Docusign Envelope ID: C2FBC4E2-C477-48A6-89D1-B1263CAE12EB

UN TO UN TRANSFER AGREEMENT

A. SUMMARY OF ACTIVITIES

Title:	UNEP UNDP YEMEN 2024
Start/End dates:	Activities start date: Upon signature Activities end date: 30 June 2025
Location:	Yemen
Contribution Amount:	$42,800.00
Contributing UN Entity:	UN Environment Programme
Recipient UN Entity:	UNDP Yemen
Nature of Activities:	Developing the framework of the SoER. Organizing launching meeting and two workshops and providing technical support to the drafting of the SoER.
Purpose:	to support the Government of Yemen in producing its fourth State of Environment Report.
Annexes:	In the event that the terms contained in Annex(es) are incompatible with those contained in this Agreement, then the latter shall govern and prevail. Annex_1_-_Budget_Plan Annex_2-Workplan_20240809_revised_UNEP_rev2
Expected outcome:	Recruiting the international chief editor (ToR). Assigning national authors (lead authors and contributing authors for each chapter) Agreed upon SoE Framework. Documentation of launching meeting (summaries of discussions, recommendations, etc.) in a meeting report, including: • Workplan for the drafting and finalization of the report. • SoE annotated table of contents. • Indicators, data requirements, and information sources. Technical drafting guide for the SoER (including size of chapters, number of words, quality of data and references), etc. Detailed plans for workshop (annotated agenda, speakers, facilitators, and logistical arrangements). Technical materials for the capacity-building workshop. Comprehensive documentation for workshop, including summaries of discussions, key findings, action points, and recomendations. Developing annotated agenda, securing facilitators, and logistical arrangements for the national consultation workshop. Drafting final report of the consultations.

The Recipient Agency will be fully responsible for administering the Contribution in accordance with its financial regulations, rules, policies and procedures, and administrative instructions, and carrying out the Activities efficiently and effectively.

B. BUDGET

The total budget for the Activities is 42,800.00, in USD, as more fully described below.

Summary of activities and BUDGET SB-026337.01.04.02 (21,400 USD) SB-026337.01.02.01 (21,400 USD)	**Total**	**Total**



Docusign Envelope ID: C2FBC4E2-C477-48A6-89D1-B1263CAE12EB

Total programmable amount, including direct costs	US$ 40,000.00	US$ 40,000.00
GMS costs	US$ 2,800.00;	US$ 2,800.00
Grand total	US$ 42,800.00	US$ 42,800.00

The Contributing UN Entity will not be responsible for any financial commitment or expenditure made by the Recipient UN Entity that exceeds the Budget for the Activities. The Recipient UN Entity will promptly advise the Contributing UN Entity any time when the Recipient UN Entity is aware that the Budget to carry out these Activities is insufficient to fully implement the Activities in the manner set out in the present Agreement, including its Annex(es). The Contributing UN Entity will have no obligation to provide the Recipient UN Entity with any funds or to make any reimbursement for expenses incurred in excess of the Budget as set forth herein.

C. COSTS RECOVERY

The Recipient UN Entity's support costs, determined in accordance with its cost recovery policy, will be paid from the Contribution, in accordance with the Budget.

D. REPORTING

Narrative reporting:

The Recipient Agency will provide the Contributing UN Entity with a narrative report on the progress of the Activities on a regular basis, as set out below.

Reports	**Date**
Interim Progress Report	31 December 2024
Final Progress Report	30 June 2025

Financial reporting:

The Recipient UN Entity will provide the Contributing UN Entity with the following financial reports, prepared in accordance with the Recipient UN Entity's financial regulations, rules, policies, procedures, and administrative instructions:

Reports	**Date**
Interim Financial Report	31 December 2024
Final Financial Report	30 June 2025

E. CONTRIBUTIONS

The Contribution paid by the Contributing UN Entity shall match the Budget and will be paid in instalments according to

Docusign Envelope ID: C2FBC4E2-C477-48A6-89D1-B1263CAE12EB

the following schedule.

Schedule of payment:

Schedule of Payments	**Amount**
Upon Signature of Parties	USD 42,800.00

The Contributing UN Entity acknowledges that the Recipient UN Entity will not pre-finance the Activities. If the Contribution, or any part of it, is not received in a timely manner, the Activities may be reduced or suspended by the Recipient UN Entity with immediate effect.

The Contribution will be paid into the following account:

Account Details:	Name of BP or Individual UNDP Representative in Yemen Bank Account Number 3752218338 Bank Swift Code BOFAUS3N ACH number 111000012
Currency:	US Dollars
Bank Address:	Bank of America One Bryant Park, New York, NY, 10036 United States of America

When making such transfers the Contributing UN Entity will notify the Recipient UN Entity to the attention of Mr. Joseph S. Caracuel by email of the following: (a) the amount transferred; (b) the value date of the transfer; (c) that the transfer is from the Contributing UN Entity pursuant to this Agreement.

F. INTELLECTUAL PROPERTY RIGHTS

Unless otherwise agreed in writing, all intellectual property rights over materials which were developed by the Recipient UN Entity as a result of the Activities will belong to the Recipient UN Entity.

The Contributing UN Entity will be granted by the Recipient UN Entity a perpetual, royalty-free, worldwide, non-exclusive and non-transferable license in the intellectual property that was developed by the Recipient UN Entity as a result of the Activities.

G. CORRESPONDENCE

All correspondence regarding the implementation of this Agreement will be addressed to:

United Nations Environment Programme

Mr. Sami Dimassi

UNEP Representative, Regional Director for West Asia

sami.dimassi@un.org

Telephone (Direct): + 961 (0) 1 978 600

DS

Docusign Envelope ID: C2FBC4E2-C477-48A6-89D1-B1263CAE12EB

United Nations Development Programme (UNDP) Yemen

Ms. Zena Ali Ahmad

UNDP Resident Representative for Yemen

zena.ali-ahmad@undp.org

Telephone: +967 1 448605

H. AMENDMENTS

The present Agreement, including its Annex(es), may be modified or amended only by written agreement between the two UN Entities.

I. COMPLETION OF THE ACTIVITIES

The Recipient UN Entity will notify the Contributing UN Entity when all Activities have been completed.

The Recipient UN Entity will continue to hold any part of the Contribution that is unutilized at completion of the Activities until all commitments and liabilities incurred in the carrying out of the Activities have been satisfied and all arrangements associated with the Activities have been brought to an orderly conclusion.

J. EXPIRATION AND TERMINATION OF THIS AGREEMENT

This Agreement will expire upon satisfaction of all commitments and liabilities incurred in carrying out the Activities and the orderly conclusion of all arrangements associated with the Activities.

This Agreement may be terminated by either UN Entity at any time by written notice to the other. Termination will be effective thirty (30) days after receipt of the notice. In the event of termination under this paragraph, the UN Entities will cooperate to ensure completion of the Activities, satisfaction of all commitments and liabilities, and the orderly conclusion of all arrangements associated with the Activities.

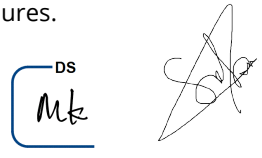
K. REFUNDS OF UNSPENT BALANCES

Upon expiry or termination of this Agreement and following the submission of the final financial report, any unspent balance from the Contribution will be returned to the Contributing UN Entity, unless otherwise agreed in writing by the UN Entities.

L. INTEREST

Unless otherwise agreed by the UN Entities based on requirements of the Funding Source as applicable, any interest accrued on the Contribution shall be treated according to the Recipient UN Entity's policies and procedures.

DS



Docusign Envelope ID: C2FBC4E2-C477-48A6-89D1-B1263CAE12EB

M. DATA PROTECTION

The UN Entities will ensure an appropriate protection of personal data in accordance with their respective regulations, rules, policies, and procedures with due regard to the Personal Data Protection and Privacy Principles. The UN Entities acknowledge and agree that "personal data" is defined as information relating to an identified or identifiable natural person (data subject) that is processed by, or on behalf of, the respective UN Entities concerned.

N. SETTLEMENT OF DISPUTES

The UN Entities will use their best efforts to promptly settle through direct negotiations any dispute, controversy or claim arising out of or in connection with this Agreement or any breach thereof. Any such dispute, controversy or claim which is not settled within sixty (60) days from the date either UN Entity has notified the other UN Entity of the nature of the dispute, controversy or claim and of the measures which should be taken to rectify it, will be resolved through consultation between the Executive Heads of each of the UN Entities.

O. ENTRY INTO FORCE AND VALIDITY

This Agreement will enter into force upon its signature by the authorized representatives of the UN Entities and remain in force until it expires or is terminated in accordance with Section J above.

P. PRIVILEGES AND IMMUNITIES

Nothing in or relating to this Agreement shall be deemed a waiver, express or implied, of any of the privileges and immunities of the UN Entities.

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

Signed:

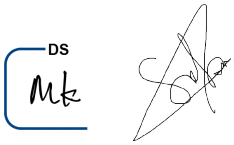
On behalf of the UN Environment Programme:



Mr. Sami Dimassi

Title: Director and Regional Representative

Signed:
On behalf of the United Nations Development Programme - Yemen:



Docusign Envelope ID: C2FBC4E2-C477-48A6-89D1-B1263CAE12EB

Ms. Zena Ali Ahmed

Title: Resident Representative

Signed by:
Zena Ali Ahmad
A9BC21BC549E43F...
01-Oct-2024

DS

Docusign Envelope ID: C2FBC4E2-C477-48A6-89D1-B1263CAE12EB

Implementation Plan and Budget

Part A - Implementation Plan

1. Background

The State of the Environment Report serves as a tool to comprehensively take stock of the condition of the country's environment and the trends affecting it. It is an essential tool for developing and communicating information with policymakers and decision-makers, as it provides early warning regarding environmental problems and challenges and identifies knowledge and information deficiencies impeding the understanding and interpretation of environmental conditions and trends.

In August 2023, the Ministry of Water and Environment requested UNEP and UNDP to support The Republic of Yemen in preparing its fourth State of Environment Report (SoER). The fourth state of the environment report lies in the inclusion of the various changes that occurred to the Yemeni environment during the past ten years, including the issue of pressure on resources resulting from demographic changes in the population and the acceleration of climatic events, not to mention the risks of natural disasters.

The Ministry of Water and Environment (MWE) is the authority responsible for developing and reviewing general strategies and policies, as well as promoting an integrated approach to managing water and environmental resources in Yemen, and it is the executing governmental authority for this project.

The SoER will be prepared according to a global methodology approved by the United Nations Environment Programme (UNEP) and known as the DPSIR Framework (Drivers, Pressures, State, Impact, and Response), which relies on the analysis of the state of the environment through data collection and the identification of the driving forces, direct and indirect pressures on the various environmental sectors, the state and expected impact, evaluating the institutional and technical response to prepare for future scenarios.

The SoER will address the following topics: degradation of natural resources, pollution and depletion of water, the random management of solid waste and hazardous waste, hazards of chemicals and their residues, multiple sources of air pollution, effects of climate change. The chapters will be structured as follows:

1. Sustainable development
2. Biodiversity
3. Water and environmental sanitation
4. Chemicals
5. Solid and hazardous waste
6. Coastal environment
7. Air and climate change
8. Disaster risk reduction

In this regard, a UN2UN agreement is signed between UNEP Regional Office for West Asia (UNEP ROWA) and UNDP Yemen to provide technical and logistical support to MWE in developing and publishing the new SoER for Yemen.

2. Objective

Docusign Envelope ID: C2FBC4E2-C477-48A6-89D1-B1263CAE12EB

The objective of the agreement between UNEP ROWA and UNDP Yemen is to support the Government of Yemen in producing its fourth State of Environment Report.

3. Activities

Activity 1: Developing the framework for the SoE Report (20k UNEP + 30k UNDP)

This activity includes:

1. Recruiting an international chief editor to support and guide the overall development of the report, working very closely with chapters' lead authors and contributing authors (in coordination with UNEP)
2. Assigning and contracting national authors (lead authors and contributing authors for each chapter) in coordination with MWE and UNEP.

Deliverables	**Delivery Date**
Developing the Framework for SoE Report through:	**31 December 2024**
1- Recruiting the international chief editor (TOR)	October
2- Assigning and contracting national authors (lead authors and contributing authors for each chapter)	November
3- Agreed upon SoE Framework	December

Activity 2: Organizing launching meeting and 2 workshops and providing technical support for the drafting of the SoER (20k UNEP + 20k UNDP)

This activity includes:

1. Organizing a high-level launching meeting to announce the commencement of the process for the fourth State of Environment of the Government of Yemen, emphasizing its significance and soliciting necessary support from all relevant national entities. This meeting will also include: the development of a workplan for the drafting and finalization of the report, the annotation of the SoE table of contents, a prioritization exercise to agree on issues, indicators, data requirements, etc. The meeting will be organised in close coordination with MWE and UNEP.
2. Providing technical support to the drafting process through necessary guidance and materials as per UNEP and UNDP guidelines.
3. Organizing one capacity building workshop on Integrated Environmental Assessments (IEA) and State of Environment Reporting for the authors.
4. Organizing one national consultation workshop.

Deliverables	**Delivery Date**
A- High-level launching meeting that includes:	**30 November 2024**
1- Documentation of the launching meeting (summaries of discussions, recommendations, etc.) in a meeting report, including: - Workplan for the drafting and finalization of the report. - SoER annotated table of contents - Indicators, data requirements, and information sources	
2- Technical drafting guide for the SoER (including size of chapters, number of words, quality of data and references), etc.	
B- Capacity building workshop on Integrated Environmental Assessments (IEA) and State of Environment Trough:	

Docusign Envelope ID: C2FBC4E2-C477-48A6-89D1-B1263CAE12EB

1- Detailed plans for workshop (annotated agenda, speakers, facilitators, and logistical arrangements)	One week before each workshop
2- Technical materials for the capacity-building workshop	
3- Comprehensive documentation for workshop, including summaries of discussions, key findings, action points, and recommendations.	One week after each workshop
C- Organization of a national consultation workshop through:	
1- Developing annotated agenda, securing facilitators, and logistical arrangements) 2- Drafting final report of the consultations	One week after each workshop

Annex B – Activity-Based Budget

Budget Summary by budget classes	
Budget Classes for Implementing Partners	**2024 in USD$**
IP- Staff and other personnel	20,000
IP- Contractual services	20,000
IP- Travel	
IP- GMS Cost (7%)	2,800
Total Budget For UNEP	**42,800**

Activity	**Quantity**	**Unit Cost (USD)**	**Total Cost (USD)**
Activity 1: Recruiting authors and chief editor			
1.1. Recruiting Chief Editor			20,000
1.2. Assigning National Authors			
Total Activity 1:			**20,000**
Activity 2: Organizing meetings and workshops and providing technical support for the drafting of the SoER			
2.1. High Level kick off meeting			20,000
2.2. Technical support			
2.3. One capacity building workshop on IEA			
2.4. One National Consultations workshop			
Total Activity 2:			**20,000**
Total Activities 1 and 2			**40,000**
General Management Support (7%)			**2,800**
Total Budget For UNEP			**42,800**

The UNDP Co-financing is 50,000 USD, as per the below details and as clarified in Annex X: UNDP Co-finance Letter	
Activity 1: Recruiting authors and chief editor	$ 30,000
Activity 2: Organizing meetings and workshops and providing technical support for the drafting of the SoER	$ 20,000
Total UNDP Co-financing	**$ 50,000**

Docusign Envelope ID: C2FBC4E2-C477-48A6-89D1-B1263CAE12EB

Docusign Envelope ID: C2FBC4E2-C477-48A6-89D1-B1263CAE12EB

UN2UN Agreement reference:

Annex B - Activity Based Budget

Project Title: UN Agency to UN Agency Contribution Agreement with UNDP to su
fourth State of Environment Report.
Partner's Name: UNDP Yemen
Implementation End date: Sep - Jun 30, 2025

Activity	Budget Categ	
	Staff and Other Personnel Costs	Operating and Other Direct Costs
Activity 1: Developing the framework for the SoE Report		
1.1. Recruiting the international chief editor (TOR)		
1.2. Assigning national authors	20,000	
1.3. Agreed upon SoE Framework		
Sub-Total	**20,000**	**-**
Activity 2: Organizing launching meeting and 2 workshops and providing technical support for the drafting of the SoER		
2.1. High Level kick off meeting		
2.2. Technical support		
2.3. One capacity building workshops on IEA		
2.4. One National Consultations workshops		
Sub-Total	**-**	**-**
Total	**20,000**	**-**
General Management Support (7%)		**2,800**
Total	**20,000**	**2,800**

The UNDP Co-financing is 50,000 USD, as per the below details and as clarify in Annex

Activity 1: Recruiting authors and chief editor	$	30,000.00
Activity 2: Organizing meetings and workshops and providing technical support to the drafting of the SoER	$	20,000.00
Total UNDP Co-financing	**$**	**50,000.00**

Docusign Envelope ID: C2FBC4E2-C477-48A6-89D1-B1263CAE12EB

pport the Government of Yemen in producing its

gory / Class		Total
Travel	Contractual Services	
-	-	20,000
	20,000	
-	20,000	20,000
-	20,000	40,000
-	-	2,800
-	20,000	42,800

X: UNDP Co-finance Letter

DocuSign

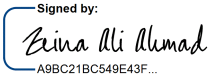
Certificate Of Completion

Envelope Id: C2FBC4E2C47748A689D1B1263CAE12EB
Status: Completed
Subject: Complete with Docusign: un_agency_to_un_agency_contribution_agreement_english_2024_west_asia_of...
Source Envelope:
Document Pages: 12
Signatures: 1
Certificate Pages: 2
Initials: 6
AutoNav: Enabled
EnvelopeId Stamping: Enabled
Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Envelope Originator:
Fathia
One United Nations Plaza
New York, NY 10017
fathia.al-qubati@undp.org
IP Address: 185.71.135.59

Record Tracking

Status: Original
10/1/2024 10:34:32 AM
Holder: Fathia
fathia.al-qubati@undp.org
Location: DocuSign

Signer Events	Signature	Timestamp
Mahezabeen Khan mahezabeen.khan@undp.org Monitoring and Evaluation Specialist UNDP Headquarters Security Level: Email, Account Authentication (None)	DS  Signature Adoption: Pre-selected Style Using IP Address: 185.240.65.118	Sent: 10/1/2024 10:52:27 AM Viewed: 10/1/2024 10:52:56 AM Signed: 10/1/2024 10:55:32 AM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Zeina Ali Ahmad zena.ali-ahmad@undp.org Resident Representative UNDP Security Level: Email, Account Authentication (None)	Signed by:  A9BC21BC549E43F... Signature Adoption: Pre-selected Style Using IP Address: 185.240.64.59	Sent: 10/1/2024 10:55:34 AM Viewed: 10/1/2024 11:14:50 AM Signed: 10/1/2024 11:15:17 AM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	10/1/2024 10:52:27 AM
Certified Delivered	Security Checked	10/1/2024 11:14:50 AM
Signing Complete	Security Checked	10/1/2024 11:15:17 AM

Envelope Summary Events	Status	Timestamps
Completed	Security Checked	10/1/2024 11:15:17 AM

Payment Events	Status	Timestamps