



c/o British Embassy  
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Bangkok 10330  
Thailand

Tel: 662 305 8202  
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Email: c-whetham@dfid.gov.uk

Mr Charles Petrie  
Resident Representative  
UNDP  
Yangon  
Union of Myanmar

23 November 2006

### **DFID's Support for the Post of External Affairs Officer in the United Nations Resident Coordinator's Office in Myanmar**

Dear Mr Petrie

I am pleased to inform you that DFID has agreed to provide the grant of GBP 67,000 or USD 120,000 over two years to support the post of External Affairs Officer in the United Nations Resident Coordinator's Office in Myanmar.

This grant is set up as a new project and not a continuation of the 'Coordination for Assistance to the Most Vulnerable in Myanmar' project which we funded in 2004-2005.

The project purpose is to improve aid effectiveness in Myanmar.

The total allocation of USD 120,000 will be released in two tranches: USD 60,000 immediately upon signature of agreement and USD 60,000 in April 2007.

We will review specific deliverables on a six-monthly basis and in April 2007 before we release the second year's funding.

Attached herewith are three copies of the Administration Arrangement. Please sign all the copies and return two of them to us for our records.

Yours sincerely,

Charlie Whetham  
Programme Manager



INVESTOR IN PEOPLE

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**Form of Administration Arrangement for Cost-sharing between the Department for International Development (DFID) and the United Nations Development Programme (UNDP)**

1. I am pleased to inform you of the intention of the United Kingdom to make available a contribution ("the Contribution") of £ 67,000 (Sixty Seven thousand Pounds Sterling) as a grant, to be administered by UNDP for Support for the Post of External Affairs Officer in the United Nations Resident Coordinator's Office in Myanmar [UNDP Project ID 00053863]. The terms of the Framework Arrangement will apply to the Contribution. UNDP will administer the Contribution in accordance with the provisions of the Framework Arrangement, except as otherwise provided herein.
2. The Contribution will be used exclusively for the purposes as laid out in the attached project document and Terms of Reference.
3. The contribution will be charged five per cent for administrative and operational support costs.
4. The United Kingdom will deposit the Contribution as a grant with UNDP, upon request from UNDP, in UNDP's Bank Account:

Name: UNDP Contributions GBP Account  
No. 6008-6272-2030  
Bank of America – London,  
5 Canada Square, London E14 5AQ  
SWIFT code BOFAGB22

in accordance with the following schedule

£33,500	upon signature of the agreement
£33,500	by April 2007

5. UNDP will provide to DFID with each request for payment, presented in accordance with this Section, a *financial utilisation report* of: -
  - a) all amounts previously received under the Administration Arrangement;
  - b) prior year's expenditure, current year's expenditure to date and unutilised budget to-date under the Administration Arrangement; and
  - c) the balance on the Programme Budget Allotment.
6. It is expected that the Contribution funds will be fully utilised in accordance with the provisions of this Administration Agreement by October 2008. UNDP will only disburse the funds for the purpose of this Administration Agreement after such date upon the approval of the United Kingdom.
7. If at any time, either Participant determines that the purposes of this Administration Arrangement can no longer be effectively or appropriately carried out, or if the Framework



Arrangement is terminated, this Administration Arrangement may be terminated at the initiative of either Participant by giving three (3) months' written notice. Such termination will not oblige UNDP to repay any funds until satisfaction of all commitments and liabilities.

8. The offices responsible for co-ordination of all matters relating to this Administration Arrangement are:

For the United Kingdom

Paula Barrett  
Deputy Programme Manager

DFID South East Asia  
C/o British Embassy  
Wireless Road  
Bangkok 10330

Tel: 66 2 305 8215  
Fax: 66 2 253 7124  
E-mail: p-barrett@dfid.gov.uk

For UNDP

Charles Petrie  
Resident Representative

UNDP, Yangon, Myanmar  
Tel: + 95 1 542 911  
Fax: +95 1 545 634

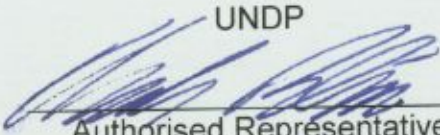
9. I would like to propose that this letter will, upon your confirmation in the manner indicated below, constitute an Arrangement between the United Kingdom and UNDP for the Support for the Post of External Affairs Officer in the United Nations Resident Coordinator's Office in Myanmar.

10. **Three** originals of the text of this Arrangement, written in the English language, have been signed by the Participants.

Yours sincerely,

DFID  
  
\_\_\_\_\_  
(Charlie Whetham)  
Programme Manager

Confirmed

UNDP  
  
\_\_\_\_\_  
Authorised Representative

Date: 28 NOV 2006



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Direct Line: +44 (0)20 7023

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To: UNDP Contributions Unit  
304 East 45<sup>th</sup> street 4<sup>th</sup> floor  
New York NY10017  
USA

e-mail addresses: [gertrude.cruz@undp.org](mailto:gertrude.cruz@undp.org) and copy to [claudio.graham@undp.org](mailto:claudio.graham@undp.org)

**UNDP PAYMENTS**

Telegraphic Transfer or Draft or BACS (TT or D or BACS)

BACS

Currency

STERLING

Amount in Figures (currency)

Amount in words

Bank Name  
Bank Address

Beneficiary A/C  
Bank A/C No

Beneficiary Name

Beneficiary Address

Reason for Payment

Payment Date

	<b>BANK OF AMERICA N.A – LONDON BRANCH</b>
	<b>5 Canada Square LONDON E14 5AQ ENGLAND SWIFT: BOFAGB22</b>
	<b>UNITED NATIONS DEVELOPMENT PROGRAMME – CONTRIBUTIONS ACCOUNT 6008-62722-030</b>
	<b>UNITED NATIONS DEVELOPMENT PROGRAMME</b>
	<b>UNITED NATIONS DEVELOPMENT PROGRAMME ONE UNITED NATIONS PLAZA, NEW YORK NY 10017 USA</b>