

UN AGENCY TO UN AGENCY CONTRIBUTION AGREEMENT

A. SUMMARY OF ACTIVITIES

Title:	Strengthening and Disseminating Strategic Urban Planning Initiatives in Tunisia, in Particular in Inland Cities (the “Activities”)
Reference:	CA/CP/788/02
Start/End Dates:	Activities start date: date of receipt of funds Activities end date: 18 months from the receipt of the funds
Location:	Tunisia
Contribution Amount:	US\$ 849,768 (the “Contribution”)
Contributing Agency:	United Nations Office of Project Services (“UNOPS”)
Recipient Agency:	United Nations Development Programme (“UNDP”)
Nature of Activities:	Technical Assistance and Capacity Building
Purpose	As part of the Cities Alliance Tunisia Country Programme, the objective of the Activities is to contribute to integrated urban development and local governance in Tunisia (Annex A)
Annexes:	Annex A: Objectives, Activities and Outputs Annex B: Budget Annex C: Reporting Templates
Expected outcome:	See Annex A

The Recipient Agency will be fully responsible for administering the Contribution in accordance with its financial regulations, rules, policies and procedures, and administrative instructions, and carrying out the Activities efficiently and effectively.

B. BUDGET

The total budget for the Activities is US\$ 849,768 (eight hundred forty-nine thousands seven hundred and sixty-eight United States dollars), as more fully described below and in Annex B.

Summary of budget	Total (US\$)
Total programmable amount, including direct costs	764,822
Indirect support costs	84,946
Grand total	849,768

The Contributing Agency will not be responsible for any financial commitment or expenditure made by the Recipient Agency that exceeds the budget for the Activities. The Recipient Agency will promptly advise the Contributing Agency any time when the Recipient Agency is aware that the budget to carry out these Activities is insufficient to fully implement the Activities in the manner set out in the present Agreement, including its Annex(es). The Contributing Agency will have no obligation to provide the Recipient Agency with any funds or to make any reimbursement for expenses incurred in excess of the total budget as set forth herein.

C. COSTS RECOVERY

The Recipient Agency's support costs, determined in accordance with its cost recovery policy, will be paid from the Contribution, in accordance with the budget.

D. REPORTING

Narrative reporting:

The Recipient Agency will provide the Contributing Agency with a narrative report on the progress of the Activities on a regular basis, as set out below.

- (i) A Progress (Narrative) Report for the period ending on 30 June and 31 December in accordance with Annex C1 within thirty (30) calendar days after the specified dates. The first report to be submitted for the period ending on 31 December 2016; and
- (ii) A Completion Report at the close of the project in accordance with Annex C2 within thirty (30) calendar days after the close of the project.

Financial Reporting:

The Recipient Agency will provide the Contributing Agency with the following financial reports, prepared in accordance with the Recipient Agency's financial regulations, rules, policies, procedures, and administrative instructions:

- (i) An Interim Financial Report for the period ending 30 June and 31 December in accordance with Annex C3 within thirty (30) calendar days after the specified dates. The first report to be submitted for the period ending on 31 December 2016; and
- (ii) A Final Financial Report in accordance with Annex C3 within thirty (30) calendar days after the close of the project.

E. CONTRIBUTIONS

The total amounts paid by the Contributing Agency shall match the total budget amount. For Activities less than one year in duration the Contribution will be paid to the Recipient Agency prior to the commencement of Activities. For multi-year Activities the Contribution will be paid in instalments according to the following schedule.

Schedule of payment:

- (i) Upon countersignature of the Agreement by both parties, US\$ 250,000 (two hundred and fifty thousand United States dollars);
- (ii) On or after 1 February 2017, US\$ 350,000 (three hundred and fifty thousand United States dollars) upon receipt and approval of a Progress (Narrative) Report and Interim Financial Report for the period ending on 31 December 2016 and evidence that at least 80% of previous advances have been spent;
- (iii) On or after 1 August 2017, US\$ 249,768 (two hundred forty-nine thousand seven hundred sixty-eight United States dollars).

The Contributing Agency acknowledges that the Recipient Agency will not pre-finance Activities. If the Contribution, or any part of it, is not received in a timely manner, the Activities may be reduced or suspended by the Recipient Agency with immediate effect.

The Contribution will be paid into the following account:

Account Details: #36349562, SWIFT# CITIUS33, ABA/ACH Routing #: 021000089
Currency: US Dollars
Bank Address: Citibank, N.A.
111 Wall Street, New York, NY 10043 USA

When making such transfers the Contributing Agency will notify the Recipient Agency, UNDP (for the attention, El Kebir Mdarhri Alaoui, Resident representative a.i.), by fax (+216 71 900 668) or by e-mail (elkebir.alaoui@undp.org and leonor.lopez.vega@undp.org) of the following: (a) the amount transferred; (b) the value date of the transfer; (c) that the transfer is from the Contributing Agency pursuant to this Agreement.

F. INTELLECTUAL PROPERTY RIGHTS

All Intellectual Property Rights related to the Activities will belong to the Recipient Agency. The Contributing Agency and, if applicable, the relevant programme or Government will enjoy a perpetual, royalty-free, non-exclusive and non-transferable license.

G. CORRESPONDENCE

All correspondence regarding the implementation of this Agreement will be addressed to:

UNOPS
Address: William Cobbett, Director, Cities Alliance
Rue Royale 94 (3rd floor)
1000 Brussels, Belgium
Email: WilliamCO@unops.org
Cc: Serge Allou, sallou@citiesalliance.org

UNDP Tunisia

Address: El Kebir Mdarhri Alaoui, Resident representative a.i.
UNDP Tunisia
41 bis, Avenue Louis Braille Cité El Khadra
1003 Tunis, Tunisia
Email: elkebir.alaoui@undp.org
Cc: Leonor Lopez Vega, leonor.lopez.vega@undp.org

H. AMENDMENTS

The present Agreement, including its Annexes, may be modified or amended only by written agreement between the two Agencies.

I. COMPLETION OF THE ACTIVITIES

The Recipient Agency will notify the Contributing Agency when all Activities have been completed.

The Recipient Agency will continue to hold any part of the Contribution that is unutilized at completion of the Activities until all commitments and liabilities incurred in the carrying out of the Activities have been satisfied and all arrangements associated with the Activities have been brought to an orderly conclusion.

J. TERMINATION OF THIS AGREEMENT

This Agreement will terminate upon satisfaction of all commitments and liabilities incurred in carrying out the Activities and the orderly conclusion of all arrangements associated with the Activities.

This Agreement may be terminated by either Agency at any time by written notice to the other. Termination will be effective thirty (30) days after receipt of the notice. In the event of termination under this paragraph, the two Agencies will cooperate to ensure completion of the Activities, satisfaction of all commitments and liabilities, and the orderly conclusion of all arrangements associated with the Activities.

K. REFUNDS OF UNSPENT BALANCES

Upon termination of this Agreement and following the submission of the final financial report, any unspent balance of the Contribution (where the unspent funds exceed US\$1,000) will be returned to the Contributing Agency, unless otherwise agreed in writing by the two Agencies.

L. SETTLEMENT OF DISPUTES

The two Agencies will use their best efforts to promptly settle through direct negotiations any dispute, controversy or claim arising out of or in connection with this Agreement or any breach thereof. Any such dispute, controversy or claim which is not settled within sixty (60) days from the date either party has notified the other party of the nature of the dispute, controversy or claim and of the measures which should be taken to rectify it, will be resolved through consultation between the Executive Heads of each of the Agencies.

M. ENTRY INTO FORCE AND VALIDITY

This Agreement will enter into force upon its signature by the authorized representatives of the Parties and remain in force until terminated in accordance with Section J above.

IN WITNESS WHEREOF, the undersigned, being duly authorized thereto, have signed the present Agreement in duplicate.

Signed: W. Cobbett Date: 27.10.2016
Mr. William Cobbett, Director, Cities Alliance
On behalf of the **United Nations Office of Project Services**

Signed: El Kebir Mdarhri Alaoui Date: 07.11.2016
Mr. El Kebir Mdarhri Alaoui, Resident representative a.i., UNDP Tunisia
On behalf of the **United Nations Development Programme**



PROJECT SUMMARY: OBJECTIVES, ACTIVITIES AND OUTPUTS

A. OBJECTIVES

In the context of the Tunisia Country Programme, the objective of the project is to produce City Development Strategies in eight cities (Béja, Gabès, Jendouba, Kairouan, Medenine, Monastir, Sidi Bouzid and Tataouine) and raise awareness around these experiences with the aim of informing public debate and scaling-up participatory strategic planning on the national level.

B. ACTIVITIES AND OUTPUTS

The table below gives an overview of the activities and related outputs of the project

Activities	Outputs
Component 1. Strategic Urban Planning: The local authorities of 8 Tunisian cities have elaborated and prepared for implementation of participatory and inclusive City Development Strategies (CDSs).	
Activity 1.1: Elaboration of a methodological strategic city planning approach that is compatible and consistent with the MAfL/CPsCL's methodology for preparing Local Development Plans/municipal MIPs and successful experiments in Tunisia and elsewhere.	Output 1: 8 City Development Strategies (CDSs) will be drawn up in a participatory and inclusive manner.
Activity 1.2: Setting up of municipal teams.	
Activity 1.3: Establishment of participatory planning and monitoring mechanisms.	
Activity 1.4: Strategic planning meetings and workshops, for the production of the diagnostic, strategic framework, action plan and monitoring mechanisms.	
Component 2. Training and Networking: The Tunisian local authorities' and experts' strategic urban planning capacities are strengthened and a dynamic of shared learning through experience exchange among cities is fostered.	
Activity 2.1: Definition of the training content in light of the methodology chosen and in coordination with CFAD and CPsCL.	Output 2.1: A core group of local authorities and national trainers expert in strategic urban planning is strengthened.
Activity 2.2: Training of trainers.	
Activity 2.3: Training of municipal teams.	Output 2.2: A network of cities for experience exchange in the area of strategic urban planning is created.
Activity 2.4: Regular learning through experience exchange meetings among the 8 cities.	
Activity 2.5: Final exchange workshop for Tunisian cities and other cities in the Mediterranean, notably Moroccan cities.	
Activity 2.6: Final project closing workshop.	
Component 3. Learning, Dissemination and Scaling Up: The national and regional authorities, notably the FNVT, are supported in their thinking on strategic planning, and support is provided to the local authorities to capitalise and disseminate strategic planning approaches.	
Activity 3.1: Knowledge products produced and disseminated.	Output 3.1: The project's results knowledge products will be disseminated and made available to the FNVT and national and regional authorities to inform reflections destined to prepare future action around key subjects for the success of the decentralisation policy and the promotion of cities' role in development.
Activity 3.2: Awareness raising among national stakeholders on the CDSs.	
Activity 3.3: Raising regional stakeholders' awareness regarding the CDSs (support for coordination, consultation and alignment mechanisms) and their participation in the local CDS arrangements (local steering committees and working groups, meetings and workshops).	



ANNEX B

BUDGET

The Recipient agrees to spend the Contributions according to the following budget; provided that up to 10% of the total amount may be reallocated among activities listed below without requiring an amendment to the Contribution Agreement; and provided further that UNOPS shall be notified of such reallocation in writing.

Strengthening and Disseminating Strategic Urban Planning Initiatives in Tunisia, in Particular in Inland Cities							
Agreed Components/Activities	Total CA approved Project Budget	Expense Categories (US\$)					Others / Fixed Assets & Civil Works
		Staff Costs (Salaries/Travel)	Consulting Services (Fees/Travel)	Training/Workshop/Seminars	Dissem. cost		
<i>Component 1: Strategic Urban Planning</i>							
Activity 1.1 Elaboration of a methodological strategic city planning approach	21,450	15,600	5,850	-	-	-	-
Activity 1.2 Setting up of municipal teams	5,980	5,980	-	-	-	-	-
Activity 1.3 Establishment of participatory planning and monitoring mechanisms	2,380	2,380	-	-	-	-	-
Activity 1.4 Strategic planning meetings and workshops	402,641	251,471	7,200	124,200	-	19,770	-
<i>Component 2: Training and Networking</i>							
Activity 2.1 Definition of the training content	6,550	4,600	1,950	-	-	-	-
Activity 2.2 Training of trainers	-	-	-	-	-	-	-
Activity 2.3 Training of municipal teams	57,620	6,560	27,660	23,400	-	-	-
Activity 2.4 Regular Learning through experience exchange meetings among the 8 cities	15,372	6,980	-	8,392	-	-	-
Activity 2.5 Final Exchange workshop for Tunisian cities and other cities in the Mediterranean	12,124	2,380	-	9,744	-	-	-
Activity 2.6 Final project closing workshop	12,460	-	-	12,460	-	-	-
<i>Component 3: Learning, Dissemination and Scaling Up</i>							
Activity 3.1 Knowledge products produced and disseminated	201,000	110,000	18,000	-	73,000	-	-
Activity 3.2 Awareness raising among national stakeholders on the CDSs	10,260	9,200	-	1,060	-	-	-
Activity 3.3 Awareness raising among regional stakeholders on the CDSs	16,984	4,600	-	12,384	-	-	-
Approved Budget for Direct Project Activities (a)	764,822	419,752	60,660	191,640	73,000	19,770	
Project Admin & Supervision	Audit	22,000	-	-	-	-	22,000
	Project Administration & Supervision	62,946	-	-	-	-	62,946
	Approved Budget for Project Admin & Supervision (b)	84,946	0	0	0	0	84,946
TOTAL CA APPROVED BUDGET (a+b)		849,768	419,752	60,660	191,640	73,000	104,716
Co-Financing (Recipient & Partners)		496,000					
TOTAL PROJECT COSTS		1,345,768					

GRANT PROGRESS REPORT

Please use this form to report on the implementation of the planned activities and outputs of the project and any risks and issues emerging. The Progress Report is used by the Secretariat for monitoring the progress of Grant and its compliance with terms of the grant agreement and the conditionality of the disbursements.

1. Grant data

1.1 Name of Activity:

1.2 Project No.:

1.3 Grant amount:

1.4 Project Manager:

1.5 Organisation:

1.6 Reporting period:

1.7 Expected completion date of grant:

1.8 Total received (as of date):

1.9 Total paid (as of date):

2. Grant Progresses, Lessons and Changes

2.1 Progress made during reporting period: (Include reporting on all (i) activities and (ii) outputs specified in the grant agreement) (please include attachments for deliverables)

2.2 Problems encountered/causes for delays/remedies during the reporting period: (Please explain each output that is behind schedule or under target) (Please describe and justify any adjustments to activities and outputs made to get back on track)



2.3 Any risks (in terms of the external context, procurement and financial arrangements, ethics, negative social and environmental impacts etc.) which have emerged during the reporting period:

2.4 Please describe what ongoing measures are in place to ensure sustainability of project results

2.5 Key lessons learned during the reporting period (with regard to project management and design, participation, partnership, scaling-up, institutionalisation, sustainability, etc.):

2.6 Assessment of expected results/impact in relation to CA Result Framework: (include explanation of how the reported activities and outputs are contributing to the following key results areas of the Cities Alliance – where not applicable specify N/A) (please, where possible, provide also figures e.g. X no. of people trained)

Knowledge products and policy dialogues delivered to targeted audiences

National policy frameworks developed and/or enhanced to address urban development needs

Local pro-poor and climate-resilient strategies and plans developed, and resources mobilized

Mechanisms to engage citizens in city/urban governance developed

Capacities of cities in governance and management strengthened

2.7 Please describe progresses on your project's monitoring and evaluation activities: (this should include M&E workshops, baselines studies, mid-term evaluations and achievement of milestones on key crosscutting indicators concerning gender equality and resilience)



2.8 Description of outputs attached (if any) (please add rows if needed):

[Output 1 Title]	[Description/Assessment]
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3. Budget and Governance

3.1 Please describe how the project delivery status, if the expenditures are on-track, any relevant budget variations across the period (in excess of 5%), budget reforecasting etc. Please describe also any challenges/opportunities with the project co-funding.

3.2 Please describe any changes to the governance and management arrangements of the project including implementing partners, stakeholders and other donors.

4. Future Planning

4.1 Provide an updated work plan for the next 6 months (anticipated progress, problems or issues)

4.2 Describe any linkages to investments and other funding (identification of specific investment links and founding sources and amounts):

4.3. Other relevant information:

5. Feedback and Signature

5.1 Please highlight what worked well and what could be improved in the support from the Secretariat:

5.2. Project Manager Signature:

[Name and Title]

[Signature]

[Date]



GRANT COMPLETION REPORT

Please use this form to report on the completion of the planned activities and outputs of the project as well as to assess the overall quality and performance of the project, emerging early impacts and key lessons. The Completion Report is used by the Secretariat for an overall assessment of the Grant and its compliance with terms of the grant agreement.

1. Grant data

1.1 Name of Activity:

1.2 Project No.:

1.3 Grant amount:

1.4 Project Manager:

1.5 Organisation:

1.6 Reporting period:

1.7 Completion date of grant:

1.8 Total received (as of date):

1.9 Total spent (as of date):

1.9 Any unpaid (as of date):

2. Grant Objectives and Outputs

2.1 Grant Summary: (Please provide an overall background of the issues being addressed, summary of activities and outputs and major achievements during the implementation period)

2.2 Have the developmental objectives of the grant been met? (please provide an overall assessment of the grant and the extent to which it achieved its original objectives)

2.3 Achievement of outputs/deliverables: *(please describe, discuss and assess ALL the outputs and the extent to which they have been completed for each of the grant activities. Where relevant, please assess the quality and the dissemination of the outputs) (please include attachments in final copy for all outputs/deliverables produced as stated in the Grant Agreement)*

2.4 Were activities and outputs implemented in accordance with plans? *(for each output and activity indicate and explain differences/variations, the nature of the revisions/adjustments made and their justification)*

2.5 Assessment of results in relation to the CA Result Framework: *(include explanation of how the completed activities and outputs contributed to the following key results areas of the Cities Alliance – where not applicable specify N/A) (please, where possible, provide also figures e.g. X no. of people trained)*

Knowledge products and policy dialogues delivered to targeted audiences

National policy frameworks developed and/or enhanced to address urban development needs

Local pro-poor and climate-resilient strategies and plans developed, and resources mobilized

Mechanisms to engage citizens in city/urban governance developed

Capacities of cities in governance and management strengthened

2.6 Please provide a description and analysis of relevant data, studies, evaluations and performance against targets as captured by the M&E project activities *(this should include specific references to disaggregated data on vulnerable groups and monitoring results for key crosscutting indicators concerning gender equality and resilience)*

2.7 Key lessons learned during the project and best practices *(please list and describe the most significant positive and negative lessons learned with regard to project management and design, participation, partnership, scaling-up, institutionalisation, sustainability, promotion of gender equality, etc.):*



3. Impact and Sustainability

3.1 Describe how likely and for how long the outcomes of the project will be sustained after the completion of the grant:

3.2 Provide information on funds and investment mobilized:

3.3 If any, please provide information on any other relevant impact (also unintended and/or negative) that could have not been achieved in the absence of this grant financing

3.4 Follow up activities and recommendations:

4. Feedback and Signature

4.1 Self-assessment of project management effectiveness (*explain what has worked and what did not and why*)

4.2 Please highlight what worked well and what could be improved in the support from the Secretariat:

4.3 Project Manager Signature:

[Name and Title]	[Signature]	[Date]
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TO BE COMPLETED BY THE CA SECRETARIAT

1. Overall assessment of the grant:

2. identified risks, issues and recommendations:

3. Outputs quality: (please assess the quality of each of the outputs produced)

4. Effectiveness Ratings

4.1 Project Success

- Very Unsatisfactory
- Unsatisfactory
- Neither Sat. nor Unsat.
- Satisfactory
- Very Satisfactory

4.2 Secretariat Supervision

- Very Unsatisfactory
- Unsatisfactory
- Neither Sat. nor Unsat.
- Satisfactory
- Very Satisfactory

4.3 Grantee Performance

- Very Unsatisfactory
- Unsatisfactory
- Neither Sat. nor Unsat.
- Satisfactory
- Very Satisfactory

5. Other comments:

6. Clearances:

Approval of Completion
Report

Approval of final installment
(if applicable)

Date

Cities Alliance
Cities Without Slums

Financial Report

Grant funds		Total for the Semester (USD)		Exchange Rate applied			
Opening Balance	0	6=(1+2+3+4+5)					
Funds Received from the Cities Alliance	0						
Interest earned on Cities Alliance funding	0						
Total Grant Funds Available for this Period	0						
Expenditures							
Agreed Activities	Total CA approved Project Budget	Staff Costs (Salaries & Travel)	Consulting Services	Training/ Workshop/ Seminars	Dissemination cost	Others	Cumulative Expend up to the reporting period (USD)
Activity 1		1	2	3	4	5	
Activity 2							
Activity 3							
Activity 4							
Activity x							
CA Approved Budget & Expenditures for - Direct Project Activities							
Audit Cost							
Grant Supervision and Administration							
CA Approved Budget & Expenditures for Grant Supervisions & Administration							
Cities Alliance TOTAL Approved Project Budget & Expenditures							
Closing Balance / Funds Carried Forward							
Prepared** by (name)		Authorized Signatory Signature (Project Manager)					