



**AGREEMENT DOCUMENT FOR FUNDS
DIRECTED TO UNITED NATION DEVELOPMENT PROGRAMME (UNDP)**

A. PROJECT SUMMARY

Project Title: Creation of emergency employment opportunities through solid waste collection and disposal in Aleppo

Project Number: ERF -DMA -0511-103

Time frame: Agreement shall commence upon signature by both parties, the date of the last signature thereof taking precedence, and expire on 14 February 2014

Location: Syria

Grant amount: \$745,576

Donor: United Nations Office for the Coordination of Humanitarian Affairs (OCHA)

Agency: UNDP Syria

Nature of activities:

1. Background

The on-going armed conflict in Syria continues to reflect negatively on various aspects of the daily life of people; thousands of families have been forced to leave their homes to safe havens in the same city or other areas creating an additional socio-economic burden on the host communities. This is also affecting the capacity of service delivery which is also affected by massive destruction of infrastructure, deterioration of basic social and municipal services.

As per the latest reports, the crisis has left more than 6.8 million people in need of humanitarian assistance in addition to 4.25 million IDP's who have taken shelter in public buildings, parks and with host families and communities.

In most areas livelihood means and conditions have been badly affected, basic services have been disrupted leading to different types of communal problems. Garbage collection and disposal has been reported as a critical issue all over the country, and it requires an immediate action to minimize the

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resulting health and environmental hazards and risks, particularly with the heat increase in the coming season. It was reported by UN joint mission, local NGO that garbage is spread in the majority of the severely affected neighbourhoods and host communities and shelters in most governorates in rural and urban areas (Homs, Der El Zor, Raqqa, Alepo, Hassakeh, Daraa and Rural Damascus). This is also the case in some other neighbourhoods where piles of garbage are left in the streets as the basic local municipal services are difficult to maintain or not sufficient enough with the tremendous increase of IDPs hosted in the communities leading to an increase in the waste generation. One other major problem facing affected communities is the hazardous hospital and medical waste which are currently being mixed with households and shelters wastes.

In Aleppo, the solid waste and rubble spread in particular areas in the city and its surrounding including many rural villages is posing a serious environmental and health hazards affecting the living conditions of the IDPs and host communities. Diseases are widely spread among the IDPs and the residents of affected communities. Municipal service for garbage removal are severely disrupted in Aleppo, particularly in Aleppo City in the neighbourhoods of Alzahraa, Alakrameh and Alhamdaneah and East Aleppo in the neighbourhoods of Jesr Alhaj and Alcha'r. The municipalities are not able address the problem and cope with the increased generation of tons of solid waste which requires additional support.

2. Objective

Overall Objective: To improve the livelihoods of the affected population and strengthen their resilience

3. Implementation strategy

UNDP will work with unemployed youths to provide short term employment opportunities in garbage collection and disposal to temporary transfer stations and rolling out hygiene promotion awareness campaigns. The garbage collection while providing employment opportunities will also improve their sanitary condition and the surrounding environment and reduce exposure to diseases resulting from either the spread or piles of garbage.

4. Work plan

<p>The project consists of a major cash-for-work component while also tackling issues related to environmental and health hazards by reducing the amount of spread garbage in the streets.</p> <p>UNDP's area-based approach will help better address the problems of the five targeted neighbourhoods in Aleppo through a comprehensive response plan. A detailed situation analysis and identification of priority needs and emergency humanitarian and livelihoods interventions is currently under development by local partners and former UNDP staff acting as consultants at this stage. This situation analysis document will inform the response plan in Aleppo for all livelihoods and "early recover" (where possible) initiatives, provide a detailed stakeholders mapping and define the priority interventions and their time lines.</p> <p>This project will be considered as the first pilot initiative in this perspective and will be used to learn more about the possible income generating activities in emergency situation, particularly in Aleppo.</p> <p>The work plan below will provide a detailed overview on the planned activities, however it is worth mentioning that in parallel UNDP will provide all the technical assistance needed ensuring that active participation of the local communities is maintained since the inception of the project.</p> <p>A dedicated team from UNDP will be devoted to work directly on this project while ensuring complementarities with other activities implemented in Aleppo. A full-time field coordinator will be</p>
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recruited for the sake of this project supported by a large programme and operations team at UNDP Country office as follows: Early Recovery Specialist, Reporting and M&E officer, NGO liaison officer and a Finance/Operations officer in addition to the overall management support.

As this project entails a large component of cash-for-work, it worth providing more details about UNDP proposed modality of implementation for similar projects:

Proposed implementation Process

- Implementation mechanism and local partners:

UNDP relies on an area-based approach for the planning and implementation of its activities. The proposed project has been identified as a priority by the local communities and the five target areas were cautiously selected based on prioritization criteria (increased amounts of accumulated garbage in the streets, high level of unemployment among the IDPs and host communities, spread of diseases and deterioration of health and environmental conditions, possibility of access and implementation of the planned project in the 5 neighbourhoods). UNDP deployed a team of two consultants to develop a situation analysis document for Aleppo governorate and define the needed priority interventions in close consultations with local stakeholders. The consultants also identified the 3 partner NGOs: Ahl Al Kheir, For Aleppo and Al Ihsan (all approved by MOFA) for the implementation of the proposed project. This project falls under the emergency employment for basic infrastructure rehabilitation component under the early recovery and livelihoods sector in the SHARP approved by MoFA and MoLA. At this stage, UNDP ensured the active engagement of the local partners in the planning process in preparation for an inclusive and participatory implementation plan.

- Wages:

On the budget allocated for the wages, it is noteworthy that UNDP normally calculates the fees of one working day at a rate of SYP 1,000. However, given the fluctuation in the currency, we have been cautious about the fees calculations and we currently consider the daily fees of the workers at a rate of USD 10. As such, UNDP plans to employ a minimum of 575 workers per month for the sake of garbage collection and removal in addition to the hygiene promotion/health workers and the field supervisors. It should be noted every month a different group of 575 workers could be employed based on specific selection criteria.

As per its Early Recovery and Livelihoods mandate, UNDP will implement under direct implementation modality, a number of cash-for-work, conditional cash transfer and asset replacement schemes. This project is one of the piloted ones for the cash for work initiatives. The following process was identified to offset some operational constraints and ensure UNDP business continuity and delivery of services in a timely and transparent manner:

1. Identifying money transfer companies. A mapping of money transfer companies was undertaken to survey the market for subsequently recruiting, based on a competitive process a money transfer company(ies)that can manage cash on behalf of UNDP in affected areas were identified. The expected tasks include:
 - Managing payments to beneficiaries as per a pre-agreed schedule and certified list of beneficiaries provided by UNDP (and the local committee established for the sake of the

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project).

- Submitting reports to UNDP including the detailed payments with attached supporting documentation (templates are developed to be used in this case).
 - Reimbursement of payments by UNDP including management fees will take place within 4 working days upon receipt of the supporting documentation.
2. Developing a detailed action plan for each activity in the target area or neighbourhood with clear deliverables, number and selection criteria of beneficiaries, and progress indicators (in this case, this project proposal is considered as a first draft of the concept note).
 3. Given the nature of the activities (cash-for-work in this case) payments to workers and beneficiaries will be done in small amounts and according to a frequent schedule (bi-weekly).
 4. Identify a local implementation partner according to UNDP rules and procedures:
 - In Aleppo, there are three local NGOs identified as implementing partners to date. Thus an agreement can be signed with these entities for the implementation of the project. The implementing NGO/ consulting firm will utilise the funds and any supplies and equipment provided by UNDP in strict accordance with the approved agreement. Funds will be advanced by the money transfer company on behalf of UNDP according to an agreed payment schedule. Each instalment will be certified by UNDP and will cover only expenses associated with the implementation of agreed upon activities in the agreement. Any unspent funds will be deducted from the next or subsequent instalment.
 5. Establish a clear governance structure for each activity or target area/ neighbourhood to oversee selection of beneficiaries, implementation, delivery of results, and disbursement of funds. The structure can be based on existing community structures such as village elders group, neighbourhood management committees, etc. However, representation, inclusiveness and political militancy should be carefully assessed before adopting this option. The governance structure should be:
 - Selected based on agreed transparent criteria for selection
 - Involved early on in project cycle
 - Composed of representatives of the community, concerned local authority (as applicable), UNDP field staff (where present), IDPs, and a local NGO(s).
 - Role
 - ✓ Advise on community context, needs and potential drivers of conflict
 - ✓ Appoint and supervise workers and beneficiaries according to pre-agreed criteria
 - ✓ Certify attendance lists and payment rosters
 - ✓ Monitor context and key progress indicators according to a pre-agreed monitoring log.
 6. Establish a clear monitoring mechanism as part of the project (please refer to monitoring-section). Regular reports will be submitted to UNDP CO through field staff or Hub Coordinator.
 7. UNDP can procure directly required equipment, materials and tools from local markets, where possible

Expected Results	Planned Activities	Timeframe (months)						Responsible Party
		M1	M2	M3	M4	M5	M6	

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	<p>1.A quick and updated assessment of the solid waste situation in the 5 target areas: a.Define the most urgent neighbourhoods and areas to be targeted b.Map all relevant actors and stakeholders to engage in the project implementation c.Identification of potential local partner (so far 3 NGOs are already identified) d.Identify tools and equipment needed for this intervention</p>	X	X					<p>UNDP, AL Ihsan, Ahl AL Kheir and Aleppo local NGOs, field coordinator</p>
<p>575 employment opportunities created for solid waste collection and disposal</p>	<p>2.Design and implement the cash for work programme for solid waste collection and disposal a. Identify labour force needed (workers & supervisors) b. Develop a transparent selection criteria c.Identify collection point needed, temporary transfer location and final destination (where possible) c.Liaise with relevant stakeholders and actors to develop a comprehensive targeting approach (for the beneficiaries and target communities) d.Define partners and their role at the local level: implementation, monitoring, cash distribution.... e.Develop the action plan and best modality of implementation f.Procure necessary tools and equipment based on local market surveys (searching for local vendors if possible) g.Implement and monitor the cash distribution and the garbage collection and disposal activities h.Identify possibility for recovery, reuse and, recycling options (where feasible) i. Conduct a workshop to</p>		X	X	X	X	X	

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	capture the lessons learned and share best practices with all concerned parties (national and international partners)							
Hygiene promotion activities implemented to reduce health and environmental risks	<p>3. Design and Implement an information and hygiene promotion campaign in close coordination with UNICEF</p> <p>a. Design the awareness Kit in collaboration with local NGO and UNICEF</p> <p>b. Train the awareness team composed from NGO members and local communities (health workers)</p> <p>c. Implement the awareness campaign</p>		X	X	X	X		UNICEF, local municipalities, local NGOs, SARC

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5. Expected outcomes

SUMMARY OF PROJECT OBJECTIVES

The project will help improve the livelihoods of the affected population, both IDPs and host communities, and alleviate the environmental and health hazards caused by the spread of solid waste in residential areas.

More specifically, the project will provide emergency employment opportunities for at least 550 persons from IDPs and host families through engaging them in solid waste collection, removal and disposal. It will also ensure that necessary equipment and tools are available for the garbage collection and removal activities in addition to the hygiene promotion campaigns including provision of pesticides to be professionally used by the technical municipal – other relevant - departments. Residents of the targeted areas will enjoy better environment free from health and diseases hazards.

PROJECT DESCRIPTION

Overall Objective: To improve the livelihoods of the affected population and strengthen their resilience.

Outcome 1. Improved livelihoods opportunities and reduced environmental and health hazards resulting from solid waste are ensured

Output(s) 1.1.

Emergency Employment opportunities created through solid waste collection and removal

Measurable Indicators

(Expected

1.2.1. 550 jobs created in five neighbourhoods of Aleppo city and east Aleppo for

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<p>results) 1.2.</p>	<p>garbage collection and removal</p> <p>1.2.2 Garbage and solid waste collected and removed in five neighbourhoods for a period of 5 months</p> <p>1.2.3 At least 10 community awareness campaigns on hygiene promotion and solid waste arrangements implemented in the 5 target neighbourhoods</p> <p>1.2.4 Local committee established for the management of the project engaging all stakeholders</p>
<p>Activities 1.3.</p>	<ol style="list-style-type: none"> 1. A quick and updated assessment of the solid waste situation in the 5 target areas: <ol style="list-style-type: none"> a. Define the most urgent neighbourhoods and areas to be targeted b. Map all relevant actors and stakeholders to engage in the project implementation c. Identification of potential local partner (so far 3 NGOs are already identified) d. Identify tools and equipment needed for this intervention 2. Design and implement the cash for work programme for solid waste collection and disposal <ol style="list-style-type: none"> a. Identify labor force needed (workers & supervisors) b. Develop a transparent selection criteria c. Identify collection point needed, temporary transfer location and final destination (where possible) d. Liaise with relevant stakeholders and actors to develop a comprehensive targeting approach (for the beneficiaries and target communities) e. Define partners and their role at the local level: implementation, monitoring, cash distribution.... <ol style="list-style-type: none"> f. Develop the action plan and best modality of implementation g. Procure necessary tools and equipment based on local market surveys (searching for local vendors if possible) h. Implement and monitor the cash distribution and the garbage collection and disposal activities i. Identify possibility for recovery, reuse and, recycling options (where feasible) j. Conduct a workshop to capture lessons learned and share the best practices with concerned parties 3. Design and Implement an information and hygiene promotion campaign in close coordination with UNICEF <ol style="list-style-type: none"> a. Design the awareness Kit in collaboration with local NGO and UNICEF <p>3.2 Train the awareness team composed from NGO members and local communities</p> <p>3.3 Implement the awareness campaign</p>

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6. Anticipated Expenditures

The following expenditures are anticipated.

BUDGET ITEM	USD
Relief items	\$ 675,000
Staff costs	\$15,000
Operating Costs	\$5,000
Transport	\$ 1,800
Logistics (storage)	
Sub-total	\$ 696,800
Programme Support Costs <i>(not to exceed 7% of the actual project expenditure)</i>	\$ 48,776
TOTAL	\$745,576

Budget Narrative

Description	Number of Units	Cost per Unit (USD)	Duration	Time Unit	Amount originally approved by ERF	Remarks on breakdowns	Additional Justifications
(A) Staff (Costs)							
		\$ -			\$ -		
		\$ -			\$ -		
International Early Recovery Specialist	1	\$ -	6	Months	\$ -	To provide strategic guidance, technical support and monitoring	
NGO Liaison Officer	1	\$ -	4	Months	\$ -	To support the selected NGOs in developing their capacities for the implementation of cash for work and solid waste projects	
Reporting and M&E Officer	1	\$ -	4	Months	\$ -	To capture information coming from the field, prepare progress and final reports and support monitoring activities	

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Finance and Operations Officer	1	\$	6	Months	\$	To ensure proper financial disbursements according to UNDP rules and regulations and in accordance with the approved budget by ERF
Field Coordinator	1	\$ 2,500.00	6	Months	\$ 15,000.00	To ensure effective implementation of the project, Organize and coordinate project activities at the field level including cash for work arrangements, selection of beneficiaries, establishing local committee, monitoring works, liaising with partners, submission of substantive and financial reports.
		\$ -			\$ -	
		\$ -			\$ -	
		\$ -			\$ -	
Staff Category Subtotal					\$ 15,000.00	\$ 22,500.00
B. RECURRING ITEMS						
		\$			\$	
1. Pesticides					\$ 120,000.00	
1.1. Deltamethoxam	3000	\$ 4,000	3	Single payment	\$ 12,500.00	Deltamethoxam is used as a fogging material. The unit used here is 15 kg, one payment will be made to the vendor once the full requirement of the needed quantities is finalized (based on corrective fogging process). The pesticides will be sprayed in 5 neighborhoods; 3500 kg is used on monthly basis to cover parts of the 5 neighborhoods (depending on open space or closed areas, modalities of spraying). Each kg of this material costs \$5 (unit cost); 3500kg are needed per month at a cost of \$17,500 (5*3500); Total cost required for 3 month stock is \$52,500 (15,500*3). More spraying might be needed during summer time, however, this will be evaluated in the field, at the time of implementation. UNDP will cover the cost of any additional pesticides needed.

Page 10 of 10

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1.2 Delta methrin	7500	\$ 3,000	3	Single payment	\$ 67,500.00	Beta Methrin (chemical composition used as an anti malaria to ensure pest and insect control from a public health perspective). The unit used here is kg, one payment will be made to the vendor once the full procurement of the needed quantities is finalized based on competitive bidding process.	The pesticides will be sprayed in 5 neighborhoods. 7500 kg is used on monthly basis to cover parts of the 5 neighborhoods (depending on open space or closed areas modalities of spraying). Each kg of this material costs \$3 (unit cost), 7500kg are needed per month at a cost of \$22,500 (3*7500). Total cost required for 3 month stock is 67,500 (22,500*3). More spraying might be needed during summer time, however, this will be evaluated in the field, at the time of implementation. UNDP will cover the cost of any additional pesticides needed.
2. Tools and equipment (shovels, garbage bins, gloves...)					\$ 75,000.00		
2.1 Garbage bins	200	\$ 200.00	1	Single payment	\$ 40,000.00	Garbage bins to be distributed in the five neighborhoods (in shelters, at entrance of groups of building/houses) and in the streets (collection points).	
2.2 Backpack sprayers	50	\$ 50.00	1	Single payment	\$ 2,500.00	50 units are pesticides sprayers with the capacity of 20 liter held on the back of the worker.	
2.3 Gloves	900	\$ 2,000	1	Single payment	\$ 1,800.00	Each garbage collector will have two sets of gloves for hygiene purposes.	
2.4 Masks	22,000	\$ 0.10	1	Single payment	\$ 2,200.00	Each garbage collector will have 10 nasal and masks for each month for a period of 200 months for hygiene purposes.	The number of masks were calculated for a period of four month (80 working days) as follows: 450 garbage collectors * 10 masks * four months (80 working days) = 18,000 masks 50 supervisors * 10 masks * four months (80 working days) = 2,000 masks 25 drivers * 10 masks * four months (80 working days) = 1,000 masks 50 health promoters * 5 masks * four months (40 working days) = 1,000 masks Total: 22,000 masks

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2.6) Sweeps, Sweeps, clear bags	500	\$ 10.00	1	Single payment	\$ 5,000.00	Knocking bags of trash will have workers of (Sweeps, Sweeps, Clearing)	
2.7) Plastic bags	3630	\$ 3.00	1	Single payment	\$ 10,890.00	Knocking plastic bags will be distributed to households and dealers and might be used for street collection activities	
3. Wages for Local Laborers	575				\$ 480,000.00		
3.1 Wages for garbage collectors	450	\$ 1000	30	Days	\$ 450,000.00	These workers will be responsible for garbage collection & spraying pesticides using the equipment provided.	
3.2 Wages for supervisors	50	\$ 1,000	30	Days	\$ 50,000.00	Each supervisor is responsible for the monitoring and observation of garbage collectors, quality assurance of their performance and conducting training in terms of attendance, cost of garbage collected in order to monitor the garbage workday.	
3.3 Wages for Drivers	75	\$ 15.00	30	Days	\$ 3,375.00	The City requests the cost for transportation services including fuel expenses, noting that the drivers will be responsible for getting the garbage in addition to the delivery of the pesticides materials to the different locations.	This amount represents wages and fuel costs.
3.4 Insecticide workers	50	\$ 15.00	30	Days	\$ 2,250.00	These workers will be the hygiene monitors and will provide awareness campaigns on health, environmental safety, and the health risks of using the various types of waste in a healthy and sound manner. Once well trained by the City, they can execute their duties to other municipalities.	
		\$			\$		
		\$			\$		
Relief Items Category Subtotal					\$ 675,000.00		
C. OPERATING COST							
Rent - E.g.		\$			\$		
Utilities		\$			\$		

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Office supplies	1	\$ 1,000.00	1	Single payment	\$ 1,000.00	This includes general supplies such as stationary, IT supplies, etc..	
Travel on official business	1	\$ 200.00	20	Days	\$ 4,000.00	This includes daily travel cost for the UNDP staff and monitoring officers from/to the site locations (within Aleppo, between Damascus and Aleppo)	
Transport	1	\$ 300.00	6	Months	\$ 1,800.00	Transportation costs for the garbage collectors, supervisors, health workers from/to the different locations	The 80 actual garbage collection and disposal working days are spread over 4 months while the total project duration is for 6 months including the planning and the monitoring and transitional phase. This includes site exploration visits for the supervisors to define the exact collection points, temporary transfer location and final destination (where possible) in the first month and follow up site reviews after the completion of the work for supervisors and health promoters for proper project documentations and success stories in addition to the evaluation of the need of an extension of the period of the project (depending on the situation). It should be noted that travel to some of the opposition held areas costs much more than travel to other places; and this is constantly increasing. UNDP will cover this cost, if deficit occurs.
Storage		\$ -			\$ -		
Vehicle rental		\$ -			\$ -		
Other (to specify)		\$ -			\$ -		
		\$ -			\$ -		
		\$ -			\$ -		
Operating Cost Category Subtotal					\$ 6,800.00		
SUBTOTAL DIRECT COSTS					\$ 696,800.00		
D. ADMINISTRATIVE COST (Max. 7% of Total Costs)					\$ 48,776.00		
GRAND TOTAL					\$ 745,576.00		

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7. UNDP will ensure that the Grant shall not be used for purposes other than those described herein.

B. REPORTING

Substantive Reporting

1. Within three (3) months after the Grant has been fully expended or the Project has been completed, whichever is first to occur, UNDP shall provide a final substantive report detailing achievements, constraints, and impact with regard to the utilization of the Grant for the Project. This final substantive report shall be provided by **14 May 2014**. The final substantive report should reflect the utilization of the Grant in the context of the overall contributions to the project.

2. In addition to the formal reporting requirements set out above, UNDP may be requested to provide OCHA with information on an informal basis.

Financial Reporting

3. Once the Grant has been received into the UNDP account, UNDP shall provide OCHA with Interim Financial Statements listing amounts received and expended from the Grant utilizing the standard "Financial Statement on Income and Expenditures for Funds Allocated from the Trust Fund for Disaster Relief" (form attached). The Interim Financial Statement reflecting expenditures from the inception of the project to **30 November 2013** shall be due by **31 December 2013**. This Interim Financial Statement shall be signed by the UNDP Representative. A second Interim Financial Statement reflecting expenditures from the inception of the project to **14 February 2014** shall be due by **14 April 2014**. This second Interim Financial Statement shall be signed by the UNDP Representative.

4. Upon completion of the project, UNDP shall provide OCHA with a "Final Financial Statement on Income and Expenditures for Funds Allocated from the Trust Fund for Disaster Relief." This final financial report reflecting expenditures between the inception of the project and the completion of the project shall be due six months after the closing date of UNDP's financial period in which the project is completed, in any case not later than **30 June 2015**, and shall be certified by the UNDP Resident Representative.

5. UNDP will account for any interest income earned or accrued on grant funds in accordance with its own financial regulations and rules.

6. All financial reports shall be provided in the following categories:

- a. Amount Received
- b. Interest Earned or Accrued
- c. Staff and other personnel costs
- d. Travel
- e. Contractual services
- f. Operational expenses
- g. Acquisitions
- h. Fellowships, grants and other
- i. SUB-TOTAL EXPENDITURES
- j. Programme Support Costs
- k. TOTAL EXPENDITURES

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C. PAYMENT INSTRUCTIONS

The Grant will be disbursed by OCHA, within one month after the signature of the Agreement, to the following UNDP Syria account:

Account Details:

Beneficiary: UNDP Contributions Account
Bank: J P Morgan Chase Bank, N.A
277 Park Avenue, 23rd Floor, New York,
NY10172 U.S.A

Account: 051002284

Bank ID 021000021

Swift: CHASUS33XXX
Currency: US Dollars

D. CORRESPONDENCE

All correspondence regarding the implementation of this Agreement, other than this signed Basic Agreement Document, shall be addressed to:

United Nations Office for the Coordination
of Humanitarian Affairs

UNDP

Youssef Abdel-Jelil
RC.a.i DO. A.i

Alissar Chakar
UNDP Resident Representative a.i

OCHA
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UNDP Syria
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E. AMENDMENTS

1. The present Agreement or its Annex(es) may be modified or amended only by written agreement between the Parties.

F. TERMINATION

1. This Agreement, may, at any time, be terminated by either party by written notice to the other, if, in its opinion, an event beyond its reasonable control occurs which makes it impossible to carry out its obligations under this Agreement. Termination shall be effective thirty days after receipt of the above notice.

2. The obligations assumed by the parties under this Agreement shall survive the termination of the Agreement to the extent necessary to permit the orderly conclusion of activities, the withdrawal of personnel, funds and property, the settlement of accounts between the parties hereto and the settlement of contractual liabilities that are required in respect of personnel, contractors, consultants or suppliers.

3. At the termination of the Project, any unexpended or uncommitted part of the Grant will be returned to OCHA, unless otherwise agreed in writing by the parties.

G. AGREEMENT BY UNDP

UNDP certifies that the statement herein under the heading "Nature of Activities" is an accurate description of the Project and that agreement and acceptance of this Basic Agreement Document is indicated by the duly authorized signature below.

Signed:
On behalf of UNDP:

Signature:

Name: **Alissar Chaker**

RH
MT Title: UNDP Representative a.i./Deputy Country Director
Syria

Place: Damascus

Date: *9/9/13*

H. CERTIFICATION BY THE UN

It is hereby certified that the activities described in this document are consistent with OCHA Policy and the Objectives of the Trust Fund for Disaster Relief and that agreement and acceptance of this Basic Agreement Document is indicated by the duly authorized signature below.

Cleared by:

Signature: *Griffin Saint Hilaire*

Name: Griffin Saint Hilaire

Title: Chief a.i, Finance Section/Administrative Services Branch - Geneva

Place: Geneva

Date: *07.08.2013*

For UN:

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Signature: *Mr Youssouf Abdel-Jelil*

Name: Mr Youssouf. Abdel -Jelil

Title RC.a.i DO a.i

Place: Syria, Damascus

Date: *9/9/2013*

Financial Statement on Income and Expenditures

for Funds Allocated from the Trust Fund for Disaster Relief
(sub-account for the Syria- Emergency Response Fund)
ERF DMA -0115-103
for the period from 1 August 2013 to 31 January 2014
(United States Dollars)

I. OPERATING FUND

Balance available 1 January 201_	
<u>Add:</u> Remittances from United Nations	
Interest income	
Miscellaneous income (specify)	
Subtotal	
<u>Less:</u> Expenditures a/	
Staff and other personnel costs	
Travel on official business	
Contractual services	
Operating expenses	
Acquisitions	
Fellowships, grants, other	
Subtotal	
Programme support costs	
Total expenditure b/	
Balance available 31 December 201_	

II. STATEMENT OF UNSPENT ALLOCATIONS a/

Unspent allocations 1 January 201_	
<u>Add:</u> Net allocations 1 January 201_	
Subtotal	
<u>Less:</u> Expenditure in 201_	
Unspent allocations 31 December 201_	

a/ See attached supporting schedule giving breakdown of unspent allocations and expenditures by project and object of expenditure.

b/ Includes unliquidated obligations of \$ _____.

This is to certify that the above statement on income and expenditures is correct and that the expenditures were incurred in connection with the approved projects for which funds have been received.

(Signature)

(Name and Title)

(Date)

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