



Form of Administration Arrangement for Cost Sharing

between

the Department for International Development

and

the United Nations Development Programme

July 2017

18 July 2017

Dear Ms. Seppo,

1. I am pleased to inform you of the intention of the United Kingdom of Great Britain and Northern Ireland (“the United Kingdom”) to make available to the United Nations Development Programme (“UNDP”) a contribution as follows below (the “Contribution”):

(a) Project Name:	National Registration and Identification System (NRIS)																		
(b) Start/End Dates:	31 October 2016 – 31 December 2018																		
(c) UNDP Project No.:	TBD																		
(d) DFID Programme/Project No.:	300144																		
(e) Contribution Currency/Amount:	UK £ 9 685 000																		
(f) Recovery Rate for Indirect Costs: (section 2, para. 17(a) of Framework Arrangement)	8%																		
(g) Contribution Disbursement Schedule: (section 2, para. 18 of Framework Arrangement)	<input type="checkbox"/> The Contribution will be transferred in full <input checked="" type="checkbox"/> The Contribution will be transferred in accordance with the following schedule: <table border="1" style="margin-left: 20px;"> <thead> <tr> <th></th> <th>Payment due date</th> <th>UK£/Amount</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>October 2016</td> <td>3 150 000.00</td> </tr> <tr> <td>2.</td> <td>December 2016</td> <td>2 050 000.00</td> </tr> <tr> <td>3.</td> <td>April 2017</td> <td>1 100 000.00</td> </tr> <tr> <td>4.</td> <td>July 2017</td> <td>2 800 000.00</td> </tr> <tr> <td>5.</td> <td>August 2017</td> <td>585,000</td> </tr> </tbody> </table>		Payment due date	UK£/Amount	1.	October 2016	3 150 000.00	2.	December 2016	2 050 000.00	3.	April 2017	1 100 000.00	4.	July 2017	2 800 000.00	5.	August 2017	585,000
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(h) Electronic Remittance Advice to be sent to: (section 2, para. 7 of Framework Arrangement)	contributions@undp.org																		

2. I propose that this letter together with your confirmation by signature, below, that its terms are acceptable to UNDP, shall constitute a Contribution Arrangement between the United Kingdom and UNDP (the “Participants” and each separately a “Participant”) with respect to the Contribution, which shall enter into force on the date of your confirmation on behalf of UNDP.
3. The Contribution will be used exclusively for the purposes of the project as indicated in paragraph 1(a) above, and as laid out in the relevant Project Document.
4. The Contribution will be disbursed subject to a disbursement schedule in accordance with paragraph 1(g) above. UNDP will submit a payment request to DFID for each scheduled disbursement. Each payment request submitted in accordance with this paragraph should include the following information:
- (a) All amounts received under previous disbursements in accordance with this Contribution Arrangement (in UK Pounds sterling and the equivalent amounts in US Dollars);

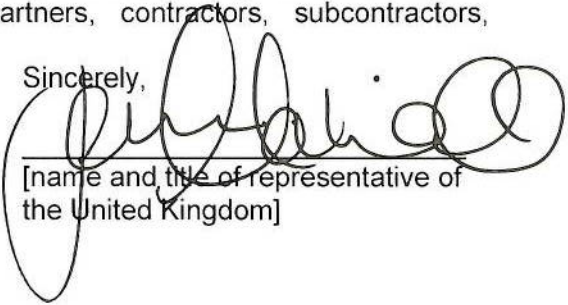
(b) Expenditures against previous disbursements and unutilised amounts remaining, if any (in US Dollars); and

(c) The amount requested for further disbursement.

In the event that the Contribution will be disbursed subject to a disbursement schedule in accordance with paragraph 1(g) above, that schedule may be amended by mutual consent of DFID and UNDP.

5. This Contribution Arrangement shall be an arrangement supplementary to the Framework Arrangement concluded between the Participants. The terms of the Framework Arrangement will apply except as otherwise provided herein/in this Contribution Arrangement and its integral Annex A.
6. It is expected that the Contribution will be fully utilised by the End Date as stipulated in paragraph 1(b) of this Contribution Arrangement or as soon as practically possible after this date. Commitments entered into by UNDP after the End Date will require the prior agreement of DFID, to be obtained in accordance with paragraph 7, below.
7. This Contribution Arrangement may be modified by written agreement between the Participants.
8. This Contribution Arrangement may be terminated by either Participant upon giving not less than three (3) months written notice to the other Participant. Upon receipt by one Participant of the other Participant's written notice of termination of this Contribution Arrangement, the Participants will take all reasonable and necessary measures to conclude the implementation of the Programme or Project and complete their activities in an orderly manner. In accordance with the foregoing, UNDP may apply any unutilized portion of the Contribution to permit the orderly conclusion of the Programme or Project, including the completion of final reports, the withdrawal of personnel, funds and property, the settlement of accounts between the Participants, and the settlement of contractual commitments or liabilities relating to or in connection with the Programme or Project, including in respect of any implementing partners, contractors, subcontractors, consultants or suppliers.

Sincerely,


[name and title of representative of
the United Kingdom]

Confirmed for and on behalf of UNDP:

Name: 

Title: UNRC / UNDP RR

Date: 7/8 / 2017

Enclosure:

Annex A: Supplementary Provisions

The following provisions shall additionally apply for the Form of Administration Arrangement of the Cost Sharing Agreement (hereafter the "Agreement") between the United Kingdom Department for International Development (hereafter "DFID") and the United Nations Development Programme (hereafter "UNDP") in respect to the National Registration and Identification System Project (hereafter the "Project"):

- a. With regard to Section 2, Paragraph 13 of the Framework Agreement, the Project shall prepare and submit a written progress report at least five working days prior to quarterly Project Steering Committees;
- b. With regard to Section 7, Paragraph 2 of the Framework Agreement and subject to the safety and security considerations of UNDP and with due regard to any relevant decisions of the Project Technical Committee, UNDP will ensure that DFID's "UK aid – from the British people" logo features alongside that of the Government of Malawi's National Registration Bureau and other contributing donors on all project equipment, vehicles and communication materials.
- c. The tranches defined under paragraph 1(g) of the Agreement shall be subject to the following conditions:

	Payment due date	UK£/Amount	Condition
1.	October 2016	3 150 000.00	Upon transfer by the Government of Malawi (GoM) to UNDP of its first tranche in accordance with the UNDP and GoM Contribution Sharing Agreement (CSA), scheduled for 31 October, 2016.
2.	December 2016	2 050 000.00	Upon completion of the Proof of Concept and the submission of a report to the Project Technical Committee detailing the process and lessons learned.
3.	April 2017	1 100 000.00	No conditions.
4.	July 2017	2 800 000.00	Upon transfer by the GoM to UNDP of its second tranche in accordance with the UNDP and GoM Contribution Sharing Agreement (CSA), scheduled for 21 July, 2017.
5.	August 2017	585,000	On condition that no DFID funding will go through Malawi Government systems to meet fuel costs. Only NRB Pre-registered vehicles with registered drivers will use pre-loaded fuel cards at selected fuel suppliers. The UNDP Logistics Advisor will provide strict oversight on the use of vehicles as well as the management of fuel.

- d. With regard to Section 2, Paragraph 9 of the Framework Agreement, DFID's contribution toward the Project has been calculated in US dollar (USD) value at the United Nations'

October, 2016 rate of operational exchange (GBP 0.82: USD 1). Should there be a change in the operational rate of exchange during the course of the project that results in a loss in the value of the balance of funds, UNDP will consult with DFID with a view to determining a solution.

