Programme's overall needs and performance towards achieving results.

² Belize, Grenada, Guyana, Haiti, Jamaica and Trinidad and Tobago

ANNEX B

SCO TECHNICAL AND FINANCIAL PROPOSAL

Project number: 00129922

Project Title: Strengthening Regional Cooperation to Prevent and Respond to Family Violence in the Caribbean (Spotlight Initiative Caribbean Regional Programme)

Name of the CSO: The University of West Indies (UWI), Institute for Gender and Development Studies – Regional Coordinating Office (IGDS - RCO)

Total value of the agreement (USD): \$49,995

1. Background

The European Union and the United Nations have launched the Spotlight Initiative (SI), a multi-year program aimed at addressing all forms of violence against women and girls (VAWG), and harmful practices globally. The SI follows a transformative and evidence-based approach, addressing unequal power relations between men and women and focusing on gender equality and women’s empowerment, as well as ending impunity for VAWG. In line with the principles of the 2030 Agenda for Sustainable Development, this initiative follows a human rights-based approach and takes into consideration the specific needs of women and girls who experience multiple and intersecting forms of discrimination based on gender, inter alia, race, sexuality, disability and class, etc., and uphold the principle of “leaving no one behind.”

In the Caribbean, the programme focuses on family violence (FV), which involves physical, social, sexual, economic, psychological/emotional abuse and acts of aggression within relationships that are considered as family connections or akin to family. The SI in the Caribbean is working with governments and civil society organizations to prevent FV by raising awareness, establishing, and implementing laws and policies and improving quality essential services for survivors and data management in six countries (Belize, Grenada, Haiti, Jamaica, Guyana and Trinidad and Tobago) plus a regional programme.

UNDP is the lead agency on Pillar 2: Strengthening institutions: regional, and national systems and institutions plan, fund and deliver evidence-based programmes that prevent and respond to violence against women and girls, including family violence, which this agreement falls under.

2. Purpose

The objectives are:

- Produce training needs assessment questionnaire and conduct an online needs assessment of the training participants.
- Develop methodology and a detailed agenda including modules, presentations, and relevant training materials.
- Conduct a series of training sessions (6 training sessions: 1 for each country) for staff of Gender Bureaus of six countries.
- Develop the “Women’s Economic Empowerment Initiatives” guide will be presented and discussed with Gender bureaus as part of the training programme.
- Carry out post-training assessment questionnaire with the training participants.

- Develop and conduct analysis of pre- and post-training assessments.
- Draft and submit the final training report outlining the training process, pre-and post-training assessments, and recommendations for follow up actions, including recommendations on further capacity development needs of the participants.

3. Proposed activities and work plan

Overview:

IGDS will adopt the following technical approaches and methodologies to ensure that the outcomes of the Training and Institutional Strengthening are dually reflective of local perspectives, experiences and recommendations as well as the international framework that guides laws and policies seeking to protect women and girls from family and gender-based violence.

Implementation Phase 1: WORK PLANNING & PROCESS DESIGN

Project Validation & Goal Setting: early and ongoing discussions with gender bureaus in the six target countries: Belize, Grenada, Guyana, Jamaica, Trinidad & Tobago, and Haiti to highlight any special requirements, clarify project goals and agree on a framework for the IGDS's outputs. This will include clarifying discussions with UNDP and the relevant CSOs in each country and compiling an Inception Report. At the initial stage, any special emphases for the training seminars and clear timelines will be included in the Inception Work Plan.

Implementation Phase 2: TRAINING NEEDS ASSESSMENT AND CLARIFICATION

- **Training Needs Assessment:** IGDS will work with selected Women's Bureaus in all six countries to compile data on gaps in women's economic empowerment in the selected countries. This will be done through a mixed methodology pre-training questionnaire which will be developed in collaboration with the selected bureaus. IGDS will discuss with the Women's Bureaus their process and timelines for conducting any consultative activities as well as an approach to including relevant information in the Gap Analysis.
- **Research Analysis and Curriculum Development:** The research process will involve a textual, line by line analysis of the research to determine gender norms and stereotypes and gender-based violence (GBV) (at work and home, and in digital spaces) including within the contexts of COVID-19 and resilience-building for future crisis and emergencies, that impact women's employment and economic developing in each of the six countries. The curriculum will be developed considering the specific needs, including economic needs of women in each of the six countries.
- **International Benchmarking:** As a backdrop to the gap analysis processes, international guiding treaties and policy commitments will be considered and integrated where appropriate. Considering the subject matter, treaties and plans of action on Gender, Economic Empowerment, Discrimination and VAGW, Children's Rights, the Rights of Persons with Disabilities, LGBTQI+ people, those living with HIV and AIDS and Population and Development issues will be used for benchmarking.

Implementation Phase 3: TRAINING PRESENTATION AND REPORT PREPRATION

- **Training Seminars:** Training modules and relevant training materials will be prepared and presented to the staff of each Gender bureaus in each of the six countries based on the information gathered during the gap analysis. The Draft "Women's Economic Empowerment

Initiatives” guide will be presented and discussed with Gender bureaus as part of the training programme.

- **Report Preparation:** As outlined in the TOR, reports will be prepared throughout the consultation process. The pre- and post-training reports will be prepared based on the information available to IGDS at key junctures in the project timeline. Once completed, the report will be presented to UNDP.
- **Gender Analysis:** The report preparation process will give thought to the varying impacts of current and proposed laws and procedures on men and women of varying ages, as well as any particularly vulnerable groups.
- **Close-Out and Lessons Learned Discussion:** At the end of the process, a Close-Out meeting is proposed to discuss with the participants and project owners the Lessons Learned and potential next steps.

Workplan

This project will be implemented over a six-months period from October 15th, 2021 to April 15th 2022 as follows:

| | Activities | Implementation week | Due Date |
|--|--|---------------------|----------------------|
| Phase 1: Work Planning and Process Design | | | |
| 1. | Prepare and submit Inception Report clarifying methodology, work breakdown and confirming timelines (Deliverable 1) | Weeks 1 - 2 | November 1, 2021 |
| Phase 2: Training Needs Assessment and Clarification | | | |
| 2. | Contact women’s bureaus in the six countries identified to begin process discussion | Week 1 | |
| 3. | Prepare Training Needs Assessment questionnaire based on discussions | Weeks 1-3 | |
| 4. | Conduct online needs assessment of the training participants. | Weeks 2 - 4 | |
| 5. | Prepare Gap Analysis, collating information thematically | Weeks 2 - 4 | |
| 6. | Submit Pre-Training/Needs Assessment to UNDP | | |
| 7. | Deliverable 2: Report on Training Assessment | Week 5 | By November 22, 2021 |
| Phase 3 Training presentation and report presentation | | | |
| 7 | Develop Curriculum Modules and training sessions based on findings of Gap Analysis and discussion with CSOs and UNDP. | Weeks 4 -9 | |
| 8. | Develop methodology and detailed agenda including modules, presentations, and relevant training materials. | Weeks 4 -9 | |
| 9. | Deliverable 3: Submit report, including methodology | Week 9 | By January 30, 2021 |
| 10. | Finalize Curriculum Engage French Translator and other presenters | Weeks 10 - 12 | |
| 11. | Deliverable 4: Conduct Six Training Sessions | Weeks 13 - 15 | By February 30, 2022 |

| | | | |
|-----|--|---------------|------------------|
| | | | |
| 12. | Administer Post-training Assessment and Analysis | Weeks 15 - 17 | |
| 13. | Deliverable 5: Report on Analysis of Training | Week 18 | By March 1, 2022 |
| 14. | Draft the final training report outlining training process, pre-and post-training assessments, and recommendations for follow up actions | Weeks 19 -23 | |
| 15. | Deliverable 6: Final Training Report | Week 24 | April 15, 2022 |

4. Risk Analysis

| Risk | Mitigating Measure |
|--|---|
| COVID-19 Pandemic | With travel restrictions due to COVID-19, the programme will be adopting online modalities for training workshops and meetings. Face-to-face activities would be held when convenient adhering to COVID-19 protection protocols. |
| Limited capacity of Gender Bureaus Staff | COVID-19 as well as already existing challenges in the region such as natural disasters may affect the capacity of Gender Bureaus to receive training. The programme will ensure that the training corresponds to the needs of the Gender Bureaus' staff as well as ensure coordination with other UN agencies providing support to the Bureaus under the Spotlight Initiative. |
| Willingness of institutions to deliver services in a coordinated and cohesive manner (resource sharing, joint planning, joint models for service delivery) | For this activity, UNDP and UWI's IGDS will be engaging Gender Bureaus as well as UN and other partners under the Spotlight Initiative in joint planning and implementation of the training on gender and women economic empowerment. UNDP and UWI's IGDS will also utilize resources from other projects when available to develop training curriculum and capacity building workshop. |

5. Budget

| GRANT BUDGET | | |
|--|--------------------|-----------------------|
| Project country: Belize, Grenada, Haiti, Jamaica, Guyana and Trinidad and Tobago and one (1) Regional Programme | | |
| Total project budget (6 months): XE currency converter USD to 1JMD | \$144.50 | \$49,995.00 |
| Proposed project start date: 10/15/2021 | | |
| Proposed project end date: 04/15/2022 | | |
| | | |
| Budget Allocation | | |
| Budget Item | USD | JMD |
| A. Overhead & indirect Costs | | |
| Administrative Fee and Indirect Costs (University surcharge, administrative manager, telecommunications, computer, etc.) | \$12,830.00 | \$1,853,935.00 |
| B. Project Staff Costs | | |
| Project Lead /Project coordinator | \$8,100.00 | \$1,170,450.00 |
| Project Manager | \$7,800.00 | \$1,127,100.00 |
| C. Project Costs | | |
| Conduct a training needs assessment questionnaire and conduct an online needs assessment of the training participants. | | |
| Survey instrument design, creation and enlisting Survey Monkey to deliver questionnaires | \$500.00 | \$72,250.00 |
| Research Assistants (3 for 10 days @\$75 per day) | \$2,250.00 | \$325,125.00 |
| Deliver six Training and Institutional Strengthening Consultations to Support Gender National Gender/Women's Bureaus in Women Economic Empowerment in Belize, Grenada, Haiti, Jamaica, Guyana and Trinidad and Tobago and one (1) Regional Programme. Two presenters per Session. | | |
| Two Curriculum Development Specialists (To develop curriculum for 6 days @\$350 each) | \$4,200.00 | \$606,900.00 |
| Training Materials, certificates, e-booklets for 6 countries | \$1,500.00 | \$216,750.00 |
| Presenters (2) x 6 sessions @ \$350 each per session | \$4,200.00 | \$606,900.00 |
| Subject specialist (2) @ \$1215 each | \$2430.00 | \$351,135.00 |
| Data analyst | \$1215.00 | \$175,567.50 |
| Country coordinator Haiti - French Speaking Presenter/Translator | \$2410.00 | \$348,245.00 |
| Final Report on Findings of the Training Session | | |
| Training Assessment and Report Writing, Report Writer (8 days @\$300) | \$2560.00 | \$369,920.00 |
| Grand Total (A+B+C) | \$49,995.00 | \$7,224,277.50 |

6. Schedule of payments:

| | Activities | Due Date | Budget | Schedule of Payments | | |
|----|--|-------------------|-------------------|----------------------|---------|---------|
| | | | | 2021 Q4 | 2022 Q1 | 2022 Q2 |
| 1. | Deliverable 1: Prepare and submit Inception Report clarifying methodology, work breakdown and confirming timelines Deliverable 2: Report on Training Assessment | November 22, 2021 | 30,000 USD | X | | |
| 2. | Deliverable 3: Submit report, including methodology Deliverable 4: Conduct Six Training Sessions Deliverable 5: Report on Analysis of Training Deliverable 6: Final Training Report | April 15, 2022 | 19,995 USD | | | X |
| | Total | | 49,995 USD | | | |