

**UN AGENCY TO UN AGENCY CONTRIBUTION AGREEMENT**

**A. SUMMARY OF ACTIVITIES**

**Title:** Developing Minds, Empowering Communities (the "Activities")

**Start/End Dates:** Activities start date: 30 March 2018  
Activities end date: 30 August 2019

**Location:** River Cess County, Liberia

**Contribution Amount:** USD 284,012.19 (the "Contribution")

**Contributing Agency:** United Nations Development Programme

**Recipient Agency:** United Nations Children's Fund

**Nature of Activities:** Education (literacy)

**Purpose** The specific objectives of the project are to:

- Strengthen learning outcomes for 300 underprivileged children through the improvement of their reading proficiency;
- Strengthen the pedagogical and computer skills of 50 teachers;
- Improve the computer literacy of 50 students;
- Strengthen awareness about sexual and gender-based violence for 150 adolescent girls through sexual and reproductive health education;

**Annexes:** In the event that the terms contained in Annex(es) are incompatible with those contained in this Agreement, then the latter shall govern and prevail.

[Annex 1- Budget notes, Annex 2 Project Activity Schedule] *Annex 3 - Project Document approved by the Trust Fund Board.*

**Expected outcome:** The overall goal of the intervention is to promote literacy and numeracy for children and young people in Rivercess County, through integrated services including reading skills development, computer literacy and livelihood skills training.

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 [USD 284,012.19], in USD, as more fully described below.

<b>Summary of Activities and Budget</b>	<b>Annual Year 1</b>	<b>Total</b>
<b>Main Building Construction &amp; Furnishing</b>	<b>\$108,200.00</b>	<b>\$108,200.00</b>
<b>Supplies</b>	<b>\$48,400.00</b>	<b>\$48,400.00</b>
<b>Operational support</b>	<b>\$32,000.00</b>	<b>\$32,000.00</b>
<b>Teachers Training- Reading Strategies</b>	<b>\$32,300.00</b>	<b>\$32,300.00</b>
<b>Training- Skills Training</b>	<b>\$33,500.00</b>	<b>\$33,500.00</b>
<b>Communication and advocacy</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>
<b>Monitoring &amp; Evaluation</b>	<b>\$6,087.80</b>	<b>\$6,087.80</b>
<b>Total programmable amount, including direct costs</b>	<b>\$270,487.80</b>	<b>\$270,487.80</b>
<b>UNICEF HQ Recovery Cost (5%)</b>	<b>\$13,524.39</b>	<b>\$13,524.39</b>
<b>Grand total</b>	<b>\$284,012.19</b>	<b>\$284,012.19</b>

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.

- Progress reports will be provided every six months.
- A final report will be submitted two months after the completion of project activities.

## 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:

- Interim financial reports will be submitted every six months.
- A final certified financial report will be provided 18 months after the closure of project activities.

## 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:

[15 March 2018]	[\$ 284,012.19]	250,000
upon reporting of utilization of 80% of resources		\$ 81,382.52

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: UNICEF NY Cashier's Account No: 1  
Name of Bank: JP Morgan Chase Bank  
Account Title: UNICEF  
Account Number: 014-1-076224  
SWIFT Code: CHASUS33  
ABA Routing Number: CHIPS ABA 0002 UID 259366 or via Fed Wire 0210 00021  
Currency: US Dollars  
Bank Address: International Agencies Banking  
277 Park Avenue 23rd Floor  
New York, NY 01072-0003

When making such transfers the Contributing Agency will notify the Recipient Agency, [details] (for the Attention of [gssccashier@unicef.org](mailto:gssccashier@unicef.org) and [cudfam@unicef.org](mailto:cudfam@unicef.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 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:

Ines Tofalo  
Chief, Programme Support Unit  
United Nations Development Programme

**Address:** United Nations Office for South-South Cooperation,  
304E, 45<sup>th</sup> Street, FF-1206, 11  
New York, NY 10017

Bernard Batidzirai  
Chief of Education  
United Nations Children's Fund

**Address:** UNICEF Liberia,  
Sekou Toure Avenue,  
Mamba Point,  
Monrovia,  
Liberia

**H. AMENDMENTS**

The present Agreement, including its Annex(es), 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**

**OPTIONS:**

1. 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.

OR

2. Upon termination of this Agreement and following the submission of the final financial report, any unspent balance from the Contribution will be returned to the Contributing Agency, unless otherwise agreed in writing by the two Agencies.

**L. SETTLEMENT OF DISPUTES**

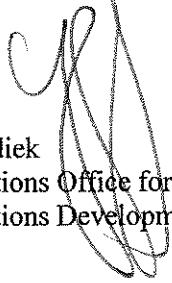
The two Agencies will use their best efforts to promptly settle through direct negotiations any dispute, controversy or claim arising out of or in connection with this Agreement or any breach thereof. Any such dispute, controversy or claim which is not settled within sixty (60) days from the date either 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.

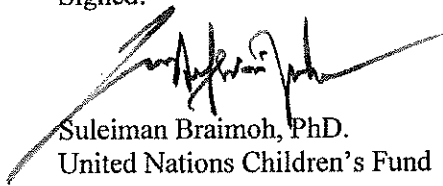
IN WITNESS WHEREOF, the undersigned, being duly authorized thereto, have signed the present Agreement in duplicate.

Signed:



Jorge Chediak  
United Nations Office for South-South Cooperation  
United Nations Development Programme

Signed:



Suleiman Braimoh, PhD.  
United Nations Children's Fund

15 March 2018

**Project Title: "Developing Minds, Empowering Communities"**  
**A Proposal for the Construction of Educational Resource Center in Rivercess County, Liberia**

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unicef  | for every child

unicef  | for every child

### *Background:*

Liberia's education system lacks adequate infrastructure as schools are overcrowded while the furniture is inadequate and hence the environment is not child friendly. Many children and communities in Liberia do not have libraries and safe spaces to gather, learn, innovate, and study. Inadequate learning materials and the use antiquated teacher centered methodology which promotes rote learning also hinders the literacy and numeracy gains of students. Literacy rates among the youth stand at 49% which is lower than the average youth literacy rate in other low-income countries.

The "Developing Minds, Empowering Communities" project seeks to adopt a multi-faceted approach in accelerating the literacy and numeracy gains of students. Cognizant of the inherent values of the community and the active role of teachers, UNICEF seeks partnership with the Government of Liberia to construct a 6-roomed Educational Resource Center in Rivercess County which will have spaces for a Library (the first of its kind in the county). The proposed center will also provide other services, including computer literacy training, reading skills development, research and economic/ livelihood skills training.

With a coastline of 62 km, and an estimated population of about 124,500, situated in the south-east of Monrovia, Rivercess County is one of Liberia's least developed and most isolated counties. The county currently only has 3 high schools which are several hours drive apart, leaving thousands of students who are unable to access these schools and hence unable to access schooling after grade 6 or 9. There is not a single library across the county nor a computer training facility. Additionally, the Sexual and Gender Based Violence Observatory Network is non-existent in Rivercess County. These networks are made up of representatives from community-based organizations and women groups to monitor potential violence against women and girls.

Rivercess county was thus deliberately selected for this project as it lacks basic social services. This initiative will complement government's efforts to provide access to education for all. The construction and utilization of the Education Resource Center will create a conducive environment for vulnerable children from impoverished communities who will be engaged, inspired and equipped to become a generation of future leaders. It will further provide an instrument for the reduction of sexual and gender based violence against women and girls in the county.

Sustainability for the project will be promoted through support to livelihood skills and implementation of a computer literacy program for the general population at an affordable cost which will generate revenue to cover basic costs for the maintenance of the resource center. UNICEF Liberia hopes to create a model dynamic center of growth which promotes synergy of new ideas across the county. The project will be implemented over 18 months.



**Purpose:**

The overall goal of the intervention is to promote literacy and numeracy for children and young people in Rivercess County, through integrated services including reading skills development, computer literacy and livelihood skills training.

The specific objectives of the project are to:

- Strengthen learning outcomes for 300 underprivileged children through the improvement of their reading proficiency;
- Strengthen the pedagogical and computer skills of 50 teachers;
- Improve the computer literacy of 50 students;
- Strengthen awareness about sexual and gender-based violence for 150 adolescent girls through sexual and reproductive health education;
- Construction and equipping of an Educational Resource Centre

**Target:**

- 300 underprivileged students (reading proficiency)
- 50 teachers (pedagogical and computer literacy skills)
- 50 students (computer literacy skills)
- 150 adolescents and young girls (sexual and gender -based violence awareness)
- 150 mothers (livelihood skills).
- Indirect project beneficiaries include over 1,000 students, community stakeholders, county officials, and government of Liberia

**Output 1: *An engaged and committed project community to ensure construction of a 6-roomed Educational Resource Center in Rivercess.***

**Activities:**

- Initiate a community entry protocol to sensitize community on goals and objectives.
- Establishment of the Community Project Committee to ensure timely construction.
- Finalization and legal probate of project space (land) for project implementation
- Approval of architectural blueprints, hiring of construction firm, and groundbreaking ceremony for the construction of 6-rooms Educational Resource Center.
- Recruitment of project personnel, construction, dedication and launch of project

**Output 2: Pedagogical and computer skills of 50 teachers and computer skills of 50 students improved.**

**Activities:**

- Establishment of a fully functional computer training room with modern computers accessible to students and teachers within the Educational Resource Center.
- Develop instructional materials for computer literacy training for teachers and students
- Training of teachers on pedagogy and computer skills
- Training of students in computer skills & reading proficiency
- Develop monitoring tools to assess teachers' ability to use computer literacy skills to enhance research and planning skills for improved learning outcomes.

**Output 3: Improve the reading proficiency skills of 300 students through the use of a Library and Study Space within the Education Resource Center.**

**Activities:**

- Establish a functional library with variety of books to meet the varying needs of students
- Conduct specialized training for teachers with a focus on improving reading fluency of students
- Initiate reading clubs across partner schools to promote a culture of reading and increase reading fluency of students
- Engage students using trained teachers as facilitators to increase reading proficiency and promote a culture of reading amongst students.

**Output 4: The income level of 150 mothers improved through the acquisition of economic livelihood skills training.**

**Activities:**

- Recruit and coordinate women's groups from within project communities.
- Conduct training for 150 mothers in skills training such as food preservation, sewing, baking, tie & dyeing, soap making at skills training center within the Resource Center.
- Facilitate business literacy training for trained mothers and adolescents
- Establish village savings & loans associations (VSLA) entities across project communities.
- Work with trained women groups to increase income generated and savings across an eighteen months period of program implementation in these clubs.

**Output 5: Strengthen awareness about sexual and gender-based violence for 150 adolescent girls through sexual and reproductive health education**

- Train adolescent girls in understanding and reporting incident of sexual gender-based violence
- Establish girls' forums across partner schools to provide sexual and reproductive health education
- Create a linkage for trained adolescents' girls to work with Sexual and Gender Base actors and ensure the establishment of the SGBV Observatory Networks.

***Monitoring Mechanism:***

The primary routine data for monitoring project implementation will largely be obtained from monthly site visits to the project location. Observational data will be obtained by project supervisors and will measure key indicators such as learning environment, and application of training approaches against current outcome level. Quantitative data of students' attendance records and library attendance records will provide helpful insights into program outcome.

The program will be monitored at the output (results/activity) levels. UNICEF hopes to measure outcome and impact levels and share results with the India-UN Development Partnership Fund and relevant partners even after the project reporting time-line. Output monitoring level will be conducted through monthly reports from UNICEF to the India-UN Development Partnership Fund highlighting achievements, challenges, and prospects. Monthly progress updates will be sent by emails. More extensive reports can be provided every six months. This will generate data on beneficiaries reached disaggregated by gender, age, and disability status across the different results spectrum.

Combining different monitoring techniques (i.e. Qualitative, Quantitative, Focus Group Discussion, Observational Notes, etc.), UNICEF hopes to understand to what level the program is making an impact on children learning outcomes, what should be done to improve program quality standards, level of community support towards children learning, and what best practices are helpful to sustain long-term project impact.

The project timeline is strict and should be abide to. Any necessary extensions to the project duration must request approval of the India-UN Partnership Development Fund through its Secretariat. Revisions to the project outputs or activities impacting over 5 percent of the project budget must be approved by the co-chairs of the India-UN Development Partnership Fund.

***For a review of the detailed Project Activity Schedule see: Annex 2.***

**Budget:**

Summary of activities and BUDGET	Annual (Years 1)	Total (all years)
<b>Main Building Construction &amp; Furnishing</b>	<b>\$116,250.00</b>	<b>\$116,250.00</b>
<b>Supplies</b>	<b>\$48,400.00</b>	<b>\$48,400.00</b>
<b>Operational support</b>	<b>\$32,000.00</b>	<b>\$32,000.00</b>
<b>Teachers Training- Reading Strategies</b>	<b>\$32,300.00</b>	<b>\$32,300.00</b>
<b>Training- Skills Training</b>	<b>\$33,500.00</b>	<b>\$33,500.00</b>
<b>Communication and advocacy</b>	<b>\$1,950.00</b>	<b>\$1,950.00</b>
<b>Monitoring &amp; Evaluation</b>	<b>\$6,087.80</b>	<b>\$6,087.80</b>
<b>Total programmable amount, including direct costs</b>	<b>\$270,487.80</b>	<b>\$270,487.80</b>
<b>UNICEF HQ Recovery Cost (5%)</b>	<b>\$13,524.39</b>	<b>\$13,524.39</b>
<b>Grand total</b>	<b>\$284,012.19</b>	<b>\$284,012.19</b>

## ANNEX 1: BUDGET NOTES

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**1.0: Main Building Construction & Furnishing:** This budget section covers cost associated with the construction of the Educational Resource Center, and purchase of chairs, desks, bulletin board, tables, etc to ensure its functionality. It includes the purchase of 20 desktop computers, clearing and shipment of books for use by the Library and the cost of solar panels as part of KEEP's commitment to creating a resource center that is sustainable. The total cost for this section is **\$116,250 USD** and represents **40%** of the project total budget.

**2.0: Teachers Training - Reading Strategies:** This budget section includes the cost associated with conducting training for teachers on strategies improve reading proficiency amongst students. This include personnel cost of hiring a Master Trainer and transportation per diem for teachers from far-away schools for these routine training. This section covers logistics, feeding, per diem for project staff facilitating the training. The total cost for this section is **\$32,300.00** and represents **11%** of the project total budget.

**3.0: Training - Skills Training:** This section of the budget includes the cost associated with life skills training for selected within project communities. It covers personnel cost for the hiring of a Master Trainer, provision of raw materials for demo training, and start-up kits and funding. The total cost for this section is **\$33,500.00 USD** and represents **12%** of the project total budget.

**4.0: Communication and advocacy:** This budget section cover cost associated with the implementation of a communication plan to publicize the project gains. It includes the cost of production of monthly/quarterly radio awareness and erection of project billboard. The total cost for this section is **\$ 1,950.00 USD** and represents **0.1%** of the project total budget.

**5.0: Monitoring & Evaluation:** This budget section includes the travel-related cost for routine monitoring visit including vehicle rental, accommodation, and per diem related costs. The total cost for this section is **\$6,087.80 USD** and represents **0.2%** of the project total budget.

**6.0: Operational support:** This budget section includes all personnel related cost for the duration of the project implementation. The cost covers salaries and associated personnel cost for a project coordinator, an accountant, logistics officer, and support staff. The total cost for this section is **\$ 32,000.00 USD** and represents **11%** of the total budget.

**7.0: Supplies:** This budget section generally covers costs which includes the procurement and maintenance of a motorbike, share cost support to the organization's head office and a co-shared county contact office space. Additionally, it covers bank-related charges and includes the cost for an end of project external audit of the project. The total cost for this section is **\$48,400.00 USD** and represents **17%** of the project total budget.

ANNEX 2: Project Activity Schedule	Timeline / Schedule (March 2018 - August 2019)																Responsible Person	
	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J		J
<b>R-1: An Active, and Engage Community &amp; Completed Facility</b>																		
Community Sensitization and Buy-In																		Project Coordinator
Establishment of Community Project Committees																		Project Coordinator
Approval and Hiring of Construction Firm																		Executive Director / Coordinator
Construction of Resource Center																		Selected Construction Contractor
Dedication of Functional Resource Center																		Project Coordinator
Routine Monitoring & Site Inspection Visits																		Project Coordinator / M&E Lead
<b>R - 2: Improved Computer Literacy Rates for Teachers &amp; Students</b>																		
Establishment of Functional Computer Room																		Project Coordinator
Development of Instructional Materials																		Master Trainer
Conduct of Routine Computer Training Sessions																		Master Trainer
Conduct of End of Training Assessment																		M&E Lead
<b>R - 3: Improved Economic Livelihood through Life Skills Training for Selected Mothers</b>																		
Recruitment & Establishment of Selected Women																		Project Coordinator
Procurement of Training Demo Materials																		Logistics
Conduct of Skills & Business Literacy Training																		Master Trainer
Distribution of Start-Up Kits & Seed Money																		Project Coordinator / Accountant
Routine Monitoring & Conduct of FGD's																		M&E Lead
<b>R-4: Improved Reading Proficiency Skills of Students</b>																		
Establishment of Functional Library with Books																		Project Coordinator
Establishment of Functional Reading Clubs																		Project Coordinator
Conduct Teacher's Reading Proficiency Training																		Project Coordinator
Conduct Student Reading Proficiency Exam																		M&E Lead
<b>R-5: Improved SRH Knowledge and Education for Adolescent Girls</b>																		

Establishment of Community Girls Forum										Project Coordinator	
Development of SRH Training Curriculum										Master Trainer	
Routine Training of SRH Education for Adolescent										Master Trainer	
Reporting Requirements											
Quarterly and Final Reporting Milestones											Project Coordinator