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FINANCING AGREEMENT BETWEEN
THE UNITED NATIONS DEVELOPMENT PROGRAMME (UNDP)
AND THE WORLD ECONOMIC FORUM (THE DONOR or THE FORUM)

WHEREAS the Donor hereby agrees to contribute funds to UNDP on a cost-sharing basis (hereinafter referred to as "the Contribution") to UNDP for the implementation of the "Viet Nam National Blue Carbon Action Partnership Viet Nam Secretariat (NBCAP Viet Nam)" under the Integrated Framework for Climate Change, Energy and Environment Initiatives (IFCEE) - Project ID: 01004337 (hereinafter referred to as "the Project"), as described in Annex 1, and submitted by the Donor for information.

WHEREAS UNDP is prepared to receive and administer the Contribution for the implementation of the Project,

WHEREAS UNDP Vietnam is the implementing partner for the implementation of the Project (hereinafter referred to as the "Implementing Partner"),

NOW THEREFORE, UNDP and the Donor (referred to individually as "Party" and collectively "Parties") hereby agree as follows:

Article I. The Contribution

1. (a) The Donor shall, in accordance with the schedule of payments set out below, contribute to UNDP the amount of:

   (a) Phase I: CHF 112,321.00 (the "Contribution") including a Coordination Levy (see Annex 4) equal to 1% of the amount of the Contribution for the implementation of Phase 1 from 1 October 2025 to 31 March 2026. The Contribution including the Coordination Levy shall be deposited in the following bank account:

Account Name:	UNDP Contribution (CHF) Account
Account Number:	240C02400360
Bank Name:	UBS S.A. (SWITZERLAND)
Branch Number:	N/A
SWIFT Code:	UBSWCHZH12A
ABA#:	CH8800240240C02400360
Currency:	Swiss Francs (CHF)
Address:	RUE DES NOIRETTES 35, P.O Box 2600CH-1211 Geneva 2 Geneva, SWITZERLAND

   (b) Upon confirmation in writing from the Donor, an amount equal to CHF 120,667.00 (this additional amount will form part of the Contribution) including a Coordination Levy equal to CHF 1,194.72 for the implementation of Phase 2 from 1 April 2026 to

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30 September 2026. The budget and work plan for Phase 2 are included in Annex 2. Any changes to the budget or the workplan for Phase 2 will require a formal amendment to this Agreement.

(c) Payments will be made in accordance with the following payment schedule:

Schedule of payments	Amount (CHF)
Phase 1 (until 31 March 2026)	**112,321.00**
Upon signing of the agreement	71,000.00
10 January 2026	41,321.00
Estimated Phase 2 (1 April 2026 to 30 September 2026)	**120,667.00**
10 April 2026	71,000.00
10 July 2026	49,667.00

(d) The Donor shall initiate the first payment upon receipt of executed copies of this agreement and the payment request, and shall provide the funds via electronic transfer within fourteen (14) days thereafter.

(e) The Donor acknowledges and agrees that UNDP will not implement any of the Phase 2 activities unless it receives the funds from the Donor in advance of the implementation of any Phase 2 activities.

(f) The Donor will inform UNDP when the Contribution is paid via an e-mail message with remittance information to contributions@undp.org, providing the following information: World Economic Forum, UNDP Viet Nam, Project No. 01004337, National Blue Carbon Action Partnership Viet Nam Secretariat (NBCAP Viet Nam). This information should also be included in the bank remittance advice when funds are remitted to UNDP.

The value of the payment, if made in a currency other than United States dollars, shall be determined by applying the United Nations operational rate of exchange in effect on the date of payment. Should there be a change in the United Nations operational rate of exchange prior to full utilization by the UNDP of the payment, the value of the balance of funds still held at that time will be adjusted accordingly. If, in such a case, a loss in the value of the balance of funds is recorded, UNDP shall inform the Donor with a view to determining whether any further financing could be provided by the Donor. Should such further financing not be available, the assistance to be provided to the Project may be reduced, suspended or terminated by UNDP.

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3. The above schedule of payments takes into account the requirement that the payments shall be made in advance of the implementation of planned activities. It may be amended to be consistent with the progress of project delivery.

4. UNDP shall receive and administer the Contribution in accordance with the regulations, rules, policies and procedures of UNDP.

5. All financial accounts and statements shall be expressed in United States dollars.

Article II. Utilization of the Contribution

1. The implementation of the responsibilities of UNDP and of the Implementing Partner pursuant to this Agreement and the Project Description in Annex 1 and Implementation Plan in Annex 2 shall be dependent on receipt by UNDP of the Contribution in accordance with the schedule of payment as set out in Article I, Paragraph 1, above.

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 on a timely basis a supplementary estimate showing the further financing that will be necessary. The Donor shall use its best endeavours to obtain the additional funds required. UNDP shall not absorb any loss (including but not limited to exchange fluctuations) under the Project. All losses (including but not limited to losses as result of currency exchange fluctuations) shall be charged to the Project.

3. If the payments referred to in Article I, 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 or other sources, the assistance to be provided to the Project under this Agreement may be reduced, suspended or terminated by UNDP.

Article III. Administration and Reporting

1. Project management and expenditures shall be governed by the regulations, rules, policies and procedures of UNDP and, where applicable, the regulations, rules, policies and procedures of the Implementing Partner.

2. UNDP shall provide to the Donor the following reports in accordance with UNDP accounting and reporting procedures:

(a) From the country office an annual status of project progress for the duration of the Agreement, as well as the latest available approved budget.

(b) From UNDP Bureau for Management Services/Office of Financial Resources Management, an annual certified financial statement of UNDP as of 31 December every year to be submitted no later than 30 April of the following year.

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(c) From the country office within six months after the date of completion or termination of the Agreement, a final report summarizing project activities and impact of activities as well as provisional financial data.

(d) From UNDP Bureau for Management Services/Office of Financial Resources, on completion of the project, a certified financial statement of UNDP to be submitted no later than 30 April of the year following the financial closing of the project.

3. UNDP will also provide the reports in Annex 3 of the Agreement.

Article IV. General Management Support services

1. In accordance with the decisions, policies and procedures of UNDP's Executive Board reflected in its Policy on Cost Recovery from Other Resources, the Contribution shall be subject to cost recovery for indirect costs incurred by UNDP headquarters and country office structures in providing General Management Support (GMS) services. To cover these GMS costs, the Contribution shall be charged a fee of at least 8%. Furthermore, as long as they are unequivocally linked to the Project, all direct costs of implementation, including the costs of the Implementing Partner, will be identified in the Project budget against a relevant budget line and borne by the Project accordingly.

2. The aggregate of the amounts budgeted for the Project, together with the estimated costs of reimbursement of related support services, shall not exceed the total resources available to the Project under this Agreement as well as funds which may be available to the Project for project costs and for support costs under other sources of financing.

Article V. Evaluation

All UNDP programmes and projects are evaluated in accordance with UNDP Evaluation Policy. UNDP and the Government of Viet Nam in consultation with other stakeholders will jointly agree on the purpose, use, timing, financing mechanisms and terms of reference for evaluating a project including an evaluation of its contribution to an outcome which is listed in the Evaluation Plan. UNDP shall commission the evaluation, and the evaluation exercise shall be carried out by external independent evaluators.

Article VI. Equipment

Ownership of equipment, supplies and other properties financed from the Contribution shall vest in UNDP. Matters relating to the transfer of ownership by UNDP shall be determined in accordance with the relevant policies and procedures of UNDP.

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Article VII. 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 VIII. Fraud and Anti-Corruption Measures

The Parties agree that it is important to take all necessary precautions to avoid corrupt practices. To this end, UNDP shall maintain standards of conduct to govern the performance of its staff, including of corrupt practices in connection with the award and administration of contracts, grants, or other benefits, as set forth in the Staff Regulations and Rules of the United Nations, the UNDP Financial Regulations and Rules, and the UNDP Procurement Manual.

Article IX. Anti-Terrorism Measures

Consistent with numerous United Security Council resolutions, including S/RES/1269 (1999), S/RES 1368 (2001), and S/RES/1373 (2001), both the Donor and UNDP are firmly committed to the international fight against terrorism, and in particular, against the financing of terrorism. It is the policy of UNDP to seek to ensure that none of its funds are used, directly or indirectly, to provide support to individuals or entities associated with terrorism. In accordance with this policy, UNDP undertakes to use reasonable efforts to ensure that none of the Donor funds provided under this Agreement are used to provide support to individuals or entities associated with terrorism.

Article X. Third Parties' Compliance

To the extent UNDP engages any third party for the implementation of this Agreement, UNDP shall contractually require that the third party shall comply in the performance of activities under this Agreement with all applicable laws and regulations, UNDP will cooperate fully with the Donor to support the Donor's compliance with relevant obligations under the grant agreement it has with the applicable grantor(s); such cooperation will be without prejudice of and always subject to UNDP's regulations, rules, policies and procedures and the Single Audit Principle.

Article XI. Advertisement of the Contribution

1. Neither Party will use the other Party's name and/or logo without that Party's prior written approval of the other Party on the form, content and context of such use.

2. Neither Party shall, in any circumstance, mention its relationship with the other Party in any sort of media vehicle without the previous and written authorization of the other Party. Neither Party shall speak on behalf of the other Party. Statements or any form of objectionable content cannot be expressed

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on the Donor's letterhead, e-mail or in any other context where such opinions or materials could appear to be attributable to the Donor.

2. The Donor acknowledges that it is familiar with UNDP's ideals and objectives and recognizes that its name and emblem may not be associated with any political or sectarian cause or otherwise used in a manner inconsistent with the status, reputation and neutrality of UNDP.

3. The Donor may make representations to its shareholders and internal budget officials as required about the fact of the Contribution to UNDP. Any other use of the UNDP name or emblem, and any other form of recognition or acknowledgement of the Contribution of the Donor are subject to consultations between the Parties, and the prior written agreement of UNDP.

4. UNDP will report on the Contribution to its Executive Board in accordance with its regular procedures regarding contributions from private donors. Other forms of recognition and acknowledgement of the Contribution are subject to consultations between the Parties, but the manner of such recognition and acknowledgement shall be determined at the sole discretion of UNDP.

Article XII. Completion of the Agreement

1. UNDP shall notify the Donor when all activities relating to the Project have been completed in accordance with the Project document.

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 and consult with the Donor 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 Description in Annex 1 and Implementation Plan in Annex 2, any funds that remain unexpended after all commitments and liabilities have been satisfied shall be returned by UNDP to the Donor.

Article XIII. Termination of the Agreement

1. This Agreement may be terminated by UNDP or by the Donor after consultations between the Donor, 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

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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 return uncommitted funds to the Donor.

3. In cases where this Agreement is terminated before Project completion any funds that remain unexpended after all commitments and liabilities have been satisfied shall be reallocated by UNDP after consultation with the Donor.

Article XIV: Notice

Any notice or correspondence between UNDP and the Donor will be addressed as follows:

(a) To the Donor: Emily Kelly, Emily.Kelly@weforum.org
Lead, Blue Carbon, Ocean Action Agenda, WEF

Ting Peng, ting.peng@weforum.org
Operations Lead, Ocean Action Agenda, WEF

Address: World Economic Forum Headquarters, 91-93 route de la Capite, CH-1223 Cologny/Geneva, Switzerland

(b) Upon receipt of funds, UNDP shall send an electronic receipt to the Donor email address provided below as confirmation that the remitted funds have been received by UNDP

(c) To UNDP**:** Le Van Son, le.van.son@undp.org
Programme Management Specialist, UNDP Viet Nam

Address: United Nations Development Programme,
304 Kim Ma, Ba Dinh, Ha Noi, Viet Nam

Article XV. Amendment of the Agreement

This Agreement may be amended through a written amendment signed by both Parties.

Article XVI. Settlement of Disputes

1. The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this agreement or the breach, termination or invalidity thereof. Where the Parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in

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accordance with UNCITRAL Conciliation Rules then obtaining, or according to such procedure as may be agreed between the Parties.

2. Any dispute, controversy or claim between the Parties arising out of or relating to this agreement or the breach, termination or invalidity thereof, unless settled amicably under the preceding paragraph within (60) sixty days after receipt by one Party of the other Party's request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

Article XVII. Privileges and Immunities

Nothing in this agreement shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including UNDP.

Article XVIII. Confidentiality

The Parties shall keep confidential the information of each of the other Parties (which in the case of the Donor shall also include all information of the World Economic Forum LLC and/or entrusted to both by their members, partners and/or constituents) which are marked as confidential (the "Confidential Information"). In case of doubt, information shall be treated as Confidential Information. The Party disclosing Confidential Information is referred to herein as the "Disclosing Party" and the Party receiving Confidential Information is referred to herein as the "Receiving Party" as applicable under the circumstances. All of the Confidential Information shall only be used for Agreement-related purposes. The Receiving Party agrees that, except as expressly and in writing directed or authorized by the Disclosing Party or as required by law or to the extent required pursuant to the Charter of the United Nations, or pursuant to resolutions or regulations of the General Assembly or rules promulgated thereunder or pursuant to UNDP's regulations, rules, policies and procedures, the Receiving Party will not at any time, directly or indirectly, disclose or make accessible any of the Disclosing Party's Confidential Information to any person or entity whatsoever without the previous approval of the Disclosing Party.

Article XIX. Entry into Force

This Agreement shall enter into force upon the signature of this Agreement by the Parties hereto, on the date of the last signature.

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

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For the Donor:

(Name) Sebastian Buckup
(Title) Managing Director
(Date) 01 October 2025

Signed by:
Sebastian Buckup
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(Name) Alois Zwinggi
(Title) Managing Director
(Date) 01 October 2025

DocuSigned by:
Alois Zwinggi
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For the United Nations Development Programme:

(Name) **Ms. Ramla Khalidi**
(Title) Resident Representative, UNDP Viet Nam
(Date) 01 October 2025

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Annex 1: Project Description

Project Title: Viet Nam National Blue Carbon Action Partnership Viet Nam Secretariat (Viet Nam NBCAP), under the Integrated Framework for Climate Change, Energy and Environment Initiatives (IFCEE)

Project ID: 01004337

Implementing Partner: UNDP Viet Nam

Government Partner: Ministry of Agriculture and Environment (MAE)

PHASE 1
Start Date: 01 October 2025 **End Date:** 31st March 2026

PHASE 2:
Start Date: 01 April 2026 **End Date:** 30 September 2026

Background

Viet Nam is a marine country, with a coastline of more than 3,260 km and over 3,000 islands. The marine economy is an important driving force for socio-economic development, environmental protection and international cooperation. Vietnam's 28 coastal provinces and cities account for more than 50% of the country's population, and over 60% of the national GDP.[1]

Viet Nam has promulgated key policies and actions for sustainable development of the marine economy. Party Resolution No. 36-NQ/TW in 2018 on the strategy for sustainable development of Vietnam's marine economy calls for the marine economy to contribute up to 10 percent of Vietnam's GDP by 2030. Government Resolution No. 26/NQ-CP in 2020 and Prime Minister's Directive No. 31/CT-TTg in 2021 set out key directions and actions for sustainable development of Vietnam's marine economy to 2030, with a vision to 2045.

UNDP and the Viet Nam Agency for Seas and Islands (VASI) have developed scenarios for the key ocean economic sectors of fishery, renewable energy, oil and gas, tourism, transportation, environment and ecosystem. Other key recent Government official documents include Decision No. 389/QD-TTg of the Prime Minister in May 2024 approving the Master Plan for Protection and Exploitation of Aquatic Resources for the 2021 - 2030 Period, with a Vision to 2050 (including the list of national and provincial Marine Protected Areas to be established), Decision No. 236/QĐ-TTg in January 2025 approving the

[1] UNDP and the Viet Nam Agency for Sea and Islands, 2022. Blue economy scenarios for Viet Nam https://www.undp.org/vietnam/publications/blue-economy-scenarios-viet-nam

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Implementation Plan for the Master Plan on Sustainable Exploitation and Use of Coastal Zone Resources, and Government Resolution No. 37/NQ-CP in February 2025 on the Implementation Plan for the National Marine Spatial Planning.

Blue carbon credits hold significant potential for Vietnam, given its extensive coastline. Vietnam's wetland forests are estimated to cover an area of 237,481 hectares, with mangroves accounting for approximately 150,000 hectares (Viet Nam's Department of Plant Protection, 2023). However, these areas face numerous threats. Mangrove forests have declined drastically, shrinking from 405,000 hectares in 1943 to around 157,000 hectares in 1999 (Do et al. 2005). Several large and ecologically significant mangrove forests in Viet Nam stand out for their potential, notable large mangrove forests include the Can Gio mangrove forest in Ho Chi Minh City, and the mangrove forests in Ca Mau province.

Diverse seagrass species are distributed across several coastal sites in Viet Nam, totalling 15,637 hectares (Trinh and Takeuchi 2019), mostly in Phu Quoc Island in Kien Giang province in the Mekong Delta region. 'Tidal marshes', referred to in Vietnam's land-use classification as 'wetland' including 'inland wetland' and 'coastal wetland', are distributed mostly in the two large delta regions of Viet Nam. Key coastal wetlands are primarily in Red River Delta, covering 229,762 hectares, and the Mekong River Delta where saline coastal wetlands make up about 1.6 million hectares, including tidal marshes along the East Sea coastline, to the southwest of the Ca Mau Peninsula, and in the Gulf of Thailand.

Viet Nam recognizes the importance of mangrove forests in its National Determined Contribution (NDC),[2] and has committed to protecting these vital ecosystems. Ensuring sustainability of these vital assets requires translating these commitments into on-the-ground initiatives that protect, restore, and sustainably manage coastal ecosystems. This requires collaboration and concerted effort from governments, non-governmental organizations, local communities, and the private sector. However, Viet Nam faces challenges in managing these ecosystems due to inadequate knowledge and monitoring systems, rapid coastal development, and pollution impacts. Additionally, it is necessary to strengthen community engagement and ensure equitable benefits in ecosystem management.

Description, purpose, and objectives

The World Economic Forum (WEF) is an independent international institution committed to improving the state of the world by engaging business, political, academic and other leaders of society to shape global, regional and industry agendas. The WEF, incorporated as a foundation in 1971 and based in Geneva, Switzerland, is impartial, not-for-profit and is tied to no political, partisan or national interests.

The Blue Carbon Action Partnership (BCAP) was launched in 2023 to scale blue carbon benefits through coordinated action to unlock finance, strengthen science and empower local communities. BCAP is supporting national governments in achieving their blue carbon ambitions through support in creating a national blue carbon roadmap for action and finance. BCAP also works to coordinate, communicate and connect global stakeholders in blue carbon ecosystems at a global and national scale.

[2] Vietnam's Nationally Determined Contribution (NDC), 2022
https://unfccc.int/sites/default/files/NDC/2022-11/Viet%20Nam_NDC_2022_Eng.pdf

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The NBCAP Secretariat is a local body that shares the goals of the NBCAP and is legally able to accommodate the NBCAP Secretariat. A local host organization will manage the NBCAP's finances, enable local staff to be hired and share responsibility for overseeing the delivery of the NBCAP in an unbiased manner. The NBCAP Secretariat should operate separately from the host organization.
BCAP is funded by contributions from governments. The World Economic Forum, as the lead implementing entity of the Partnership, will receive and manage these contributions and host the BCAP Secretariat. The arrangements and coordination of contributions will be carried out in accordance with bilateral agreements between the government of the relevant partner country and the World Economic Forum. A Memorandum of Understanding is developed between the partner country government and the BCAP to define the outcomes and the various roles and responsibilities.

The objective of the collaboration between UNDP and the World Economic Forum on the Viet Nam NBCAP is to enable operations of the Vietnam NBCAP, which is a national platform to support Vietnam in achieving its blue carbon ambitions.

Under this collaboration, and through funds made available by the World Economic Forum, UNDP will host operations of the Vietnam NBCAP for a period of 9 months (end date will be end of March), and support the development and national delivery of the Viet Nam NBCAP.

Responsibilities
Responsibilities of UNDP include:

- Hiring NBCAP Secretariat staff, including (1) a Project Lead and (2) an Operational and Communications Specialist;
- Providing logistical and technical support for the NBCAP Secretariat staff (including office space, telecommunication, IT support and travel arrangements);
- Working with the World Economic Forum and its BCAP Secretariat, the MAE and other partners and stakeholders to organize and support NBCAP governance and stakeholder meetings; representing NBCAP at events, overseeing the delivery of analysis work and roadmaps; hiring consultants and vendors as needed;
- Engaging with the Ministry of Agriculture and Environment (MAE), as the Government Partner, national and local agencies, civil society organizations, academia, the private sector and other stakeholders, as appropriate, to effectively implement activities of the NBCAP;
- Working closely with MAE and other core national and regional stakeholders to form the Steering Group and taskforces/working groups and develop the Blue Carbon Roadmap and Action Plan.
- Developing NBCAP communication strategy, materials and communication activities.

Responsibilities of the Donor include:

- Providing on-boarding and regular guidance from BCAP Secretariat to NBCAP.
- Providing financial contribution to UNDP Viet Nam, according to the Schedule of Payment to support costs of NBCAP operations.
- Providing NBCAP Secretariat with access to relevant databases and networks to successfully deliver their tasks.

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Annex 2 – Implementation Plan

Phase 1 Workplan: October 2025 – March 2026

OBJECTIVES/ OUPUTS	PLANNED ACTIVITIES	DESCRIPTION	Time						Partner
			Oct 2025	Nov 2025	Dec 2025	Jan 2026	Feb 2026	Mar 2026	
I. Personnel									
UNDP Viet Nam roles in place	- Policy Manager (10%) - Policy Development Specialist (10%) - Operations/ admin/ finance Officer (40%) - Unit Head (oversight, guidance) (10%)	UNDP Viet Nam supervision and support roles for the secretariat hosting function assigned							
NBCAP Secretariat personnel mobilized	- NBCAP Manager (100%) - Communication and Engagement Specialist (100%)	NBCAP Secretariat full time personnel mobilized by UNDP Viet Nam in collaboration with BCAP Secretariat/WEF	Recruitment & onboarding						*WEF/BCAP*
II. Meetings, workshops and other events									
In country kick-off for the Viet Nam NBCAP Secretariat and stakeholders	Meeting of the NBCAP Secretariat with Blue Carbon stakeholders in Hanoi	The event will convene key national, regional and north/central stakeholder organizations and experts to share information about the NBCAP, develop stakeholder mapping and call for stakeholders' participation to NBCAP							*WEF/BCAP* *Related departments of MAE (ICD, DCC) and related sectors* *Hanoi DAE*
NBCAP Launch and First Steering Group meeting	National NBCAP launch and First Steering Group meeting	The event will convene all relevant stakeholders to launch the NBCAP in Viet Nam							*WEF/BCAP* *Related departments of MAE (ICD, DCC)*

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OBJECTIVES/ OUPUTS	PLANNED ACTIVITIES	DESCRIPTION	Time						Partner
			Oct 2025	Nov 2025	Dec 2025	Jan 2026	Feb 2026	Mar 2026	
III. Consultants									
Stakeholder mapping for engagement in the NBCAP	Jointly with BCAP Secretariat, mobilize and supervise **national consultant team** (1 team lead, 1 team member) for stakeholder mapping and project mapping exercises on Blue Carbon actions in Viet Nam	Stakeholder mapping and project mapping exercises on Blue carbon actions through a multi-stakeholder consultation process							*WEF/BCAP*
Baseline assessment of blue carbon ecosystems	Jointly with BCAP Secretariat, mobilize and supervise **consulting firm** for developing the baseline study as input for a national roadmap that leverages blue carbon resources	The baseline study will provide comprehensive inputs for a national roadmap to support national climate goals, ecosystems and communities.							*WEF/BCAP*
IV. Travel Costs (Transportation & Lodging)									
Stakeholder mapping for engagement in the NBCAP	Local travel for stakeholder meetings, consultations	Stakeholder mapping and project mapping exercises on Blue carbon actions through a multi-stakeholder consultation process							*WEF/BCAP*
Showcase of Viet Nam NBCAP at UNFCCC COP 30	UNDP Viet Nam representative/NBCAP Secretariat contributes to participate in WEF/BCAP events at COP30 to announce Viet Nam NBCAP	International travel to/from Belem Brazil for 1 person to COP 30 in November 2025							*WEF/BCAP*
Field monitoring, facilitation and coordination	Regular local travels	Local travel for field monitoring, facilitation and coordination by secretariat members							
V. Communications									
NBCAP Communication strategy	Jointly with BCAP Secretariat, develop the overall communications strategy for NBCAP establishment and implementation during October 2025 – March 2026 period								*WEF/BCAP*

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OBJECTIVES/ OUPUTS	PLANNED ACTIVITIES	DESCRIPTION	Time						Partner
			Oct 2025	Nov 2025	Dec 2025	Jan 2026	Feb 2026	Mar 2026	
Development of NBCAP communication products	Jointly with BCAP Secretariat, develop key communications products for NBCAP, ensuring WEF/BCAP visibility and alignment with national context, climate policies and goals	Slide deck, social media, NBCAP Brochure, etc.							*WEF/BCAP*
Communications on key results and milestones	Jointly with BCAP Secretariat, develop and implement communications for key results and milestones in line with the NBCAP communications strategy	Media releases, social media posts, stories and case studies for BCAP global site, etc.							*WEF/BCAP*
VI. Office and Administration Support									
Office and admin support for NBCAP Secretariat	NBCAP Secretariat office space and facilities	Office space and facilities							
	NBCAP Secretariat administrative support	Office utilities, supplies, office security and implementing supporting service (ISS)							
	NBCAP Secretariat documentation support	Translation and editing							
V. Monitoring and Reporting									
Monitoring and Reporting to WEF/BCAP	Weekly/bi-weekly update calls								*WEF/BCAP*
	Quarterly reporting								*WEF/BCAP*
	Semi-annual/annual reporting								*WEF/BCAP*

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Estimated Phase 2 Workplan: April 2026 – September 2026

OBJECTIVES/ OUPUTS	PLANNED ACTIVITIES	DESCRIPTION	Time						Partner
			Apr 2026	May 2026	June 2026	July 2026	Aug 2026	Sep 2026	
I. Personnel									
UNDP Viet Nam roles in place	- Policy Manager (10%) - Policy Development Specialist (10%) - Operations/ admin/ finance Officer (40%) - Unit Head (oversight, guidance) (10%)	UNDP Viet Nam supervision and support roles for the secretariat hosting function assigned							
NBCAP Secretariat personnel mobilized	- NBCAP Manager (100%) - Communication and Engagement Specialist (100%)	NBCAP Secretariat full time personnel mobilized by UNDP Viet Nam in collaboration with BCAP Secretariat/WEF							*WEF/BCAP*
II. Meetings, workshops and other events									
Second Steering Group meeting	Second Steering Group meeting	Regular meeting of the Steering Group to follow up on NBCAP progress, activities and next steps							*WEF/BCAP* *Related departments of MAE (ICD, DCC)*
Meetings of the Blue Carbon Roadmap and Action Plan taskforce/working group	Two meetings of the Blue Carbon Action Task Force/working group(s)	Two meetings: (i) Taskforce establishment; guide and review the Blue Carbon Ecosystems Baseline report (ii) Task force meeting on the Blue Carbon Action Roadmap							
Workshop to disseminate Blue Carbon Action Roadmap and funding engagement	Workshop to launch and disseminate the National Blue Carbon Action Roadmap with NBCAP partners/ stakeholders and engage on potential funding	Large hybrid event with high-level chairing (leader of MAE) and around 130 participants (80 in person)							
III. Consultants									

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OBJECTIVES/ OUPUTS	PLANNED ACTIVITIES	DESCRIPTION	Time						Partner
			Apr 2026	May 2026	June 2026	July 2026	Aug 2026	Sep 2026	
Development of the Blue Carbon Action Roadmap	Jointly with BCAP Secretariat, mobilize and supervise consulting firm for developing the National Blue Carbon Action Roadmap	The Blue Carbon Action Roadmap will set out key milestones, activities and resources to support national Blue Climate goals, ecosystems and communities.							
IV. Travel Costs (Transportation & Lodging)									
Field monitoring, facilitation and coordination	Regular local travels	Local travel for field monitoring, facilitation and coordination by secretariat members							
V. Communications									
Communications on key results and milestones	Jointly with BCAP Secretariat, develop and implement communications for key results and milestones in line with the NBCAP communications strategy	Media releases, social media posts, stories and case studies for BCAP global site, etc.							*WEF/BCAP*
VI. Office and Administration Support									
Office and admin support for NBCAP Secretariat	NBCAP Secretariat office space and facilities	Office space and facilities							
	NBCAP Secretariat administrative support	Office utilities, supplies, office security and implementing supporting service (ISS)							
	NBCAP Secretariat documentation support	Translation and editing							
V. Monitoring and Reporting									
Monitoring and Reporting to WEF/BCAP	Weekly/bi-weekly update calls								*WEF/BCAP*
	Quarterly reporting								*WEF/BCAP*
	Semi-annual/annual reporting								*WEF/BCAP*

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Annex 3 - Budget, Eligible Costs, Disbursement and Reporting

Eligible costs include reasonable and properly itemized costs, directly related to the eligible activities, for:

- salary and wages and other labour;
- travel and related expenditures – please note that no travel in business class is allowed or shall be considered eligible expense;
- In the event of an approved travel activity, the Forum will only reimburse the economy-class travel costs (business or first-class travel costs cannot be claimed).
- For avoidance of double, the Forum will only reimburse in-country travel expenses of government officials when the Forum considers the expenses as (i) directly linked to support the Project, (ii) consistent with the value for money principle, (iii) adhere to Forum's Travel and Expenses Policy, and (iv) comply with applicable laws and regulations. No other travel expenses of government official will be refunded by the Forum.
- professional services;
- utilities;
- materials and supplies;
- conferences and meetings;
- rental of office space, a room, set of rooms, building, and/or facilities;
- administrative overhead up to 10% of eligible costs of project;
- training;
- equipment rental; and
- contingency costs due to inflation – the payment of this particular expense shall be subject to review and approval from the Donor.

Costs other than those herein allowed are ineligible, unless specifically approved in writing by the Donor.

Cost Sub-Type	Unit of Measure	Phase 1 (6 months: Oct 2025 - Mar 2026)	Phase 2 (6 months: Apr - Sep 2026)	Total Budget (CHF)	Notes and comments
		Total (CHF)	Total (CHF)		
Personnel Costs		42,491.00	42,491.00	84,982.00	*Input figures in the boxes highlighted in blue*
Role 1 - NBCAP Manager	Full time (100%)	17,094.00	17,094.00	34,188.00	National Contractual services individual for 12 months x CHF2,849=CHF34,188
Role 2 - Communication and Engagement Specialist	Full time (100%)	14,652.00	14,652.00	29,304.00	National Contractual services individual for 12 months x CHF2,442=CHF29,304
Role 3 - Operations/admin/finance Officer	Part-time (40%)	5,861.00	5,861.00	11,722.00	National Contractual services individual for 12 months, 40% working time x CHF2,442=CHF11,722

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Role 4 - Policy manager (part time)	Part-time (20%)	-		-	Co-financing from UNDP in amount of CHF17,582
Role 5 - Policy/development specialist (part time)	Part-time (10%)	4,884.00	4,884.00	9,768.00	International Contractual services individual for 12 months, 10% working time x CHF8,140=CHF9,768
Role 6 - Unit Head (oversight, guidance) (part time)	Part-time (10%)	-		-	Co-financing from UNDP in amount of CHF11,722
Role 7 - Finance Officer (part time)	Part-time	-		-	Included in Role 3
Travel and Expenses		**8,140.00**	**1,627.00**	**9,767.00**	
International travel				-	
Flight Tickets	No. Of Trips	4,070.00		4,070.00	01 International return airticket
Accommodation	No. Of Nights	488.00		488.00	05 nights per trip x CHF97.60/night
Meals	No. Of Days	488.00		488.00	05 days per trip x CHF97.60/day
Other Transportation	No. Of Trips	651.00		651.00	Terminal fee, visa fee
Local travel		-		-	For secretariat members in field monitoring, facilitation and coordination
Flight Tickets	No. Of Trips	1,222.00	814.00	2,036.00	10 local return airtickets x CHF203.60, in which 6 airtickets are in the period 1 and 04 airtickets are in the period 2
Accommodation	No. Of Nights	601.00	400.00	1,001.00	30 nights x CHF33.37, in which 18 nights are in the period 1 and 12 nights are in the period 2
Meals	No. Of Days	498.00	332.00	830.00	30 days x CHF27.67, in which 18 days are in the period 1 and 12 days are in the period 2
Other Transportation	No. Of Trips	122.00	81.00	203.00	10 trips x CHF20.30 in which 6 trips are in the period 1 and 4 trips are in the period 2, airport taxi, car rent for field trips.etc..
Consulting Costs	(budget lines are indicative)	**30,118.00**	**40,700.00**	**70,818.00**	
02 individual contracts with National Consultants	Package	9,768.00		9,768.00	02 individual contracts with National Consultants (1 team lead and team member, 20 working days each, rate CHF203.5/day and travel CHF814 each, total CHF9,768)) to develop the stakeholder mapping and project mapping exercises on Blue carbon actions in Viet Nam;
Contractual services with firms to develop the baseline study	Package	20,350.00		20,350.00	01 contractual services with firms to develop the baseline study (CHF20,350)
Contractual services with firms to develop the blue carbon action roadmap	Package		40,700.00	40,700.00	01 contractual services with firms to develop the blue carbon action roadmap (CHF40,700)
Event and Workshop Costs		**11,396.00**	**15,466.00**	**26,862.00**	

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Venue	No. Of Days	3,418.80	3,663.20	7,082.00	02 workshops, meetings in the period 1 with estimated budget of CHF11,396 are allocated as follows: 1. Meeting with NBCAP Secretatriat in Ha Noi: Hybrid 1-day event, 50 participants, 40 in person, in lunch/dinner, provided (CHF3,256) 2. National NBCAP launch and First Steering Group meeting in Ha Noi: Hybrid 1 day event, 100 participants, 70 in person, lunch/dinner, travel for non - residents provided, MAE Minister participate (CHF8,140) 05 workshops, meetings in the period 2 with estimated budget of CHF15,466 are allocated as follows: 1. Meeting with NBCAP Secretatriat in HCMC or a southern coastal location: Hybrid 1-day event , 50 participants, 40 in person, in lunch/dinner, travel for non-residents provided (CHF4,884) 2. Second steering Group meeting: 'Half-day meeting in Hanoi, 40 participants, including lunch (CHF2,442) 3. Two meetings of the Blue Carbon Action Task Force: 2 half-day meetings in Hanoi, 40 participants each (CHF2,442) 4. Meeting with the NBCAP partners/stakeholders: Hybrid 1 day event, 130 participants, 80 in person, in Ha Noi, lunch/dinner, travel for non-residents provided, MAE Minister participate (CHF5,698)
Catering Costs	No. Of Participants	2,360.60	4,639.40	7,000.00	
Equipment Rental	No. Of Days	3,418.80	4,965.20	8,384.00	
Non-residentals's travel	No. Of Participants	2,197.80	2,198.20	4,396.00	
		-	-	-	
Administrative Costs	(budget lines are indicative)	**10,826.00**	**10,338.00**	**21,164.00**	
Legal Fees				-	
Audit Fees				-	
Editing Fees				-	
Translation	Actual	1,465.00	977.00	2,442.00	Includes translation and interpretation services between English and Vietnamese; UN-EU cost norms: CHF9.77/page (350 words); total CHF1,465
Public Engagement (Video, Reports, Web)	Package	1,628.00	1,628.00	3,256.00	Development of communication channel for public engagement (video, leaflet) (CHF1,628)
Office space and facilities	No. of Desks	2,849.00	2,849.00	5,698.00	02 desks for 6 months x CHF2,849/desk = CHF2,849
Office utilities, supplies, office security and implemeting supporting service (ISS)	No. of Months	4,884.00	4,884.00	9,768.00	Cost duration 06 months x CHF814.month = CHF4,884

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				-	
TOTAL DIRECT COSTS		102,971.00	110,622.00	213,593.00	
Overhead Recovery Fee	**9%**	**9,350.00**	**10,045.00**	**19,395.00**	GMS and levy 9.08%
TOTAL COSTS		**112,321.00**	**120,667.00**	**232,988.00**	

Disbursement and Requirements Plan

Disbursement of Funds			**Requirements**	
Scheduled Disbursement request Date	**Disbursement Number**	**Amount**	**Types of Requirements**	**Description of Report & Activity**
PHASE 1				
Upon signing of the agreement	Payment 1 – Advance disbursement of funds	CHF 71,000	Signed Financing Agreement and invoice, forecasts for deliverables baseline assessment and stakeholder mapping	N/A
10 January 2026	Payment 2	CHF 41,321.00	Receipt of Financial and Operational Reports; forecasts for the quarter January – March 2026	Financial Report shall follow the WEF template and include details of actuals for the period October-December 2025 and remaining funds, if any Operational Report shall include progress on results at the level of activities and outcomes for the period October-December 2025
PHASE 2				
10 April 2026	Payment 3	CHF 71,000	Receipt of Financial and Operational Reportsforecasts for the quarter January – March 2026	Financial Report shall follow the WEF template and include details of actuals for the period January 2026 – March 2026 and remaining funds, if any

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				Operational Report shall include progress on results at the level of activities and outcomes for the period January 2026 – March 2026
10 July 2026	Payment 4	CHF 49,667.00	Receipt of Financial and Operational Reports	Financial Report shall follow the WEF template and include details of actuals for the period April 2026 – June 2026 and remaining funds, if any Operational Report shall include progress on results at the level of activities and outcomes for the period April 2026 – June 2026
			Final Financial and Operational Reports	Final Operational Report to be submitted by 31st October Draft Financial Report to be submitted by 31st October Final Financial Report to be submitted within 45 days from end of the Grant (15th November) Financial Report shall follow the WEF template and include details of actuals for the period July 2026- September 2026 and remaining funds, if any Operational Report shall include progress on results at the level of activities and outcomes for Phase 2 implementation.

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Reporting
UNDP shall submit to the Forum the following reports:

- Quarterly financial report that will state: detailed report in CHF detailing past expenditures, breakdown by budget line item, and their deviation from the budget agreed upon in Annex 2;
- Quarterly formal check-in call: providing activities completed and results achieved with slide deck
- Monthly updates shall be provided outlining (i) the current financial forecasts and actuals to date for the relevant reporting quarter, and (ii) any revisions or updates to forecasts for the remainder of the fiscal year. For the purposes of this Agreement, the fiscal year shall be divided into four reporting quarters as follows:
    - Q3 - 2025: October 1 – December 31
    - Q4 - 2026: January 1 – March 31
    - Q1 - 2026: April 1 – June 30
    - Q2 - 2026: July 1 – September 30

- End of Phase Report
  In addition to the above reporting requirements, the Recipient shall submit an End of Phase report within thirty (30) days following the end of each phase. The report shall include:
  (a) a consolidated financial summary for the entire Phase, including cumulative expenditures and budget deviations by line item; and
  (b) a narrative report detailing the key activities conducted, milestones achieved, challenges encountered, and overall impact relative to the objectives outlined in this Agreement.
- Quarterly Reporting schedule
    - By 31 January 2026: Quarterly financial report and quarterly formal check-in call for activities between 1 October 2025 – 30 December 2025
    - By 30 April 2026: Quarterly financial report and quarterly formal check-in call for activities between 1 January 2026 – 31 March 2026.
    - By 31 July 2026: Quarterly financial report and quarterly formal check-in call for activities between 1 April 2026 – 30 June 2026;
    - By 31 October 2026 Quarterly financial report and quarterly formal check-in call for activities between 1 July 2026 – 30 September 2026

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Annex 4 – Coordination Levy

UNITED NATIONS GENERAL ASSEMBLY RESOLUTION A/RES/72/279

The present Annex is an integral part of the Agreement between the United Nations Development Programme (UNDP) and the World Economic Forum (the Donor).

Pursuant to paragraph 10(a) of United Nations General Assembly Resolution A/RES/72/279 (31 May 2018), the Donor agrees that an amount corresponding to 1% of the total contribution to UNDP shall be paid to finance the United Nations Resident Coordinator System. This amount, hereinafter referred to as the "Coordination levy" will be held in trust by UNDP until transfer to the United Nations Secretariat for deposit into the United Nations Special Purpose Trust Fund, which has been established to finance the United Nations Resident Coordinator System and is managed by the United Nations Secretariat.

The Donor acknowledges and agrees that once the coordination levy has been transferred by UNDP to the United Nations Secretariat, UNDP is not responsible for the use of the coordination levy and does not assume any liability. The fiduciary responsibility lies entirely with the United Nations Secretariat as the manager of the Resident Coordination System.

The Donor acknowledges and agrees that the coordination levy does not form part of UNDP's cost recovery and is additional to the costs of UNDP to implement the activity or activities covered by the Contribution. Accordingly, there is no obligation for UNDP to refund the levy, in part or in full, even where the activities covered by the Contribution are not carried out in full by UNDP. As deemed necessary by the Donor, however, especially where the scale of the resources concerned or reputational risk justify the refund transaction costs, the Donor can submit a request for refund to the United Nations Secretariat directly.

UNDP will not administer the coordination levy. UNDP will not report on the use of the coordination levy. UNDP does not have any liability on the use of the coordination levy by the United Nations Secretariat. Clarifications on the administration, reporting and/or use of the coordination levy by the United Nations Secretariat shall be discussed by the Donor and the United Nations Secretariat on bilateral basis.

A Contribution of CHF 112,321.00 is made under the Agreement for Phase 1 implementation, including a coordination levy of CHF 1,112.09. This coordination levy amount will be transferred to UNDP at the bank account indicated in the Agreement immediately after its signature. Similarly, the Donor will be paying a coordination levy of CHF1,194.72 as part of the CHF 120,667.00 contribution for Phase 2 implementation once the Phase 2 contribution is confirmed by the Donor.