

**STANDARD LETTER OF AGREEMENT BETWEEN
THE UNITED NATIONS DEVELOPMENT PROGRAMME AND
RELIGIOUS RESEARCH CENTER UNDER THE STATE AGENCY FOR RELIGIOUS AFFAIRS WITHIN UNDP
PROJECTS ON “YOUTH FOR PREVENTION OF VIOLENT EXTREMISM” and “WOMEN AND GIRLS AS
DRIVERS FOR PEACE AND PREVENTION OF RADICALIZATION”**

Dear Mr. Murataliev!

1. Reference is made to the consultations between officials of the United Nations Development Programme (hereinafter referred to as “UNDP”) in Kyrgyz Republic and officials of the Religious Research Center under the State Agency for Religious Affairs (hereinafter referred to as “RRC”) with respect to the realization of activities by the RRC within the “Youth for Prevention of Violent Extremism” Project (hereinafter referred to as “Y-PVE”) and “Women and girls as drivers for peace and prevention of radicalization” (hereinafter referred to as “W-PVE”), as specified in Attachment 1: Project Document, to which UNDP has been selected as implementing partner.
2. In accordance with the Project Document and with the following terms and conditions, we confirm our acceptance of the activities to be provided by RRC towards the project, as specified in Attachment 2: Description of Activities (hereinafter referred to as “Activities”). Close consultations will be held between RRC and UNDP on all aspects of the Activities.
3. RRC shall be fully responsible for carrying out, with due diligence and efficiency, all Activities in accordance with its Financial regulations, rules and other directives, only to the extent they are consistent with UNDP’s Financial Regulations and Rules. In all other cases, UNDP’s Financial Regulations and Rules must be followed.
4. In carrying out the activities under this Letter, the personnel and sub-contractors of RRC shall not be considered in any respect as being the employees or agents of UNDP. UNDP does not accept any liability for claims arising out of acts or omission of RRC or its personnel, or of its contractors or their personnel, in performing the Activities or any claims for death, bodily injury, disability, damage to property or other hazards that may be suffered by RRC, and its personnel as a result of their work pertaining to the Activities.
5. Any subcontractors, including NGOs under contract with RRC, shall work under the supervision of the designated official of RRC. These subcontractors shall remain accountable to RRC for the manner in which assigned functions are discharged.
6. Upon signature of this Letter, UNDP will make payments to RRC, according to the schedule of payments specified in Attachment 3: Schedule of Activities, Facilities and Payments.
7. RRC shall not make any financial commitments or incur any expenses, which would exceed the budget for the Activities as set forth in Attachment 3. RRC shall regularly consult with UNDP concerning the status and use of funds and shall promptly advise UNDP any time when RRC is aware that the budget to carry out these Activities is insufficient to fully implement the project in the manner set out in the Attachment 2. UNDP shall have no obligation to provide RRC with any funds or to make any reimbursement for expenses incurred by RRC in excess of the total budget as set forth in Attachment 3.
8. RRC shall submit a cumulative financial report each quarter (05 October 2017, 05 January and 05 April 2018). The report will be submitted to UNDP through the UNDP Resident Representative within 5 days following those dates. The format will follow the standard UNDP expenditure report [a model copy of which is provided as Attachment 4]. UNDP will include the financial report by RRC in the financial report for Y-PVE Project (PID 102671) and W-PVE (PID 103626).
9. RRC shall submit such progress reports relating to the Activities as may reasonably be required by the project manager in the exercise of his or her duties.
10. RRC shall furnish a final report within 5 days after the completion or termination of the Activities, including a list of non-expendable equipment purchased by RRC and all relevant audited or certified financial

statements and records related to such Activities, as appropriate, pursuant to its Financial Regulations and Rules.

11. Equipment and supplies that may be furnished by UNDP or procured through UNDP funds will be disposed as agreed, in writing, between UNDP and RRC.
12. Any changes to the Project Document which would affect the work being performed by RRC in accordance with Attachment 2 shall be recommended only after consultation between the parties.
13. For any matters not specifically covered by this Letter, the Parties would ensure that those matters shall be resolved in accordance with the appropriate provisions of the Project Document and any revisions thereof and in accordance with the respective provisions of the Financial Regulations and Rules of the RRC and UNDP.
14. The arrangements described in this Letter will remain in effect until the end of the project, or the completion of activities of RRC according to Attachment 2, or until terminated in writing (with 30 days of notice) by either party. The schedule of payments specified in Attachment 3 remains in effect based on continued performance by RRC unless it receives written indication to the contrary from UNDP.
15. Any balance of funds that is undispersed and uncommitted after the conclusion of the Activities shall be returned within 30 days to UNDP.
16. Any amendment to this Letter shall be effected by mutual agreement, in writing.
17. All further correspondence regarding this Letter, other than signed letters of agreement or amendments thereto should be addressed to Resident Representative, UNDP, 160, Chu ave., Bishkek, UN House.
18. RRC shall keep the UNDP Resident Representative fully informed of all actions undertaken by them in carrying out this Letter.
19. UNDP may suspend this Agreement, in whole or in part, upon written notice, should circumstances arise which jeopardize successful completion of the Activities.
20. Any dispute between the UNDP and RRC arising out of or relating to this Letter which is not settled by negotiation or other agreed mode of settlement, shall, at the request of either party, be submitted to a Tribunal of three arbitrators. Each party shall appoint one arbitrator, and the two arbitrators so appointed shall appoint a third arbitrator, who shall be the chairperson of the Tribunal. If, within 15 days of the appointment of two arbitrators, the third arbitrator has not been appointed, either party may request the President of the International Court of Justice to appoint the arbitrator referred to. The Tribunal shall determine its own procedures, provided that any two arbitrators shall constitute a quorum for all purposes, and all decisions shall require the agreement of any two arbitrators. The expenses of the Tribunal shall be borne by the parties as assessed by the Tribunal. The arbitral award shall contain a statement of the reasons on which it is based and shall be final and binding on the parties.
21. If you are in agreement with the provisions set forth above, please sign and return to this office two copies of this Letter. Your acceptance shall thereby constitute the basis for RRC participation in the implementation of the project.

Yours sincerely,



Aliona Niculita

UNDP Resident Representative

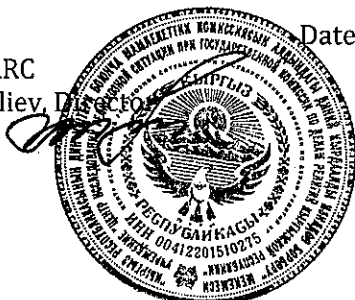


Date: _____

Signed on behalf of RRC

Mr. Idirisbek Murataliev, Director

Date: _____



Attachment 1

PROJECT DOCUMENT

Attachment 2

DESCRIPTION OF ACTIVITIES

Project number: 00102671 (UNDP RBEC Catalytic Fund)
Project title: "Youth as Drivers for Prevention of Radicalization"

Project number: 00103626, UN Peacebuilding Fund (PBF)
Project title: "Women and girls in PVE"

Results to be achieved by RRC

The capacity and skills of communities including youth, young women and men, their parents, local authorities and religious leaders to identify, understand and manage risks of radicalization and violent extremism increased.

Work to be performed by RRC

- Activity 1. Mechanisms of interaction in planning and implementing of mentorship measures aimed at PVE among youth and women strengthened
- Activity 2: Skills and capacity for mentorship strengthened
- Activity 3: Awareness of target communities raised

Description of inputs:

- Activity 1 (Q3 2017): Local Consultants (972,374.40 KGS) and Administrative Expenses (122,572.80 KGS)
- Activity 2 (Q4 2017): Local Consultants (1,218,094.40 KGS) and Administrative Expenses (122,572.80 KGS)
- Activity 3 (Q1 2018): Local Consultants (982,087.20 KGS), Administrative Expenses (122,572.80 KGS) and Meeting/Training Costs (1,586,070.00 KGS)

Annexes:

1. Attachment 3 Scheduled of Activities, Facilities and Payments 2017 (Q3-Q4) – 2018 (Q1)
2. Attachment 4 MODEL UNDP EXPENDITURE REPORT
3. UNDP Assurance Plan 2017-2018

Attachment 3

Scheduled of Activities, Facilities and Payments

Year 2017 (Q3-Q4) – 2018 (Q1)

EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES List all activities to be undertaken during the year towards stated outputs	2017		2018	Planned Budget		Payment schedule			
		Q3	Q4	Q1	Budget Description	Annual Amount (\$)	Q3 (2017)	Q4 (2017)	Q1 (2018)	
<p>Output 1. The capacity and skills of communities including young women and men, their parents, local authorities and religious leaders to identify, understand and manage risks of radicalization and violent extremism increased.</p> <p>Baseline: 0</p> <p>Indicators:</p> <p>1. # of participatory workshops conducted</p> <p>2. # of stakeholders involved in drafting mentorship program (disaggregated by sex) etc.</p> <p>3. % of workshop participants (disaggregated by sex) whose capacity to identify, understand and manage risks of violent extremism have increased (pre- and post- training questionnaire)</p> <p>4. % of communication training participants having skills on promoting counter narratives (pre- and post-training questionnaire)</p> <p>Targets:</p> <p>1. At least – 15 in each pilot community</p> <p>2. At least 30</p> <p>3. At least 70%</p> <p>4. At least 70%</p>	<p>Activity 1.1. Mechanisms of interaction in planning and implementing of mentorship measures aimed at PVE with particular focus on youth and women strengthened</p>									
	<p>Action 1.1:</p> <p>The organization of a complex of desk studies and expert consultations, and the development of a strategy and measures for preventive policies in the field of preventing religious radicalism and extremism. The strategy should include an analysis of the situation along the lines, identification of key problems and reasons for radicalization and extremism, strategic directions of policies and measures for their implementation. The proposed recommendations can form the basis for the activities of both state and local authorities, as well as civil society organizations and international organizations, including various UN agencies.</p>					National experts (3 persons x 2 months) - Administrative Team	285 638,40	285 638,40		
	<p><i>Remark:</i></p> <p>1) recommendations should encompass at least (but not limited to only) the following aspects: i) further development of institutional (legal, operational, financial, methodological and etc.) frames of interaction in mentorship ii) content of mentorship program with particular focus on youth and women iii) identification (targeting) of vulnerable and target groups iii) legal, cultural and educational awareness raising on a regular basis iv) operating with media space, including on the types / formulations of messages/ messages for applying in media space 2) discussions among expert community to be conducted in close association with interaction state authorities</p>					National experts (6 persons x 2 months) - Core Expert Group (e.g, lawyers, theologians, sociologists, psychologists, media experts, political scientists)	328 320,00	328 320,00		
						Development of the final document (summarize) based on the developed recommendations (1 person x 2 months x \$700)	95 760,00	95 760,00		
						Call Center (6 persons x 2 months)	262 656,00	262 656,00		
						Administrative costs (2 months) - communications, office rental of the Call Center, Publicising costs	122 572,80	122 572,80		

EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES List all activities to be undertaken during the year towards stated outputs	2017		2018	Planned Budget		Payment schedule		
		Q3	Q4	Q1	Budget Description	Annual Amount (\$)	Q3 (2017)	Q4 (2017)	Q1 (2018)
	<p>Action 1.3: Develop final recommendations (strategic directions of development) based upon results of the seminar as well as elaborate Plan of Action on planning and implementing mentorship measures</p> <p><i>Remark:</i> Plan of Action does not imply approval through a normative legal act, but is more intended to serve as a "road map" for joint preventive work among engaged state authorities, civil society and international organizations.</p>				Subtotal:	1 094 947,20	1 094 947,20		
	Activity 2: Skills and capacity for mentorship strengthened								
	<p>Action 2.1: Develop mentorship programme based on recommendations and taking into account inter-ministerial interaction with particular focus on youth and women</p> <p><i>Remark:</i> Developers of the training module are responsible for conducting TOT training</p>			X	National experts (3 persons x 1 month) - Administrative Team	285 638,40		285 638,40	
					National experts (1 person x 1 month) - Methodist	34 200,00		34 200,00	
					National experts (2 persons x 2 months) - Developers of the Training Module	211 520,00		211 520,00	
					National experts (6 persons x 2 months) - Core Expert Group (e.g., lawyers, theologians, sociologists, psychologists, media experts, political scientists)	328 320,00		328 320,00	
					Development of the final document (summarize) based on the developed recommendations (1 person x 2 months x \$700)	95 760,00		95 760,00	
					Call Center (6 persons x 2 months)	262 656,00		262 656,00	
					Administrative costs (2 month) - communications, office rental of the Call Center, Publicising costs	122 572,80		122 572,80	
					Subtotal:	1 340 667,20		1 340 667,20	

EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES List all activities to be undertaken during the year towards stated outputs	2017		2018	Planned Budget		Payment schedule		
		Q3	Q4	Q1	Budget Description	Annual Amount (\$)	Q3 (2017)	Q4 (2017)	Q1 (2018)
	Activity 3: Awareness of target communities raised								
	Action 3.1: Conduct training in target locations on the basis of mentorship program to prevent violent extremism and radicalism			X	National experts (4 persons x 2 months) - Administrative Team	380 851,20			380 851,20
					National experts (3 persons x 2 months) - Experts-trainers	338 580,00			338 580,00
					Call Center (6 persons x 2 months)	262 656,00			262 656,00
					Administrative costs (2 months) - communications, office rental of the Call Center, Publicising costs	122 572,80			122 572,80
					Training costs:				
					36 coffee breaks 18 days (3 communities x 3 separate trainings in each x 2 days each x 2 times coffee breaks x 25 people in each)	92 340,00			92 340,00
					Lunch 18 days (3 communities x 3 separate trainings in each x 2 days each x 1 time lunch per day x 25 people in each)	107 730,00			107 730,00
					Rental costs 18 days (1500 soms x 18 days)	27 000,00			27 000,00
					Transportation expenses of the participants of the training - 225 people in total (3 communities x 3 separate trainings in each x 25 people in each x 2 times, i.e. back and forth every day x for \$ 3)	92 340,00			92 340,00
					Logistical and administrative support in the regions 18 days of training (18 days x 2 people x 4500 soms per day)	162 000,00			162 000,00
					Subtotal:	1 586 070,00			1 586 070,00
	GRAND TOTAL, including:					4 021 684,40	1 094 947,20	1 340 667,20	1 586 070,00

EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES List all activities to be undertaken during the year towards stated outputs	2017		2018	Planned Budget		Payment schedule		
		Q3	Q4	Q1	Budget Description	Annual Amount (\$)	Q3 (2017)	Q4 (2017)	Q1 (2018)
	<i>Bcezo YPVE 00102671 (70%):</i>					2 815 179,08	766 463,04	938 467,04	1 110 249,00
	<i>Bcezo WPVE 00103626 (30%):</i>					1 206 505,32	328 484,16	402 200,16	475 821,00

Note:

- Expenditures for personnel services may be limited to salary, allowances and other entitlements, including the reimbursement of income taxes due and travel costs on appointment to the project, duty travel within the programme country or region and repatriation costs;
- All requests for the direct payments must be submitted by the RRC to UNDP for further processing;
- Adjustments within each of the sections may be made in consultation between UNDP and RRC. Such adjustments may be made if they are in keeping with the provisions of the Programme Support/Project Document and if they are found to be in the best interest of the project.

Attachment 4

MODEL UNDP EXPENDITURE REPORT

Period 2017 (Q3-Q4) – 2018 (Q1)

EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES List all activities to be undertaken during the year towards stated outputs	Planned Budget		Payments and Expenditures			
		Budget Description	Amount	Payments received	Expenditures	Balance	
Output 1. The capacity and skills of communities including young women and men, their parents, local authorities and religious leaders to identify, understand and manage risks of religious radicalization and violent extremism increased. Baseline: 0 Indicators: 1. # of participatory workshops conducted 2. # of stakeholders involved in drafting mentorship program (disaggregated by sex) etc. 3. % of workshop participants (disaggregated by sex) whose capacity to identify, understand and manage risks of violent extremism have increased (pre- and post- training questionnaire) 4. % of communication training participants having skills on promoting counter narratives (pre- and post- training questionnaire) Targets: 1. At least – 15 in each pilot community 2. At least 30 3. At least 70% 4. At least 70%	Activity 1.1. Mechanisms of interaction in planning and implementing of mentorship measures aimed at PVE with particular focus on youth and women strengthened						
	Action 1.1: The organization of a complex of desk studies and expert consultations, and the development of a strategy and measures for preventive policies in the field of preventing religious radicalism and extremism. The strategy should include an analysis of the situation along the lines, identification of key problems and reasons for radicalization and extremism, strategic directions of policies and measures for their implementation. The proposed recommendations can form the basis for the activities of both state and local authorities, as well as civil society organizations and international organizations, including various UN agencies. <u>Remark:</u> 1) recommendations should encompass at least (but not limited to only) the following aspects: i) further development of institutional (legal, operational, financial, methodological and etc.) frames of interaction in mentorship ii) content of mentorship program with particular focus on youth and women iii) identification (targeting) of vulnerable and target groups iii) legal, cultural and educational awareness raising on a regular basis iv) operating with media space, including on the types / formulations of messages/ messages for applying in media space 2) discussions among expert community to be conducted in close association with interaction state authorities	National experts (3 persons x 2 months) - Administrative Team	285 638,40				
			National experts (6 persons x 2 months) - Core Expert Group (e.g., lawyers, theologians, sociologists, psychologists, media experts, political scientists)	328 320,00			
			Development of the final document (summarize) based on the developed recommendations (1 person x 2 months x \$700)	95 760,00			
			Call Center (6 persons x 2 months)	262 656,00			
			Administrative costs (2 months) - communications, office rental of the Call Center, Publicizing costs	122 572,80			
		Subtotal:	1 094 947,20				

EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES List all activities to be undertaken during the year towards stated outputs	Planned Budget		Payments and Expenditures		
		Budget Description	Amount	Payments received	Expenditures	Balance
Activity 2: Skills and capacity for mentorship strengthened						
	Action 2.1: Develop mentorship programme based on recommendations and taking into account inter-ministerial interaction with particular focus on youth and women Remark: Developers of the training module are responsible for conducting TOT training	National experts (3 persons x 1 month) - Administrative Team	285 638,40			
		National experts (1 person x 1 month) - Methodist	34 200,00			
		National experts (2 persons x 2 months) - Developers of the Training Module	211 520,00			
		National experts (6 persons x 2 months) - Core Expert Group (e.g., lawyers, theologians, sociologists, psychologists, media experts, political scientists)	328 320,00			
		Call Center (6 persons x 2 months)	262 656,00			
		Administrative costs (2 month) - communications, office rental of the Call Center, Publicizing costs	122 572,80			
		Subtotal:	1 340 667,20			
Activity 3: Awareness of target communities raised						
	Action 3.1: Conduct training in target locations on the basis of mentorship program to prevent violent extremism and radicalism	National experts (4 persons x 2 months) - Administrative Team	380 851,20			
		National experts (3 persons x 2 months) - Experts-trainers	338 580,00			
		Call Center (6 persons x 2 months)	262 656,00			
		Administrative costs (2 months) - communications, office rental of the Call Center, Publicizing costs	122 572,80			
		Training costs:	0,00			
		36 coffee breaks 18 days (3 communities x 3 separate trainings in each x 2 days each x 2 times coffee breaks x 25 people in each)	92 340,00			

EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES List all activities to be undertaken during the year towards stated outputs	Planned Budget		Payments and Expenditures		
		Budget Description	Amount	Payments received	Expenditures	Balance
		Lunch 18 days (3 communities x 3 separate trainings in each x 2 days each x 1 time lunch per day x 25 people in each)	107 730,00			
		Rental costs 18 days (1500 soms x 18 days)	27 000,00			
		Transportation expenses of the participants of the training - 225 people in total (3 communities x 3 separate trainings in each x 25 people in each x 2 times, i.e. back and forth every day x for \$ 3)	92 340,00			
		Logistical and administrative support in the regions 18 days of training (18 days x 2 people x 4500 soms per day)	162 000,00			
		Subtotal:	1 586 070,00			
		GRAND TOTAL:	4 021 684,40			

UNDP Assurance Plan 2017-2018

N	Implementing Partners	Volume of Transactions	Micro Assessment (once in prog.cycle >\$100,000)		Mode of cash transfer	Spot Checks (upon the need)	Special Audit (as required)	Scheduled Audit (once in prog.cycle >\$500,000)	Programme Monitoring (regularly)	Overall rating (excellent, very good, good, fair, poor, n/a)	Status
			Date completed	Risk Rating (H, S, M, L)	(DCT, Reimb, Direct Payment)	Frequency & month	Time frame	Time frame	Time frame		
Education											
1	Center for religious studies under the State commission on religious issues	4 021 684,40	May 2018	M	DCT	Quartely	N/A	N/A	2017-2018		Planned
	Total:	4 021 684,40									
Grand Total: 4 021 684											

Abbreviations: (H, S, M, L) - High, Significant, Moderate, Low
DCT - Direct Cash Transfer, Reimb - Reimbursement
Remark: progr. cycle is the programme cycle of UNDP