

**AGREEMENT BETWEEN THE UNITED NATIONS UN WOMEN AND THE
UNITED NATIONS DEVELOPMENT PROGRAMME (UNDP)**

A. PROJECT SUMMARY

Project Title: Women Informal Cross Border Trade (WICBT)
Time frame: 2012-2014
Location: Swaziland
Contribution amount: US\$ 98,000
Donor: UN Women Core
Recipient Agency: United Nations Development Programme
Executing Entity: UN Women Regional Office for Southern Africa
Implementing Partner: Government of Swaziland, Ministry of Commerce
Industry and Trade – Small, Micro, Medium
Enterprise (SMME) Unit

B. PROJECT DESCRIPTION AND IMPLEMENTATION

The contribution governed by this Agreement shall be utilized exclusively for **Women in Informal Cross Border Trade Project** (see Annex 1). It will be used by the recipient to contribute to the following outputs and specific activities:

OUTPUT 1.1: Enhanced capacities of government departments to use gender tools and analyse policies, legislation, strategies, budgets, programmes and projects to include WICBT issues.

Activity 1.1.1: Conduct an assessment of policies, legislation and budgets to identify gaps for the promotion of WICBT

Activity 1.1.2: Capacity needs assessment for policy makers and development of a capacity development programme/strategy/plan and its implementation on analysing policies, legislation, strategies, budgets, programmes and projects for the inclusion of WICBT issues.

Output 1.2: Strengthened data collection on WICBT in order to inform policy, budgets, legislation and programmes

Activity 1.2.1: Technical support to the Central Statistical Office on collecting data on WICBT and gender analysis

Activity 1.2.2: Feasibility study on the establishment of a trading house, government support implementation

OUTPUT 2.1: Networks for WICBT created or strengthened

Activity 2.1.1: A mapping of existing networks on WICBT as well as consultations to create a network.

Activity 2.1.2: Capacity needs assessment for WICBT, development of a capacity



development plan/programme/strategy for WICBT and its implementation.

Activity 2.1.3: Development of a strategy for WICBT to create wealth and support implementation - Value chain analysis

OUTPUT 2.2: Enhanced capacities for service providers health, financial and infrastructure to deliver quality services to WICBT

Activity 2.2.1: Development of a capacity development programme for service providers, health, finance and infrastructure, development for national strategies for private public partners to accelerate wealth creation for WICBT and support its implementation including PPPs.

Activity 2.2.2: Development of user friendly checklists or guides for effective implementation of PPP pilot Project from a gender perspective 2500, printing 5000.

PROJECT SUPPORT: managing project inputs including the supervision of project coordinator's utilization of resources, purchasing and managing office equipment and monitoring for project implementation.

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 **Ninety Eight Thousand US Dollars (US\$ 98,000.00)** immediately after this Agreement has been signed by both Parties.

Subject to availability of resources as indicated in the project document and Annex 2, this agreement will be revised and further contributions will be made as highlighted in the annexure. The total contribution is inclusive of UNDP's fee of 7% to recover the costs of general management support services. 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 WOMEN will inform UNDP when the contribution is paid via an e-mail message with remittance information to contributions@undp.org

D UNDP REPORTING

Substantive Progress Reporting¹

¹ Substantive reports are given within six months after the date of completion or termination of an agreement where an agreement is for duration of one year or less. For agreements of the duration of more than one year, substantive reports are given every year.



Substantive reports shall detail achievements, constraints and impacts with regards to the utilization of this contribution. The substantive report (see Annex 3) for the period 2012 will be submitted to the **UN WOMEN** no later than on 30th June 2013. This report will be accompanied by the preliminary financial report signed by the Resident Representative of **UNDP Swaziland** with format as indicated in Annex 4.

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 Swaziland according to the reporting cycle that is similar with those of substantive reporting.** The financial 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 of the UNDP Swaziland** office will provide information according to the following categories:

- a. Amount received
- b. Staff and other personnel costs
- c. Travel
- d. Contractual services
- e. Procurement
- f. Fellowships, Grants and other
- g. Sub-total
- h. Cost recovery
- i. TOTAL EXPENDITURES

At the termination of the project, any unexpended or uncommitted part of the contribution will be returned to the **UN WOMEN**, 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: 11.09.2012

G. CERTIFICATION BY THE UN WOMEN

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

Signed: 

Date: 13/09/2012



Annex 1: PROJECT DOCUMENT: The Women in Informal Cross Border Trade for Swaziland (WICBT) Project Document

Annex 2: DESCRIPTION OF SERVICES

Programme/project number UN Women: 00063093:

Programme/project title: Women in Informal Cross Border Trade for Swaziland

Result 1: Government policies, legislation, strategies, budget, programme and projects integrate WICT issues

Result 2: WICBT Networks in place and association/company/cooperative established.

Result3: Service providers have capacity and deliver services to WICBT

Work to be performed by the UNDP

UN Women is partnering with the Government of the Kingdom of Swaziland in implementing a regional project on Women in Informal Cross Border Trade (WICBT). The project will be implemented by the Ministry of Commerce, Industry and Trade, Small, Micro Medium Enterprises Unit (MCIT-SMME).

UN Women has requested UNDP to support implementation of the project by managing the financial and operational aspects of the project. UN Women will take responsibility for ensuring that project outcomes are met in accordance with project documents while UNDP will be responsible for administering project finances. UNDP will also assist UN Women to promote coherence between this project and the UNCT's work in Swaziland UNDP's role entails; procuring goods and services, making payment to vendors, creating and maintaining financial records as well as producing financial reports.

Services to be provided:

Services	Schedule for provision of support services
1. Procurement of goods and services.	Per activity and as provided for in the project document and budget.
2. Administration of project budget and finances.	On-going basis until completion
3. Creation and maintenance of financial records and supporting documents.	On-going basis until completion.
4. Report on finances	Per activity and as provided for in the project document and budget.

Description of Inputs:

Output	Activity	Input	UNDP's Service
Output 1.1: Enhanced capacities of government departments to use gender tools and analyse policies, legislation, strategies, budgets, programmes and projects to include WICBT issues.	Activity 1.1.1: Conduct an assessment of policies, legislation and budgets to identify gaps for the promotion of WICBT.	Local or International Consultant Learning Cost Travel Supplies Printing and Publishing	Procurement of services and contractual obligations Payments of professional fees Payment for learning costs Payment for necessary travel Payment for supplies, Printing and publishing if necessary
	Activity 1.1.2: Capacity needs assessment for policy makers and development of a capacity development programme/ strategy/plan and its implementation on analyzing policies, legislation, strategies, budgets, programmes and projects for the inclusion of WICBT issues	Local or International Consultant Learning Cost Travel Supplies Printing and Publishing	Procurement of services and contractual obligations Payments of professional fees Payment for learning costs Payment for necessary travel Payment for supplies, Printing and publishing if necessary
Output 1.2: Strengthened data collection on WICBT in order to inform	Activity 1.2.1: Technical support to the Central Statistical Office to develop tools for collecting data on WICBT and gender analysis	Local or International Consultant Learning Cost Travel	Procurement of services and contractual obligations Payments of professional fees Payment for learning

policy, budgets, legislation and programmes		Supplies Printing and Publishing	costs Payment for necessary travel Payment for supplies, Printing and publishing if necessary
	Activity 1.2.2: Feasibility study on the establishment of a trading house, government support implementation	Local or International Consultant Learning Cost Travel Supplies Printing and Publishing	Procurement of services and contractual obligations Payments of professional fees Payment for learning costs Payment for necessary travel Payment for supplies, Printing and publishing if necessary
OUTPUT 2.1: Networks for WICBT created or strengthened	Activity 2.1.1: A mapping of existing networks on WICBT as well as consultations to create a network – association/company/cooperative	Local or International Consultant Learning Cost Travel Supplies	Procurement of services and contractual obligations Payments of professional fees Payment for learning costs Payment for necessary travel
		Printing and Publishing	Printing and publishing if necessary
	Activity 2.1.2: Capacity needs assessment for WICBT, development of a capacity development	Local or International Consultant	Procurement of services and contractual obligations Payments of

	plan/programme/strategy for WICBT and its implementation.	Learning Cost Travel Supplies Printing and Publishing	professional fees Payment for learning costs Payment for necessary travel Payment for supplies, Printing and publishing if necessary
	Activity 2.1.3: Development of a strategy for WICBT to create wealth and support implementation – value chain analysis	Local consultant International Consultant Learning Cost Travel Supplies Printing and Publishing	Procurement of consultant Payments of professional fees Payment for necessary travel Payment for supplies, printing and publishing if necessary Payment for learning costs
OUTPUT 2.2: Enhanced capacities for service providers health, financial and infrastructure to deliver quality services to WICBT.	Activity 2.2.1: Development of a capacity development programme for service providers, health, finance and infrastructure, development for national strategies for private public partners to accelerate wealth creation for WICBT and support its implementation including PPPs	Local or International Consultant Learning Cost Travel Supplies Printing and Publishing	Procurement of services and contractual obligations Payments of professional fees Payment for learning costs Payment for necessary travel Payment for supplies, Printing and publishing if necessary
	Activity 2.2.2: Development	Local or International	Procurement of services

	of a Tool Kits and user friendly checklists or guides for effective implementation of PPP pilot Project from a gender perspective.	Consultant Learning Cost Travel Supplies Printing and Publishing	and contractual obligations Payments of professional fees Payment for learning costs Payment for necessary travel Payment for supplies, Printing and publishing if necessary
--	--	--	---

Sub-Annexes: Terms of Reference for consultants

UN WOMEN has, in collaboration with the Ministry of Commerce Industry and Trade-Small Micro and Medium Enterprises Unit drafted the terms of references for the consultants planned for this project. These draft TORs will be modified collaboratively and provided to UNDP for use in procuring the services of the consultants.

Project Budget for 2012

See attached separately programme/ project budget and schedule of activities to be carried out from 2012 until 2015. The first disbursement will be based on the 2012 budget/schedule of payment of US Dollars Ninety Eight Thousand (US\$98,000).

Further disbursement is subject to availability of funds as the finances will have to be mobilized. The planned schedule of disbursements is as indicated in the table below

Proposed Programme/Project Financing

Year	2012	2013	2014	2015
Source of funds	UN Women Core	To be mobilized	To be mobilized	To be mobilized
Budgeted amount	US\$98,000	US\$217,000	US\$151,000	US\$32,000
Total Programme/project budget				US\$498,000




Annex 3: SCHEDULE OF SERVICES, FACILITIES AND PAYMENTS

NB: Refer to project budget provided separately. Note that, as indicated in the project document, financial resources are available for the first year of project. Funds for the subsequent years will be sourced through fundraising.

Note:

- Expenditures for personnel services may be limited to salary, allowances and other entitlements, including the reimbursement of income taxes due and travel costs on appointment to the programme/project, duty travel within the programme country or region and repatriation costs.
- Adjustments within each of the sections may be made in consultation between UNWOMEN and UNDP. Such adjustments may be made if they are in keeping with the provisions of the Programme Support/Project Document and if they are found to be in the best interest of the programme/project.

Two handwritten signatures in black ink, one appearing to be 'Ea' and the other a circular mark with 'MM' inside.

