



British Embassy
Kyiv

Letter of Agreement

18 December 2018

Dear Sir,

I am pleased to inform you that the British Embassy in Ukraine (hereinafter referred to as the "Donor") has decided to make a contribution of 50,000 GBP [fifty thousand GBP] (hereinafter referred to as the "Grant") to the United Nations Development Programme (hereinafter referred to as "UNDP"), a subsidiary organ of the United Nations, an international organization established by treaty, represented by its Resident Representative, with the office in Ukraine, for the Project "OCHA CMCoord Trainings to enhance the understanding of concepts, principles and tasks of Civil-Military Coordination" to be fully implemented by UN OCHA (details attached).

The contribution shall be deposited to the following Bank and account:

Account Name: UNDP Contributions (GBP) Account
Bank Name: BANK OF AMERICA - LONDON
Account number: 600862722030
Address: 5 Canada Square, London E14 5AQ, UNITED KINGDOM
IBAN/ABA: GB37BOFA16505062722030
SWIFT Code: BOFAGB22

The Donor will inform UNDP when the contribution is paid via an e-mail message with remittance information to contributions@undp.org and finance.ua@undp.org.

UNDP shall receive and administer the contribution in accordance with UNDP's Financial Regulations and Rules, policies and procedures, and on the following terms and conditions:

(1) The Contribution shall be paid in accordance with the following schedule:

- 1st instalment in the amount of £45,000 (forty five thousand pounds) is due in 2018 within 5 working days following signing of this letter
- 2nd instalment in the amount of £5,000 (five thousand pounds) is due in mid April 2019 upon receipt and approval of the 1st portion of narrative and financial reporting for January – March 2019.

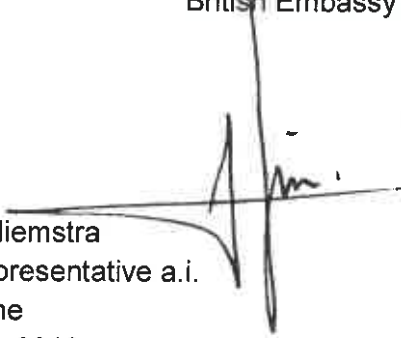
This letter and your acceptance of this contribution on the terms set forth herein shall constitute an agreement between the British Embassy in Ukraine and UNDP on the subject matter hereof.

Sincerely yours,



Rachel Williams
Regional Conflict Adviser
British Embassy Kyiv

Acceptance:



Janthomas Hiemstra
Resident Representative a.i.
UNDP Ukraine
__ December 2018

Annex B - Activity Based Budget

Project Title: OCHA CMCoord Trainings Ukraine
 Beneficiary: UNDP Ukraine on behalf of OCHA Ukraine
 Project duration: 1 January - 31 March 2019
 Total budget: 49,998.60
 Project currency: GBP
 Payment conditions requested: Prepayment

Activity Number	Activity	Details	Unit	Unit cost GBP	Number of units	Total	January	February	March	Total
1. Training preparation process										
1.1	Develop training programme	2 experts/consultants	labour hour	40	24	960	960			960
1.2	Develop training materials	2 consultants	labour hour	40	36	1440	960	480		1,440
1.3	Production of training materials	booklets/workbooks/informational materials/USB flash drives	item	6	480	2880	2880			2,880
	Total training preparation costs									5,280
2. Training process										
2.1 Kramatorsk (venue in Svyatohirsk)										
2.1.1	External expert fee	1 expert per the training	labour hour	70	10	700	700	700		1,400
2.1.2	Local expert/facilitator fee	2 experts per the training	labour hour	40	15	600	600	600		1,200
2.1.3	Interpreter	2 interpreters	labour hour	20	20	400	400	400		800
2.1.4	Hotel for participants	25 participants	per night	25	25	625	625	625		1,250
2.1.5	Transportation	From Kramatorsk to Svyatohirsk and back (rented bus)	one way trip	70	2	140	140	140		280
2.1.6	Catering	4 coffee breaks, 2 lunches, 1 dinner, water	per person	35	30	1050	1050	1050		2,100
2.1.7	Training venue rent	Hotel Complex with conference and dining facilities (residential training)	per training	150	2	300	300	300		600
2.1.8	External experts travel & DSA expenses (GVA-KYIV-Kram-KYIV-GVA)	1 expert per the training	per training	1400	1	1400	1400	1400		2,800
2.1.9	Local experts/facilitators travel & DSA expenses	2 experts per the training	per training	200	2	400	400	400		800
2.1.10	Miscellaneous expenses	Communication, presentation equipment, postal, stationery	per training	400	1	400	400	400		800
	Total training costs for Kramatorsk									12,030
2.2 Sieverodonetsk (with optional venue in Svyatohirsk)										
2.2.1	External expert fee	1 expert per the training	labour hour	70	10	700	700		700	1,400
2.2.2	Local expert/facilitator fee	2 experts per the training	labour hour	40	15	600	600		600	1,200
2.2.3	Interpreter	2 interpreters	labour hour	20	20	400	400		400	800
2.2.4	Hotel for participants	25 participants	per night	25	25	625	625		625	1,250
2.2.5	Catering	4 coffee breaks, 2 lunches, 1 dinner, water	per person	34	30	1020	1020		1020	2,040
2.2.6	Training venue rent	Hotel Complex with conference and dining facilities (residential training)	per training	150	2	300	300		300	600
2.2.7	External experts travel & DSA expenses (GVA-KYIV-SVD-KYIV-GVA)	1 expert per the training	per training	1400	1	1400	1400		1400	2,800
2.2.8	Local experts/facilitators travel & DSA expenses	2 experts per the training	per training	250	2	500	500		500	1,000
2.2.9	Miscellaneous expenses	Communication, postal, presentation equipment, stationery, transportation	per training	600	1	600	600		600	1,200
	Total training costs for Sieverodonetsk									12,290
2.3 Mariupol										
2.3.1	External expert fee	1 expert per the training	labour hour	70	10	700		700		700
2.3.2	Local expert/facilitator fee	2 experts per the training	labour hour	40	15	600		600		600
2.3.3	Interpreter	2 interpreters	labour hour	20	20	400		400		400
2.3.4	Hotel for participants	25 participants	per night	25	25	625		625		625
2.3.5	Catering	4 coffee breaks, 2 lunches, 1 dinner, water	per person	35	30	1050		1050		1,050
2.3.6	Training venue rent	Hotel Complex with conference and dining facilities (semi-residential training)	per training	300	1	300		300		300
2.3.7	External experts travel & DSA expenses (GVA-KYIV-Mariupol-KYIV-GVA)	1 expert per the training	per training	1400	1	1400		1,400		1,400
2.3.8	Local experts/facilitators travel & DSA expenses	2 experts per the training	per training	300	2	600		600		600
	Miscellaneous expenses	Communication, postal, presentation equipment, stationery, transportation	per training	400	1	400		400		400
	Total training costs for Mariupol									6,075
2.4 Kyiv										
2.4.1	External expert fee	1 expert per the training	labour hour	70	12	840			840	840
2.4.2	Local expert/facilitator fee	2 experts per the training	labour hour	40	16	640			640	640
2.4.3	Interpreter	2 interpreters	labour hour	30	20	600			600	600
2.4.4	Catering	4 coffee breaks, 2 lunches, 1 dinner, water	per person	62	30	1860			1,860	1,860
2.4.5	Training venue rent	Combined conference and dining facilities optionally in hotel (non-residential training)	per training	800	1	800			800	800
2.4.6	External experts travel & DSA expenses (GVA-KYIV-GVA)	1 expert per the training	per training	2200	1	2200			2,200	2,200
2.4.7	Local experts/facilitators travel & DSA expenses	2 experts per the training	per training	600	2	1200			1,200	1,200
2.4.8	Miscellaneous expenses	Communication, postal, stationery, transportation	per training	400	1	400			400	400
	Total training costs for Kyiv									8,540
3. Project administration										
3.1	Miscellaneous expenses/contingency costs	(additional transportation, immediate relocation/evacuation)	per project	1000	1	1000	500	300	200	1,000
3.2	Direct Project Costs (DPC) 8%					3704				3,704
4. Project evaluation										
4.1	Project evaluation and reporting		labor hour	40	27	1080			1,080	1,080
	Grand Total (Total for Project+ DPC)									46,295
										49,998.6

Rachel Williams

Rachel Williams
 Regional Conflict Advisor
 British Embassy Kyiv
 20 December 2018

Janthomas Hierstra

Janthomas Hierstra
 County Director
 UNDP Ukraine
 December 2018