

**STANDARD LETTER OF AGREEMENT BETWEEN
THE UNITED NATIONS DEVELOPMENT PROGRAMME AND
CITIZENSHIP AND LEADERSHIP TRAINING CENTRE
ON THE IMPLEMENTATION OF 'THE 2-WEEK ORIENTATION TRAINING FOR 150
PARTICIPANTS OF LIVELIHOOD SUPPORT SCHEME IN PLATEAU STATE**

Dear Dr. Adedeji,

1. Reference is made to the consultations between officials of the United Nations Development Programme (hereinafter referred to as "UNDP") in Nigeria and officials of *the Citizenship and Leadership Training Centre (hereinafter referred to as "CLTC")* with respect to the realization of activities by *the CLTC* in the implementation of 'of the 2-Week Orientation Training for 150 Participants of Livelihood Support Scheme in Plateau State under the projectID: 00087018 – National Infrastructure for Peace Project, as specified in Attachment 1: 2014 AWP for Peace Architecture Project, to which UNDP has been selected as implementing partner.
2. In accordance with the 2014 AWP and with the terms and conditions specified in paragraphs 3-20, we confirm our acceptance of the activity to be provided by *CLTC*, as specified in Attachment 2: Description of Activities (2014 AWP) – Train women and youths on specific vocational skills and support trainees with take-off grants and equipment). Close consultations will be held between *CLTC* and UNDP on all aspects of the activity.
3. *CLTC* shall be fully responsible for carrying out, with due diligence and efficiency, this activity 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 activity under this Letter, the personnel and sub-contractors of *CLTC* 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 *CLTC* or its personnel, or of its contractors or their personnel, in performing the activity or any claims for death, bodily injury, disability, damage to property or other hazards that may be suffered by *CLTC*, and its personnel as a result of their work pertaining to the activity.
5. Any subcontractors, including NGOs under contract with *CLTC*, shall work under the supervision of the designated official of *CLTC*. These subcontractors shall remain accountable to *CLTC* for the manner in which assigned functions are discharged.
6. Upon signature of this Letter, UNDP will make payments to *CLTC*, according to the schedule of payments specified in Attachment 3: Schedule of Activities, Facilities and Payments.
7. *CLTC* shall not make any financial commitments or incur any expenses which would exceed the budget for the activity as set forth in Attachment 3. *CLTC* shall regularly consult with UNDP concerning the status and use of funds and shall promptly advise UNDP any time when *CLTC* 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 *CLTC* with any funds or to make any reimbursement for expenses incurred by *CLTC* in excess of the total budget as set forth in Attachment 3.
8. *CLTC* shall submit a cumulative financial report at the end of 30 June, 2014. The report will be submitted to UNDP through the UNDP Country Director or UNDP Resident Representative within 30 days following this date. 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 *CLTC* in the financial report for 00087018 – National Infrastructure for Peace Project.

9. CLTC shall submit such progress reports relating to the activity as may reasonably be required by the project manager in the exercise of his or her duties.
10. CLTC shall furnish a final report within 2 months after the completion or termination of the activity, including a list of non-expendable equipment purchased by CLTC and all relevant audited or certified financial statements and records related to such activity, 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 CLTC.
12. Any changes to the Project Document which would affect the work being performed by CLTC 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 CLTC 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 CLTC according to Attachment 2, or until terminated in writing (with 30 days notice) by either party. The schedule of payments specified in Attachment 3 remains in effect based on continued performance by CLTC 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 90 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 Daouda Toure, *Resident Representative, UNDP, UN House, Central Area, Abuja.*
18. CLTC shall keep the UNDP Country Director/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 CLTC 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 CLTC's participation in the implementation of the activity.

Yours sincerely,
Signed on behalf of UNDP



Pa-Lamin Beyai
Country Director

Date: 09/06/2014

Signed on behalf of the *Citizenship and Leadership Training Centre*,
Dr. W. A. Adedeji
Unit Coordinator

Date:



Attachment 1

PROJECT DOCUMENT

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Attachment 2

DESCRIPTION OF ACTIVITIES

Project number: 00087018

Project title: National Infrastructure for Peace

Results to be achieved by the Citizenship and Leadership Centre (CLTC)

Provide a summary of the results to be achieved by CLTC, particularly the outputs they are expected to produce.

The expected result to be achieved by this activity is '150 persons oriented on peaceful co-existence, leadership and business attributes in readiness for six months placement in specific vocational skill area'.

Work to be performed by the CLTC

The Citizenship and Leadership Training Centre is expected to conduct a 2-week orientation training for 150 persons selected for livelihood support scheme in Plateau State.

Description of inputs:

The activity will require CLTC to deploy its training personnel with competencies in civic mindset change, basic leadership skills and socio-psychological drills, as well as, make its facilities including accommodation, lecture halls, restaurant and sports available for the use of participants within the 2 weeks period. It shall also make provision for feeding, training and sporting materials with toiletries for the 150 participants for the period.

Annexes:

Attach, as appropriate, job descriptions for consultants, terms of reference for contracts, technical specifications for equipment items, training nomination forms, etc.



Attachment 3

Scheduled of Activities, Facilities and Payments

Year 2014

EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES <i>List all activities to be undertaken during the year towards stated outputs</i>	Timeframe				Planned Budget		Schedule of payments by UNDP			
		Q1	Q2	Q3	Q4	Budget Description	Amount (000)	Q1	Q2	Q3	Q4
Livelihoods support provided for those affected by conflict/violence especially women and youths.	Conduct a 2-week orientation training for 150 participants selected for the livelihood support scheme in Plateau State.		X			Cost of training and certification, accommodation, feeding, and provision of training materials	11,700		11,700		
					Total		11,700		11,700		

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.
- UNDP shall be responsible for providing miscellaneous services such as secretarial assistance, postage and cable services and transportation as may be required by CLTC in carrying out their assignment.
- Adjustments within each of the sections may be made in consultation between UNDP and CLTC. 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 _____

EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES <i>List all activities to be undertaken during the year towards stated outputs</i>	Planned Budget		Payments and Expenditures		
		Budget Description	Amount	Payments received	Expenditures	Balance
		Total				

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