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FUNDING AGREEMENT

Agreement between the United Nations Development Program (hereinafter referred to as the UNDP), and the Australian Federal Police.

WHEREAS this bilateral Agreement between the Donor and UNDP stipulates the terms and conditions of the contribution, and is not an international treaty.

WHEREAS the Australian Federal Police (hereinafter referred to as “the donor Agency”) has informed UNDP of its willingness to contribute funds to meet the costs of the project described in attachment A.

WHEREAS it has been agreed between UNDP and the donor Agency that the UNDP shall be responsible under the terms of this Agreement for the management of the funds contributed by the donor Agency to meet the costs of the project.

NOW THEREFORE, UNDP and the donor Agency hereby agree as follows:

Article I. Scope and Objectives

1. This agreement set forth the terms and procedures for the utilization of the contribution to the project
2. The Goal of the project is to strengthen the management capabilities of the PNTL high command for institutional and behavioural change as further described in the Project Document (85256), hereinafter referred to as the ‘prodoc’, and attachment A.
3. The objective of the project is to improve governance in PNTL through the strengthening of management and administrative systems and capacities in PNTL Headquarters.

Article II. The contribution

1. The donor Agency shall, in the manner referred to in paragraph 2 below shall place at the disposal of UNDP the sum of USD \$1,383,417.64; UNDP shall use such funds to meet the costs of the project specifically as described in the attachment A.
2. The donor Agency shall, in accordance with the payment schedule set out below to this Agreement, contribute to UNDP the amount of USD 1,383,417.64 [USD of one million three hundred eighty three and four hundred seventeen, sixty four cents]; in one payment, upon signature, in June 2013. The donor Agency shall deposit the aforesaid funds, in convertible funds of unrestricted use, to the account designated by the UNDP in attachment B on the understanding that the payment will be made in advance of the activities to be undertaken.
3. The aforesaid funds shall be administered under financial regulations and rules, policies and procedures of the United Nations Development Programme.
4. All financial accounts and statements shall be expressed in United States Dollars.

5. Any interest revenue attributable to the Contribution shall be credited to UNDP Account, retained by UNDP and shall be utilized in accordance with established UNDP procedures.

Article III. Utilization of the contribution

1. The implementation of the responsibilities of UNDP and of the activities pursuant to this Agreement and the Project document shall be dependent on receipt by UNDP of the Contribution in accordance with the schedule of payment as set out in Article II, paragraph 1, above. UNDP shall not start the implementation of the activities prior to receiving the Contribution.
2. If unforeseen increases in expenditures or commitments are expected or realized (whether owing to inflationary factors, fluctuation in exchange rates or unforeseen contingencies), UNDP shall submit to the Donor Agency on a timely basis a supplementary estimate showing the further financing that will be necessary. The Donor Agency shall use its best endeavours to make available to UNDP the additional funds required.
3. If the payments referred to in Article II, paragraph 1, above are not received in accordance with the payment schedule, or if the additional financing required in accordance with paragraph 2 above is not forthcoming from the Donor Agency or other sources, the assistance to be provided to the Programme under this Agreement may be reduced, suspended or terminated by UNDP.

Article IV. Reporting

UNDP shall provide the donor Agency with the following statements and reports prepared in accordance with the United Nations accounting and reporting procedures:

- a) From the country office (or relevant unit at headquarters in the case of regional and global projects) an annual status report of Project progress for the duration of this Agreement, as well as the latest available approved budget.
- b) From UNDP Bureau of Management/Office of Finance and Administration, an annual certified financial statement as of 31 December every year to be submitted no later than 30 June of the following year.
- c) From the country office (or relevant unit at headquarters in the case of regional and global projects) within six months after the date of completion or termination of this Agreement, a final report summarizing Project activities and impact of activities as well as provisional financial data.
- d) From UNDP Bureau of Management/Office of Finance and Administration, on completion of the Project, a certified financial statement to be submitted no later than 30 June of the year following the financial closing of the Project.

If special circumstances so warrant, UNDP may provide more frequent reporting at the expense of the Donor Agency. The nature and frequency of this reporting shall be detailed in an annex to this Agreement.

Article V. Administration and Support Services

1. The funds shall be charged with expenditures incurred by UNDP for providing implementation support services in the performance of activities under this Agreement.
2. The funds will also be charged seven (7) per cent of all expenditures for the General Management Support (GMS) provided by UNDP in the implementation of the project financed under the fund, in accordance with the financial regulations, rules, policies and procedures of the United Nations Development Programme.

Article VI. Evaluation

Evaluations of the activities financed, including joint evaluation by UNDP, and the donor Agency shall be undertaken in accordance with UNDP evaluation policy.

Article VII. Equipment

Ownership of equipment, supplies and other property financed from these funds shall vest in UNDP. On the termination or expiration of this Agreement, the matter of ownership shall be determined in accordance with the UNDP's policies and procedures.

Article VIII. Auditing

The Contribution shall be subject exclusively to the internal and external auditing procedures provided for in the financial regulations, rules, policies and procedures of UNDP. Should the annual Audit Report of the UN Board of Auditors to its governing body contain observations relevant to the Contribution, such information shall be made available to the Donor by the country office.

Article IX. Completion of the Agreement

1. UNDP shall notify the Donor Agency when all activities relating to the Project have been completed in accordance with the Prodoc.
2. Notwithstanding the completion of the Project, UNDP shall continue to hold unutilized funds from the Contribution until all commitments and liabilities incurred in implementation of the Project have been satisfied and Project activities brought to an orderly conclusion.
3. If the unutilized funds prove insufficient to meet such commitments and liabilities, UNDP shall notify the Donor Agency and consult with the Donor Agency on the manner in which such commitments and liabilities may be satisfied.

4. In cases where the Project is completed in accordance with the project document any funds below 5,000 USD (five thousand US Dollars) that remain unexpended after all commitments and liabilities have been satisfied shall be automatically reallocated by UNDP. Any funds above 5,000 USD (five thousand US Dollars) that remain unexpended after all commitments and liabilities have been satisfied shall be reallocated by UNDP after consultation with the Donor Agency.

Article X. Termination of the Agreement

1. This Agreement may be terminated by UNDP or by the Donor Agency after consultations between the Donor Agency, UNDP and the programme country Government, and provided that the funds from the Contribution already received are, together with other funds available to the Project, sufficient to meet all commitments and liabilities incurred in the implementation of the Project. This Agreement shall cease to be in force 30 (thirty) days after either of the Parties have given notice in writing to the other Party of its decision to terminate this Agreement.
2. Notwithstanding termination of all or part of this Agreement, UNDP shall continue to hold unutilized funds until all commitments and liabilities incurred in the implementation of all or the part of the Project have been satisfied and Project activities brought to an orderly conclusion.
3. In cases where this agreement is terminated before Project completion any funds below 5,000 USD (five thousand US Dollars) that remain unexpended after all commitments and liabilities have been satisfied shall be automatically reallocated by UNDP. Any funds above 5,000 USD (five thousand US Dollars) that remain unexpended after all commitments and liabilities have been satisfied shall be reallocated by UNDP after consultation with the Donor Agency.

Article XI. Resolution of Disputes

Each Party will use their best endeavours to resolve any disputes amicably which may arise between the parties as to the interpretation, application or performance of the agreement, including its validity or termination, or with regard to any further Agreement which may result therefrom.

Article XII. Amendment of the Agreement

This Agreement may be amended through an exchange of letters between the Donor Agency and UNDP. The letters exchanged to this effect shall become an integral part of this Agreement.


Article XIII. Entry Into Force

This Agreement shall enter into force upon signature.

IN WITNESS WHEREOF, the undersigned, being duly authorised thereto, have signed the present Agreement in the English language in two originals.

Signature 
Date 23/5/13

Assistant Commissioner Mandy Newton
National Manager International Deployment Group
(NMIDG)
Australian Federal Police
ON behalf of the Australian Federal Police

Signature 
Date 30/05/2013
NOURA HAMLADJI
~~Mikiko Tanaka~~ **UNDP OFFICER IN CHARGE**
~~Resident Representative~~
On behalf of the United Nations
Development Programme Timor-Leste

ATTACHMENT A- PROPOSAL: TLPDP AND UNDP PARTNERSHIP FOR IMPROVED GOVERNANCE IN PNTL

A. Background

With the successful and peaceful national elections and political transition, UNMIT drew down at the end of 2012, marking the end of Timor-Leste's association with the UN Security Council since 1975. UNMIT's police component (UNPOL) also departed after six years of supporting Timor-Leste's National Police (PNTL) and after having fully handed over the executive policing mandate in March 2011 and continuing capacity building activities thereafter.

UNPOL's capacity building activities were defined in a Joint Development Plan signed between PNTL and UNPOL in 2011. All UNPOL projects and activities were linked to appropriate PNTL strategic objectives (PNTL Strategic Development Plan 2011-2012) to reform, restructure and rebuild PNTL in the areas of legislation, training, administration, discipline and operations. The Joint Development Plan contained indicators of success and targets for UNPOL's support.

UNDP has been providing capacity building support to the PNTL since 2003. From 2011 until UNMIT's drawdown in December 2012, UNDP and UNPOL implemented a joint project contributing to the PNTL-UNPOL Joint Development Plan. This UNDP-UNPOL collaboration was part of the Joint Transition Plan (2012-2014) that was signed between the Government of Timor-Leste and the SRSG of UNMIT that outlines transition measures for continued peace and stability after the drawdown of UNMIT.

In early 2013, PNTL and UNDP signed a project document for a two year capacity building project (Number 00085256, End Date 31 December 2014) to consolidate the work of UNPOL in priority areas agreed with PNTL in consultation with Timor-Leste Police Development Program (TLPDP), TCCPP, USAID/Asia Foundation and JICA who were also providing important technical assistance to PNTL. These focus areas are strategic planning and management, human resource management, procurement and asset management, IT and database management, and public information and communication. The budget for the first year of implementation was provided by UNDP especially for international advisor posts. In addition, the agreement with TLPDP will enable the project to engage national civilian officers for two years, an extension for a second year for four international advisor posts and fund the first year for an additional international advisor. Since March 2013, international advisors have started to work closely with PNTL HQ staff and to train them in using administrative tools and processes that were previously developed under UNPOL in these respective areas and to ensure full ownership and capacity to sustain these operations.

In light of the Australian Federal Police's extensive support to PNTL through TLPDP, opportunities were identified to synergize and leverage the UNDP assistance through a partnership arrangement as elaborated hereafter. The activities that TLPDP is funding by way of the "Funding Agreement with Donors" and as its contribution to delivering outputs and achieving indicators are identified in section D of this document, as :

- A. Support for second year of engagement of international advisors (IT database, HR, asset management and procurement and public information and communication) and first year of engagement for a Fleet Maintenance and Management Specialist;
- B. Support for engagement on contract of 10 National Civilian Officer positions and
- C. Support costs for International Advisors and National Civilian Officer activities.

The amounts and purpose of the contribution is summarised in the following Tables provided at the conclusion of this document.

Table 1: Budget Overview of TLPDP Grant to UNDP PNTL Support Project 2013-2014.

Table 2: Anticipated support costs for International Advisor and National Civilian Officer activities.

B. Objectives and Strategy of the Partnership Arrangement

The objective of the TLPDP-UNDP partnership arrangement is to improve governance in PNTL through the strengthening of management and administrative systems and capacities in PNTL Headquarters.

The partnership will focus on PNTL administrative systems in human resources, budget management, procurement and asset management, vehicle fleet maintenance management and database management. The PNTL is now the owner of numerous Standard Operating Procedures (SOPs), Norms of Operating Procedures (NOPs), guidelines and procedures but still lacks the support required for a smooth implementation, maintenance and systematic updates and improvements.

PNTL Leadership clearly recognized the importance of advisory support and training in these areas and ensured that PNTL staff are committed to learn and assume responsibility over the tasks. In this regard, in the current PNTL administrative system, police officers are assuming all administrative tasks including personnel, budget, procurement and assets, IT and database management (including the case management system linked with judicial institutions). Lack of a proper staffing and HR profile and past experience shows that the police officers trained through partners' support, can be redeployed, reassigned or promoted to other posts. This resulted in the lack of sustainability and weakening of PNTL's administration. In order to mitigate this risk and to ensure sustainability, national civilian officers will be recruited and initially paid under this partnership for up to two years in the areas of HR, database, IT, asset management and procurement, public information and communication, finance and fleet maintenance and management. Upon satisfactory performance, the intention is that they will be absorbed by PNTL into their approved workforce establishment.

International advisors in the areas of database management, procurement/asset management, human resource management, public information and communication and fleet maintenance and management will be deployed to provide on-the-job training and technical advice. They will train and mentor designated PNTL officers and the newly recruited civilian officers.

C. Partnership strategy

TLDP is providing training on leadership and management at the Police Training Center and mentoring PNTL executive levels in governance principles, systems and administration. The international advisors deployed under the UNDP-TLPDP partnership will build on TLPDP training and tools with a view to reinforcing their application on-the-job by PNTL. The advisors will also map and assess capacity needs and make recommendations for further capacity building of PNTL officers by TLPDP as well as provide inputs into training modules under TLPDP. In parallel, the Public Information and Communication Advisor will continue to provide support and training to two national civilian officers to increase their knowledge about new public information and communication techniques commonly used by police agencies, including design of a communication strategy (internal and external to PNTL). A National Civilian Officer for Finance will be recruited, however TLPDP will seek formal approval from PNTL to engage an International Finance Advisor and would fund this position separately from this agreement. Scheduling recruitment for the National Civilian Officer for Finance position can occur after TLPDP has PNTL's formal approval for this part of the initiative.

D. Outputs and Activities

Output 1: PNTL capacity and expertise in IT/database management improved and sustained.

Activities:

- Four National Civilian Officers in database and IT management recruited and incorporated in PNTL budget and staffing plan for future inclusion.
- International Advisor for IT/Database Management deployed.
- On-the-job training of designated responsible police and civilian officers in IT systems and updating and maintaining database in human resources, assets, case management in collaboration with other respective advisors.
- Provide IT training to PNTL HQ, units and districts.
- Identify capacity gaps and recommend further training support from Police Training Centre and TLPDP.

Indicators:

- Four fully dedicated and trained National Civilian Officers in database and IT management.
- Training on database provided at HQ and districts level.
- Training on computer use (HQ and districts level).

Output 2: PNTL capacity and expertise in human resource management improved and sustained.

Activities:

- One National Civilian Officer in human resources management recruited and incorporated in PNTL budget and staffing plan for future inclusion.
- International Advisor for Human Resources deployed.
- On-the-job training of designated responsible police and civilian officers in HR systems.
- Translate SOPs, NOPs and manuals.
- Updated formal identification cards designed, approved and produced for all PNTL.
- Advise PNTL in developing a staffing table and policies, particularly with special focus on adequate representation and promotion of female staff members in the PNTL.
- Identify capacity gaps and recommend further training support from Police Training Centre and TLPDP.

Indicators:

- PNTL is fully autonomous with HRM management staff including one dedicated PNTL officer and one dedicated civilian trained on HRM.
- HRM strategy on positive discrimination developed and adopted.
- PNTL using new identification cards.
- Performance appraisal system developed and adopted.
- Training and workshop conducted in socialization of the performance appraisal system.

Output 3: PNTL capacity and expertise in procurement and asset management improved and sustained.

Activities:

- One National Civilian Officer on asset management and procurement recruited and incorporated in PNTL budget and staffing plan for future inclusion.
- Input Asset Registers to show data district by district in a simple worksheet format to allow for PNTL Asset Management Officers to better understand MS Excel file operations.
- Include extra data field columns to allow for PNTL Barcode information that will be assigned to each asset as per Ministry of Finance National Directorate of Asset Management procedures, and other relevant data.
- Complete a full Asset Inventory audit of PNTL HQ / Districts / Sub-districts / Offices and Units and update all registers, issue voucher documentation and other required information.
- Collect information on PNTL Assets (vehicles, generators, computers, printers, laptops, furniture etc.) that are listed as damaged or not in use, and to determine if unserviceable and / or uneconomical to repair therefore beginning disposal action.

- Reviewing the Procurement Plan (PP) periodically in order to implement proper linking with assets identification and disposal.
- Assist PNTL in receiving applications/bids/proposals and examining and evaluating same;
- Logistical and administrative support of PNTL coordination mechanisms.
- Various training specifically related to asset management and procurement on topics such as advanced procurement training for PNTL officers at HQ, will be provided. This includes the freebalance system on procurement administered by the Ministry of Finance and general computer skills training for PNTL procurement officers.

Indicators:

- Assets management monitoring system developed.
- The PNTL implement assets management monitoring system.
- Regular updates of Asset Registers to show district data in a simple worksheet format, completed at least 2 times a year.
- At least once per year, a full Asset Inventory / audit of PNTL HQ / Districts / Sub-districts / Offices and Units and update of all registers, issue of voucher documentation and other associated documents, are completed.

Output 4: PNTL capacity and expertise in fleet maintenance and management improved and sustained.

Activities:

- One National Civilian Officer recruited then trained by an international Fleet Maintenance and Management Specialist and incorporated in PNTL budget and staffing plan for future inclusion.
- Develop monitoring and management system of PNTL vehicles.
- Develop vehicle logs and management of vehicle maintenance of the PNTL.
- Develop SOP on coordination with assets management unit specifically related to PNTL vehicles and issues related to assets management and disposal.
- Develop a report system on any incident, wear and tear, breakage or other event to motor transport unit.
- Coordinate with service providers for the conduct of repairs and servicing of PNTL vehicles.

Indicators:

- PNTL monitoring and management system of vehicles in place and documented.
- NOP for regular management of vehicle maintenance and vehicle logs developed and its implementation documented.

Output 5: PNTL capacity and expertise in public information and communication and coordination mechanisms improved and sustained.

Activities:

- Two National Civilian Officers recruited in public information and communication and coordination and incorporated in PNTL budget and staffing plan for future inclusion.
- Increase the knowledge of the selected personnel on new public information and communication techniques commonly used by police agencies.
- Develop in close collaboration with PNTL High Command, a communication strategy (internal and external).
- Contribute to the daily work of PNTL officers through practical examples and overview of modern communication technologies to increase efficiency.
- Help in acquiring new knowledge and skills, ability to cope with new situations, communication with the media, common communication priorities and contemporary challenges facing police agencies and ways to cope with them.
- Collaborate with the Database Team in setting up the management dashboard to include a window on communication (internal and external).
- Develop in close collaboration with the PNTL Gender Advisor, a specific communication strategy targeting female citizens with the objective of increasing the positive perception of working for the PNTL.

Indicators:

- Minutes of "Friends of PNTL" coordination meetings documented.
- PNTL is fully autonomous with two fully dedicated National Civilian Officers and management staff trained on public relations and communication.
- Communication strategy developed and adopted.
- Communication strategy targeting female population developed and adopted.

Output 6: PNTL capacity and expertise in finance management and budgeting improved and sustained.

Activities:

- One National Finance Officer recruited and incorporated in PNTL budget and staffing plan for future inclusion.
- Monitor budget delivery and implementation.
- Establish and support implementation of financial guidelines and improved business processes as per freebalance rules and regulations.
- Support maintenance of internal expenditure control systems which ensure that vouchers and all transactions are correctly processed and recorded through freebalance system.
- Assist accurate and timely processing of travel claims or any other financial entitlements and ensure timely corrective actions on any identified financial or budget errors.

Indicators:

- PNTL is fully autonomous with a dedicated national civilian officer and management staff trained on public financial management and budgeting.
- Financial management business processes in PNTL are improved and aligned with Ministry of Finance requirements.
- Use of freebalance system is integrated into all appropriate aspects of PNTL finance management and budgeting.

Management Arrangements

UNDP will be responsible under Direct Implementation modality for the overall management of this partnership arrangement as part of the broader UNDP's Capacity Building Support to PNTL Project. The Project Management Board established under the UNDP Project that is co-chaired by PNTL and UNDP will be extended to include TLPDP as a voting member with regards to the strategic guidance and oversight to this partnership arrangement. Observer status may be granted to another institution or NGO representative either on a regular basis or on an ad hoc basis depending on the agenda to be decided by the Project Management Board. Board meetings will be held every quarter, however, they can also be convened when needed, upon the request of the Board members. The Board will endorse the annual work plan and budget, monitor results and provide guidance on issues of strategic nature.

The Senior Technical Advisor (STA) funded under the UNDP Project, will be responsible for the day-to-day management of the partnership arrangement. He/she will report to the Project Management Board on a quarterly basis, also performing the secretariat's functions, and will present the annual work plan, the status of project implementation and results, as well as critical issues to the Board, seeking its guidance and decisions. The STA will maintain regular coordination with PNTL and TLPDP management. Regular supervision of the STA and project assurance will be provided by UNDP through the Crisis Prevention and Recovery Manager/Assistant Country Director. The STA will regularly coordinate with the national institutions to ensure effective planning and implementation of relevant activities outlined in the work plan, mobilization of inputs and quality assurance of technical assistance and advice provided to the national institutions. For this purpose, the STA will have a supervisory role over personnel funded by the project regardless of their contractual status and will ensure quality and consistency of activities and results, in line with the project document, work plan and Project Management Board decisions, and in compliance with UNDP rules and procedures. The STA will be supported by a national Project Specialist and a Project Assistant also funded under separate arrangement by UNDP.

A senior staff member will be appointed by the national counterpart (PNTL) to coordinate and work on a regular basis with the Senior Technical Advisor on activities undertaken within her/his institution with the support of the project. He/she will also be responsible for managing national police and civilian officers and ensuring their full commitment to the activities under this partnership agreement, and contributing to planning and monitoring of relevant activities, consultants and advisors. Joint monitoring will be undertaken and it will be used as a basis for

reporting on progress to the Board and proposing adjustments to the implementation strategy or approaches as appropriate.

The UNDP Operations Division (under the Deputy Country Director – Programme and Operations) will provide project support services such as financial transactions, procurement of services and goods, recruitment of project staff, and security.

Table 1: Budget Overview of TLPDP Contribution to UNDP PNTL Support Project 2013-2014.

Planned Activities		Budget Description	Unit cost	No. of units (Annual)	Estimated Budget
A. International Positions					
1	IT/ Database Management Specialist (case management system)	Salary (FTA)	2nd Year	12	203,000.00
2	Asset Management and Procurement Specialist	Salary (FTA)	2nd Year	12	203,000.00
3	Human Resources Management Specialist	Salary (FTA)	2nd Year	12	203,000.00
4	Public Information and Communication Specialist	Salary (FTA)	2nd Year	12	203,000.00
5	Fleet Maintenance & Management Specialist	Salary (FTA)	1st Year	12	203,000.00
	Sub Total				1,015,000.00
B. National Civilian Officer Positions					
				No. of units (26 Months) **	
1	Database Administrator/Manager (1)	Salary LoA- (B, L6,1)	374.00	26	9,724.00
2	Information Technology (Hardware) Manager	Salary LoA- (B, L6,1)	374.00	26	9,724.00
3	Information Technology (Connection & Software) Officer	Salary LoA- (C, L5,1)	298.00	26	7,748.00

Planned Activities		Budget Description	Unit cost	No. of units (Annual)	Estimated Budget
4	Information Technology (IT Training) Officer	Salary LoA- (C, L5,1)	298.00	26	7,748.00
5	Procurement and Logistic Manager (1)	Salary LoA (B,L-6,1)	374.00	26	9,724.00
6	Fleet Maintenance & Management Officer	Salary LoA (C, L-5,1)	298.00	26	7,748.00
7	HR Officer (1)	Salary LoA (B,L-6,1)	374.00	26	9,724.00
8	Public Information and communication Manager (1)	Salary LoA (B,L-6,1)	374.00	26	9,724.00
9	Public Information communication Officer (1)	Salary LoA (C, L-5,1)	298.00	26	7,748.00
10	Finance Officer *	Salary LoA (B,L-6,1)	374.00	26	9,724.00
	Sub Total				89,336.00
C. Support costs associated with International Advisors and National Civilian Officer Activities					
	Information Technology supply				54,000.00
	Training, Workshops & Conference				71,920.00
	Interpreting and translation Costs				25,000.00
	Sub Total				150,920.00

Planned Activities	Budget Description	Unit cost	No. of units (Annual)	Estimated Budget
D. Implementation support services calculated at 3% of Total of A,B,C				
				37,657.68
	Sub Total			
E. General Management Services-calculated at 7% of Total of A,B,C,D				
				90,503.96
	Sub Total			
	TOTAL			1,383,417.64

FTA - UNDP Fixed Term Appointment contract

LoA - Government contract under Letter of Agreement between UNDP and PNTL

* Notes: this post will be recruited if the International Finance Advisor post funded by TLPDP is approved by PNTL.

** 24 Months of contract + 2 x '13th month' salaries as required by Timor's Labour law.

Table 2: Support Costs for International Advisor and National Civilian Activities

Note: This table provides detail of costs summarised in Section C of Table 1

No	Item and activities	Unit	Price/Unit	Amount
a	IT and Database			
1	Computer desktop	10	1,000.00	10,000.00
2	MS Software	10	400.00	4,000.00
3	Projector Sony EX100	1	700.00	700.00
4	Screen Projector	1	200.00	200.00
5	Printer	1	1,000.00	1,000.00
6	Toner	1	200.00	200.00
7	White Board	1	30.00	30.00
	Sub Total			16,130.00
b	Public Information & Communication			
8	Training for Public Information			2,500.00
9	Article Writing			3,000.00
10	Develop and maintain website			5,000.00
11	Publish posters, Newsletters			10,000.00
12	Produce Media & TV Program			10,000.00
	Sub Total			30,500.00
c	Equipment for Public Information & Communication			
13	DSLR Camera	1	1,500.00	1,500.00
14	Compact Camera	3	500.00	1,500.00
15	Video Camera	1	2,500.00	2,500.00

No	Item and activities	Unit	Price/Unit	Amount
16	IC Recorder	4	600.00	2,400.00
17	Photoshop Software	1	1,000.00	1,000.00
18	In design	1	800.00	800.00
19	Video editing software	1	1,000.00	1,000.00
20	Printer	1	2,000.00	2,000.00
21	Microphone	1	2,000.00	2,000.00
22	Tripod	2	1,000.00	2,000.00
23	Web software	1	1,200.00	1,200.00
	Sub Total			17,900.00
d Procurement & Asset Management				
24	Interpreting (casual) and translation costs			25,000.00
25	Advanced Procurement Training (10 X10 days perdiem)	100	50	5,000.00
26	Training for freebalance (MoF) (15 X 5 days perdiem)	75	50	3,750.00
27	Field Visit (DSA) to complete the task (20 persons X \$47)	20	47	940.00
28	Computer Training for Basic, Intermediate and Advanced (60 X 5 days perdiem) Procurement, Logistics, Asset Management, Motor Transport officers in PNTL HQ	60	200	12,000.00
29	Computer Training for Basic, Intermediate and Advanced (60 X 5 days perdiem) Procurement, Logistics, Asset Management, Motor Transport officers in PNTL DISTRICTS	36	200	7,200.00
30	Service Provider for computer training	1	1	7,500.00
31	Internet installation & upgrades	1	1	5,000.00
	Sub Total			66,390.00

No	Item and activities	Unit	Price/Unit	Amount
e	Human Resources Management			
32	ID Card Printer	1	5000	5,000.00
33	ID Card Software	1	1500	1,500.00
34	Camera fully compatible with ID Card Printer	1	1000	1,000.00
35	Signature Pad with Software Solution	1	500	500.00
36	Blank PVC Cards white	20	100	2,000.00
37	Full Color Ribbon, HDP Film, Cleaning Kit, Monochrome Ribbon, other consumables as needed according to ID system's technical requirements	50	200	10,000.00
	Sub Total			20,000.00
Total				150,920.00

ATTACHMENT B: Payment Schedule

One installment of **USD \$1,383,417.64** will be delivered to UNDP in one payment in June 2013, upon signing of the contract.

1. The amount shall be deposited in the following bank account:

Title of account	UNDP Representative in Timor-Leste (USD Account)
Bank name	Bank of America
Account number	3752208322
Bank Address	1401 Elm St., Dallas TX 75202
Wire Routing Number	026009593
SWIFT	BOFAUS3N

Any modification to this information will be opportuinely notified to the donor Agency.

2. The donor Agency will inform UNDP when the payment is completed via an email message with remittance information to contributions@undp.org providing the following information:

- Australian Federal Police
- UNDP Country Office: Timor-Leste
- "UNDP Capacity Building Support to Policia National da Timor-Leste"- Project Number 00085256

