

UN AGENCY TO UN AGENCY CONTRIBUTION AGREEMENT

A. SUMMARY OF ACTIVITIES

Title: Support to the political participation of Haitian women and the integration of gender in the 2015 elections

Start/End Dates: Activities start date: 15/06/2015
Activities end date: 15/12/2015

Location: Haiti (countrywide)

Contribution Amount: USD 160,500

Contributing Agency: United Nations Development Programme (UNDP) - Haiti

Recipient Agency: United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) - Haiti

Nature of Activities: Outreach, advocacy and training activities to 1) mobilize women as voters, observers, representatives and agents of peace in the 2015 elections¹, 2) to strengthen capacities of women candidates in the legislative elections, and other key actors namely women's networks and journalists.

Purpose

1. Sensitization and education of women and youth on civic engagement, the importance of elections and the participation of women in the electoral process through mobilizing and strengthening women's networks
2. Sensitization and strengthening capacities of journalists to advocate for a gender perspective in covering electoral issues
3. Strengthening capacities of women candidates of the legislative elections in the area of electoral campaigning
4. Advocacy and agreement with political party leaders on supporting women's political participation

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: Concept note and logical framework
Annex 2: Breakdown of budget by activities

¹ According to the electoral calendar announced by the Provisional Electoral Council (CEP) on 12 March 2015, Presidential, Legislative, Municipal and Local elections will take place as follows:

- (i) The first round of legislative elections on 9 August 2015
- (ii) The second round of legislative elections, the first round of presidential elections, and the municipal and local elections on 25 October 2015
- (iii) The second round of presidential elections on 27 December 2015.

dh

Expected outcome:

1. Women are mobilized for a massive participation in the elections as voters, observers, representatives and agents of peace at all levels.
2. Capacities of women candidates in legislative elections are strengthened.

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.

The Recipient Agency will ensure the visibility of the Contributing Agency and related donors in all activities through the use of official logos on publications, reports and other visibility materials used for sensitisation, advocacy and training activities.

B. BUDGET

The total budget for the Activities is 160,500, in USD, as more fully described below.

Summary of activities and BUDGET ²	Annual (Years 1)	Total (all years)
Sensitization and education of women and youth in civic education, on the importance of elections and the participation of women with megaphones and visual materials (i.e. information flyers) through mobilizing and strengthening women's networks in the ten geographical departments.	70,000	70,000
Sensitization and strengthening capacities of journalists and their networks on a gender perspective in covering electoral issues: organization of workshops with journalists.	10,000	10,000
Strengthening capacities of female candidates of legislative elections on electoral campaigning: 1) Produce portraits of women in the format of business cards; 2) Online publication of women's portraits.	40,000	40,000
Support to women's organizations to sign an agreement with leaders of political parties on three (3) important themes to monitor during the 50 th legislature.	30,000	30,000
Total programmable amount, including direct costs	150,000	150,000
Indirect support costs (management fee 7%)	10,500	10,500
Grand total	160,500	160,500

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.

An intermediate narrative progress report to be submitted within five days after the first polling day which is scheduled to take place on 9 August 2015, detailing progress of activities. A final narrative report detailing the execution of the activities shall be submitted within 30 days following the agreed end date.

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:

A financial report to accompany the intermediate report as well as the final report, detailing all expenditures. All documentation (receipts, invoices and any other support document) to be attached.

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:

15/06/2015	USD 128,400
15/08/2015	USD 32,100*

*The second instalment will be paid by the Contributing Agency upon receipt and validation of the intermediate report submitted by the Recipient Agency within 5 days after the first polling day scheduled to take place on 9 August 2015.

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: JP Morgan Chase Bank N.A
International Agencies Bank
Account #: 015 004813
Currency: US Dollars
Bank Address: 270 Park Avenue, New York, NY USA 10017-2014
Ref: Haiti UN Women Office Contribution

When making such transfers the Contributing Agency will notify the Recipient Agency, [details] (for the Attention []), by fax ([]) or by e-mail ([]) 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:

**United Nations Development Programme - UNDP
MINUSTAH Log Base, Zone 5
Boulevard Toussaint Louverture et Clercine, 18
Port-au-Prince, Haiti**

**United Nations Entity for Gender Equality and the Empowerment of Women - UN Women
13 Stephen Street Musseau, PV
Port-au-Prince, Haiti**

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

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:

Sophie de Caen
Senior Country Director

On behalf of the United Nations Development Programme Haiti

12/06/2015

Signed:

Jean-Claude Muenda Kabisayi Nyanguila
Representative

On behalf of the United Nations Entity for Gender Equality and the Empowerment of Women Haiti

15/06/2015