



EUROPEAN COMMISSION
DIRECTORATE-GENERAL HUMANITARIAN AID AND CIVIL PROTECTION (ECHO)

Directorate B - Humanitarian and Civil Protection Operations
Unit B/5 Asia, Latin America, Caribbean, Pacific

REC.D 694033

11.06.2012

Brussels,
ECHO B5/JECN/az (2012)

Sent by registered mail/courier service

**UNITED NATIONS
DEVELOPMENT
PROGRAMME**
Mr Antonio VIGILANTE
rue Montoyer, 14
1000 BRUSSELS
02/505 46 20

Subject: Agreement ECHO/-XA/BUD/2012/91008

**Ref.: Your last proposal dated 28/03/2012, registered at DG ECHO under file
No 12.9900092**

*Title: Strengthening Information Management for more effective humanitarian and
development assistance in Myanmar*

Country of action: MYANMAR

Amount: 300000.00 €

Start date of action: 01/06/2012

End date of action: 31/05/2013

Dear Vigilante,

Please find enclosed two originals of the above-mentioned Agreement, both of which I
have signed.

Could you please notify your acceptance of this Agreement and return, by registered mail,
one of the originals signed by the legal representative of your organisation?

Please note that, according to Article 9.2 of the General Conditions, you have 15 calendar
days to notify your acceptance.

You may not, under any circumstances or procedures, introduce changes in the agreement
transmitted for signature. The Agreement shall be considered concluded and shall enter
into force on the date of receipt by DG ECHO of one original, duly signed by both
parties.

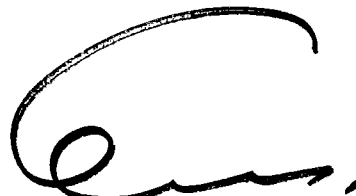
In accordance with Article 20.1 of the General Conditions, the Commission will provide a pre-financing payment of the sum referred to in Article 3.2 of the Agreement within 45 calendar days of receiving the Agreement duly signed by your organisation.

I would like to draw your attention to Article 4 of the Agreement regarding the submission of interim and final reports.

In the interest of proper follow-up, DG ECHO would like you to ensure that the obligation to submit reports is fully respected.

Thank you for your cooperation.

Yours sincerely,



Esko KENTRSCHYNSKYJ
Head of Unit

Enclosures: Agreement
 Annexes I & II

Contact details for this file: Jenny CORREIA NUNES, email : jenny.correia-nunes@ec.europa.eu

Official correspondence: ECHO-CENTRAL-MAILBOX@ec.europa.eu

Copy (by e-mail): David LIPMAN – Head of Delegation in Thailand
 (E-mail: delegation-thailand@ec.europa.eu)
 Christophe RELTIEN (e-mail: christophe.reltien@echofield.eu)
 ECHO RSO Bangkok (e-mail: echo.bangkok@echofield.eu)
 Ashok NIGRAM (e-mail: ashok.nigam@undp.org)



EUROPEAN COMMISSION
DIRECTORATE-GENERAL HUMANITARIAN AID AND CIVIL PROTECTION (ECHO)

CONTRIBUTION AGREEMENT WITH UN AGENCIES

AGREEMENT NUMBER - ECHO/-XA/BUD/2012/91008

The European Union (“the Union”), represented by the European Commission (“the Commission”), itself represented for the purposes of signature of this Agreement by **Esko KENTRSCHYNSKYJ, Head of Unit**, DIRECTORATE-GENERAL HUMANITARIAN AID AND CIVIL PROTECTION (ECHO) ,
of the one part,

and

UNITED NATIONS DEVELOPMENT PROGRAMME,

1, United Nations Plaza 10017 NEW YORK New York

(“the International Organisation”), represented for the purposes of signature of this Agreement by **Antonio VIGILANTE, Director of UNDP Brussels Office**
of the other part,

hereafter referred to as “the Parties”,

HAVE AGREED

the following **General Conditions, Special Conditions and Annexes**:

Annex I Description of the Action;

Annex II Financial overview of the Action;

which form an integral part of this Contribution Agreement (“the Agreement”).

The **General Conditions applicable to European Union contribution agreements with International Organisations for humanitarian aid Actions**, (“the General Conditions”), which the Organisation declares to have read and accepted, shall apply. The General Conditions comply with the provisions of the Financial and Administrative Framework Agreement, (hereafter referred to as FAFA), between the European Union, represented by the European Commission, and the United Nations, signed on 29 April 2003.

The terms set out in the General Conditions shall take precedence over those in the Annexes.

The terms set out in the Special Conditions shall take precedence over those in the other parts of the Agreement.

SPECIAL CONDITIONS

ARTICLE 1 - PURPOSE

- 1.1 Subject to the conditions established in this Agreement, the Commission will contribute to the eligible costs of the humanitarian aid Action entitled **Strengthening Information Management for more effective humanitarian and development assistance in Myanmar**, (“the Action”) implemented by the International Organisation.
- 1.2 The description of the Action is annexed to this Agreement (Annex I). The International Organisation shall ensure that the Action is carried out in accordance with the description of the Action and the related proposal submitted on **28/03/2012** and registered at the DIRECTORATE-GENERAL HUMANITARIAN AID AND CIVIL PROTECTION (ECHO) under reference **12.9900092**. The proposal and any possible additional information and modifications are an integral part of this Agreement.
- 1.3 This Agreement will be subject to the procedures applicable for the P control mechanism as defined in Article 1.4 of the General Conditions.

ARTICLE 2 – ENTRY INTO FORCE OF THE AGREEMENT AND IMPLEMENTATION PERIOD OF THE ACTION

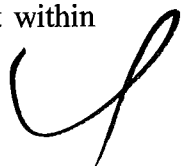
- 2.1 Subject to the conditions laid down in Article 9 of the General Conditions, the Agreement shall enter into force on the date of receipt by the Commission of one of the originals of the Agreement duly signed by both Parties.
- 2.2 The implementation period of the Action shall run for **12** months from **01/06/2012** (“the start date of the Action”).
- 2.3 Subject to the conditions laid down in Article 18 of the General Conditions, expenditure is eligible from **01/06/2012**.

ARTICLE 3 – FINANCING THE ACTION

- 3.1 The direct costs of the Action eligible for European Union financing are estimated at EUR **378,500.00**. In accordance with Article 18.7 of the General Conditions, indirect costs are calculated at EUR **26,495.00**, i.e. 7.00 % of the direct costs. The total eligible costs of the Action are estimated at EUR **404,995.00**, as set out in the financial overview in Annex II.
- 3.2 The European Union undertakes to finance a maximum of EUR **300,000.00**.
- 3.3. The final amount of the European Union contribution shall be determined in accordance with Article 21 of the General Conditions.

ARTICLE 4 – SUBMISSION OF REPORTS

- 4.1 Five months before the end of the implementation period of the Action established in Article 2.2, the International Organisation shall submit an Intermediate report on the Action’s implementation, covering the implementation up to one month before the reporting date.
- 4.2 The International Organisation shall submit the Final narrative and financial report within three months after the end of the implementation period of the Action.



ARTICLE 5-PAYMENT ARRANGEMENTS

5.1 Pre-financing payments

In accordance with Article 20.1 of the General Conditions, the Commission shall make a pre-financing payment of EUR **240,000.00**, representing **80 %** of the amount specified in Article 3.2 hereof.

5.2 Payment of the balance

The request for payment of the balance shall be accompanied by the Final narrative and financial report as specified in Article 21.3 of the General Conditions. The approval of the Final reports will be given in accordance with the procedure established in Article 21 of the General Conditions.

ARTICLE 6 – BANK ACCOUNT

6.1 Payments shall be made to the International Organisation's bank account denominated in EUR indicated below:

Name of bank: **ING Belgium**

Address of branch: **24, Avenue Marnix**

Precise denomination of the account holder: **United Nations Development Programme UNDP**

Full account number (including bank codes): **BE80 301-0186139-77**

IBAN account code, (or BIC country code if the IBAN code does not apply): **BE80 301018613977**

ARTICLE 7- CONTACT ADDRESSES

Any communication relating to this Agreement shall be in writing, shall state the number of the Agreement and the title of the Action, and shall be sent to the following addresses:

To the Commission:

European Commission

DIRECTORATE-GENERAL HUMANITARIAN AID AND CIVIL PROTECTION
(ECHO)

Mr KENTRSCHYNSKYJ Head of Unit **ECHO.B.5**

B-1049 Brussels

Belgium.

Official email address: ECHO-CENTRAL-MAILBOX@ec.europa.eu

Person following the Agreement:

Mrs CORREIA NUNES

email : jenny.correia-nunes@ec.europa.eu

To the International Organisation:

UNITED NATIONS DEVELOPMENT PROGRAMME

Mr Antonio VIGILANTE

Director of UNDP Brussels Office

rue Montoyer, 14

- 1000 BRUSSELS

Official email address: brussels.office@undp.org

Persons following the Agreement:

- Mr Antonio Vigilante

e-mail: brussels.office@undp.org



- Mr Ashok Nigam
e-mail: ashok.nigam@undp.org

ARTICLE 8 – SPECIFIC CONDITIONS APPLYING TO THE ACTION

8.1 *Not applicable*

8.2 In the event of a final surplus balance of total financing over expenditures at the financial closure of a project:

- The Organisation shall specify in the final report the amount of the surplus balance in the holding currency used by the Organisation together with the estimated amount in Euro and where the exchange rate of the Organisation can be consulted.

- This surplus in [holding currency used by the Organisation] in the Organisation's accounts will be converted into Euro using the rate of exchange of the Organisation in force on the day when the Commission's internal recovery order is established, which amount is later reflected in the debit note sent to the Organisation.

- The resulting Euro equivalent will then be refunded to the Contracting Authority.

This provision will not apply to the exchange rates used for reporting

8.3 The rules applicable to multidonor actions shall apply to this Agreement.

SIGNATURES

Done in two originals in the English language, one for the Commission and one for the International Organisation.

For the International Organisation

For the Commission

Antonio VIGILANTE,
Director of UNDP Brussels Office

Esko KENTRSCHYNSKYJ,
Head of Unit

Signature



Signature

Done at _____, on _____

Done at Brussels, on _____

11 JUIN 2012

ENCLOSURES

Annex I Operational overview of the Action;

Annex II Financial overview of the Action.

<p>Title of the Action Strengthening Information Management for more effective humanitarian and development assistance in Myanmar</p>	
<p>principal objective Support to and enhancement of humanitarian information systems essential to the effective coordination of humanitarian and development assistance.</p>	
<p>Intervention logic</p>	
<p>specific objective Support the delivery of humanitarian and development assistance and programming in Myanmar through provision of quality information products and services and by promoting good information management practices.</p>	<p>Objectively verifiable indicators</p>
<p>indicator 1 Effective information management systems are in place to support coordination and programming</p> <p>target value</p>	<p>Sources of verification</p> <p>source of verification 1 - Availability of products using data delivered by key partners - Number of products produced and distributed - Availability of specific products for humanitarian assistance in priority areas</p> <p>Assumptions and Risks ASSUMPTION: coordination mechanism place sufficient priority on information management to keep the information network viable. RISKS: restrictions imposed by the host government on humanitarian and development actors (UN, NGOs) which would indirectly impact on the activities of the MIMU.</p>
<p>result 1 Data sets and information products are built upon to enable country-wide coverage, complemented by more in-depth coverage of priority areas for humanitarian and development assistance. These are used to provide tools for coordination, planning and improved targeting of vulnerable populations, and to promote aid effectiveness by limiting duplication of efforts and gaps.</p>	<p>indicator 1.1 Core IM products are produced and updated with the focus on priority geographic areas identified by the UNCT, including Rakhine State and the Eastern border area.</p> <p>target value weekly, monthly, quarterly, biannual</p> <p>source of verification 1.1 3W reports and maps, contacts lists, meeting schedules, training schedules, assessment tracking, place-codes lists</p>
	<p>indicator 1.2 At least 4 GPS trainings, 2 IM orientations and 2-3 GIS capacity building opportunities are organized for staff of humanitarian/ development organizations</p> <p>target value 4 GPS trg, 2 orientation, 2-3 GIS staff</p> <p>source of verification 1.2 - progress reports - updated P-code data</p>
	<p>indicator 1.3 Maps are updated/produced to support humanitarian intervention and to set a platform for development activities (100 thematic/sector maps, 50 geographic/planning maps, 20 customized products monthly)</p> <p>target value 100sector, 50geog, 20custom maps/month</p> <p>source of verification 1.3 - production records for base maps, thematic maps, customized maps</p>

ANNEX I : Operational overview of the action

<p>indicator 1.4 The MIMU acts as a data repository for Myanmar humanitarian and development by collating key data sets to provide information products which support analysis and decision-making.</p> <p>target value <input type="text" value="Storing and sharing data"/></p>	<p>source of verification 1.4 <input type="text" value="DevInfo database"/></p>
<p>indicator 1.5 Dissemination mechanisms for products of the MIMU are used by partners to access products and services.</p> <p>target value <input type="text" value="Maintain current number of users"/></p>	<p>source of verification 1.5 - Google Analytics reports on number of visitors to the MIMU website, - number of people and organizations in the email groups, - numbers in map request and production database.</p>



activity 1.1

The MIMU coordinates information activities and data efforts among key partners.

activity 1.2

3W database is further developed and maintained with both development and emergency data.

activity 1.3

The MIMU produces base maps and customized maps on demand, with priority to the products supporting inter-agency humanitarian assistance.

Pre-conditions





Name of the international organisation
Title of action
Agreement number

: UNITED NATIONS DEVELOPMENT PROGRAMME
: Strengthening Information Management for more effective humanitarian and development assistance in Myanmar
: ECHO/XA/BUD/2012/91008 - ANNEX II

FINANCIAL OVERVIEW

ELIGIBLE COST OF ACTION		FUNDING OF ACTION	
Personnel costs	292,000.00	Direct revenue from Action	0.00
Equipment costs	1,500.00	Contribution by applicant	0.00
Consumables and Goods costs	15,000.00	Contribution by other donors	104,995.00
Other costs	70,000.00	Contribution requested from ECHO	300,000.00
Subtotal direct costs	378,500.00	% of total funding	
Indirect costs (max. 7%)	26,495.00	Contribution by beneficiaries	0.00
Total Costs	404,995.00	Total funding	404,995.00