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AMFNDMNT TO THE LETTER OF AGREEMENT

BETWEEN

UNITED NATIONS DEVELOPMENT PROGRAMME (UNDP)

AND

INSTITUTE OF ENGINEERING(IOE), CENTRE FOR URBAN PLANNING AND STUDIES (CUPS)

(Agreement Date: 12/03/2015)

Reference is made to the consultations between officials of the United Nations Development Programme (hereinafter referred to as "UNDP") in Nepal and officials of Institute of Engineering (IOE), Centre for Urban Planning and Studies (CUPS) with respect to the realization of activities by IOE-CUPS(in collaboration with CEPT University, India) in the implementation to support to develop a replicable methodology and framework for undertaking reclustering of affected communities, and its demonstration in a selected community. With respect to the scope of the agreement (TOR), and as per clause 16 of this agreement, any amendment to the agreement shall be valid only when the parties agree it in writing.

Therefore, parties hereby agree on the following:

WHEREAS the United Nations Development Programme (UNDP) and Institute of Engineering (IOE), Centre for Urban Planning and Studies (CUPS) now wish to amend the agreement in order to include the Activity-Topographical Survey at Sindhupalchowk and its cost, it was enlisted in the methodology section under feasibility study of the ToR but was not included in the previously submitted proposal by IOE-CUPS. The additional resource of NPR. **1,66,591** will be used to conduct Topographical Survey of the selected study area at Sindhupalchowk. The total amount of budget has been updated to NPR. **18,70,391**.

This amendment will be Cost addition amendment, and IOE-CUPS shall be fully responsible for carrying out the activities as per the contract with due diligence and efficiency.

NEVERTHELESS, all other terms and conditions of the agreement, except as amended herein, shall remain unchanged and shall continue in full force and effect.


The amendment will enter into effect upon signature by both parties. Please find two signed original letters of amendment. Please sign both originals, retain one original and return one to us for filing.

IN WITNESS WHEREOF, THE UNDP AND THE SABJA HAVE SIGNED THIS AMENDMENT;

FOR UNDP:

Signature : 
Name : Sophie Kemkhadze
Title : Deputy Country Director
Date : 02 May 2016

FOR IOE-CUPS:

Signature : 
Name : Sudha Shrestha
Title : Director, IOE-CUPS
Date : 06/05/2016

Attachment 2

DESCRIPTION OF ACTIVITIES

Project number: 00077652

Project title: Support to develop a replicable methodology and framework for undertaking reclustered of affected communities, and its demonstration in a selected community

Results to be achieved by IOE-CUPS

Provide a summary of the results to be achieved by *IOE-CUPS*, particularly the outputs they are expected to produce.

- Develop habitat plans for the development of clustered dwellings resilient to earthquakes and other natural risks in an appropriate location for earthquake- affected households guided by integrated physical and social development plans.
- Develop a replicable methodology and framework captured in a guideline/ process manual for undertaking reclustered of affected communities

Work to be performed by IOE

Explain the activities to be carried out by *IOE-CUPS*.

- Desk study: Review of relevant legal provisions, policies and past government initiatives on the integrated development of rural settlements.
- Feasibility study: Field survey in the pilot project area (to be proposed by DUDBC/MOUD) to identify ideal location for the development of a clustered settlement based on predetermined factors such as land availability and suitability, vulnerability to natural hazards and risks, public acceptance and willingness to contribute, technical feasibility, affordability, environmental sustainability, and economic opportunities, among others.
- Profile: Socio-economic and demographic and physical information of the project area which includes the site area for the planned settlement as well as the place of origin of the proposed inhabitants under the presumption of short-distance relocation.
- Multi-hazard study: preparation of risk- sensitive land use maps based on the study of local geology, topography, soil and climate conditions, and climate change considerations.
- Resettlement models: development of different options (including financial analysis) considering safety, affordability and technical feasibility in close consultation with local community, the MOUD, the UNDP, and other relevant stakeholders.
- Detailed plan: Preparation of a detailed reclustered physical development and socio-economic plan based on the feedback on the resettlement models to be included in a detailed project report (DPR).
- Manual: Systematic documentation of the whole process to be presented as a manual or guidelines for similar reconstruction.
- Implementation: Block layout for land readjustment and construction of the pilot settlement (two model houses) under the directives of the MOUD

Description of inputs:

Provide a detailed description of the project inputs by activity. This may include personnel, contracts, training, equipment, miscellaneous and micro-capital grants.

- Technical support to *IOE-CUPS* for Support to develop a replicable methodology and framework for undertaking reclustered of affected communities, and its demonstration in a selected community
- Report writing and monitoring the activities
- Funding support as per the agreement.

Annexes:

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

Attachment 3

Scheduled of Activities, Facilities and Payments

Year 2015/2016

EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES <i>List all activities to be undertaken during the year towards stated outputs</i>	Planned Budget				Amount NRs	Q1	Q2
		2015 - Q4	2016 - Q1	2016 - Q2	Budget Description			
A specific habitat plan for the selected settlement based on detailed study, research and participatory consultative process with local community.	Desk Study, Data Collection, Development of Methodology, Survey tools and orientation to Students				-HR (Prof, Students) -Local Transport cost @200/ each/day -Other costs: Maps, Stationaries, photocopies and communication	66,000		
						66,000		
	Feasibility Study(Field) Topography Survey at Sindhupalchowk				-HR (Surveyor) - Social Cost -Overhead Cost -Topographical Survey/Verification - Transportation - Maps/Printing	1,66,591		1,66,591

	<p>Trip Travel to Ahmadabad for Students and professors from IOE</p>				<p>-Economy Class Airfare (two way) -Local transport -Fooding</p>	<p>3,63,000</p>			<p>3,63,000</p>
	<p>Mid Term and Final Workshop</p>			<p>Workshop I Discuss the findings from the field and further course of action, seek advice from the experts and stakeholders</p> <p>Workshop II: Disseminate the outcome of the study to larger audiences and seek their opinions</p>	<p>1,30,000</p>				<p>1,30,000</p>
	<p>TOTAL</p>					<p>18,70,391</p>	<p>5,35,000</p>		<p>13,35,391</p>

Note:

- Expenditures for personnel services may be limited to salary, allowances and other entitlements, including the reimbursement of income taxes due and travel costs on appointment to the project, duty travel within the programme country or region and repatriation costs.
- UNDP shall be responsible for providing miscellaneous services such as secretarial assistance, postage and cable services and transportation as may be required by *IOE* in carrying out their assignment.
- Adjustments within each of the sections may be made in consultation between UNDP and *IOE*. Such adjustments may be made if they are in keeping with the provisions of the Programme Support/Project Document and if they are found to be in the best interest of the project.

Attachment 4

MODEL UNDP EXPENDITURE REPORT

Period Dec 2015 to May 2016

EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES <i>List all activities to be undertaken during the year towards stated outputs</i>	Planned Budget		Payments and Expenditures		
		Budget Description	Amount	Payments received	Expenditures	Balance
A specific habitat plan for the selected settlement based on detailed study, research and participatory consultative process with local community.	Desk Study, Data Collection, Development of Methodology, Survey tools and orientation to Students	HR (Prof, Students) -Local Transport cost @200/ each/day -Other costs: Maps, Stationaries, photocopies and communication	66,000			
	Feasibility Study(Field) Topography Survey at Sindhupalchowk	HR (Surveyor) - Social Cost -Overhead Cost -Topographical Survey/Verification - Transportation - Maps/Printing	1,66,591			
A process manual to inform practice of clustering processes in other similar contexts taking a comprehensive view of various dimensions of human settlements.	Feasibility Study (Field) For Identification of VDCs and area in which study will be carried out.	-Travel including accommodation, food for selection of settlement and discussion with local authorities -HR (Faculty and Students) -Stationaries	1,49,000			
	Developing Plan and Process manual, Field Travel (Socio Economic Survey, Community Consultation, data collection) including accommodation and food	- Field Travel:1 vehicle for 15 days @15,000 - HR(Professor, Students) - Logistics	640,000			
	Development of Preliminary Plan and Manual DESK WORK	- HR - Transportation - Half Day Workshop in IOE	58,400			
	Draft Plan and manual	- HR -Transportation - Logistics	58,400			

	Community feedback	- HR -Transportation - Logistics	1,41,000			
	Final Plan and Manual	- HR -Transportation -Logistics	98,000			
	Trip Travel to Ahmadabad for Students and professors from IOE	-Economy Class Airfare (two way) -Local transport -Fooding	3,63,000			
	Mid Term and Final Workshop	Workshop I: Discuss the findings from the field and further course of action, seek advice from the experts and stakeholders Workshop II: Disseminate the outcome of the study to larger audiences and seek their opinions	1,30,000			
	TOTAL		18,70,391			

Payment Schedule

- The first installment sum of amount NRs 5, 35,000 will be advanced to the IOE (CUPS) within 30 working days following signature of the present Agreement for 2015 – Q4.
- The second instalment sum of amount NRs **13,35,391** will be advanced to IOE upon liquidation of minimum 80% from previous advance for 2015 -Q4 and when a financial report and other agreed-upon documentation, as referenced in the agreement, for the activities completed have been submitted to and accepted by UNDP as showing satisfactory management and use of UNDP resources.



26 April, 2016 Empowered lives.
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United Nations Development Programme
Comprehensive Disaster Risk Management Programme (CDRMP)

NOTE TO THE FILE

Amendment 1 to the LOA between UNDP and IOE-CUPS

The following clause has been amended in the LOA with Institute of Engineering; Centre for Urban Planning (IOE-CUPS) in collaboration with CEPT University, India dated 3 December 2015.

The additional resource has been added to include the Activity- Topographical Survey at Sindhupalchowk which was enlisted in the methodology section under feasibility study of the ToR but wasnot included in the previously submitted proposal by IOE-CUPS. The additional resource of NPR. 1,66,591 will be used to conduct Topographical Survey of the selected study area at Sindhupalchowk. The total amount of budget has been updated to NPR.18,70,391.

All the clauses of the original contract will be valid.

Prepared by:
Pragati Manandhar
UNV, Engineer

Recommended by:
Ramraj Narasimhan
NPM a.i, CDRMP

Endorsed by:

Vijaya P Singh
Assistant Country Director

Approved by:

Sophie Kemkhadze
Deputy Country Director (P)

Date:

Pragati Manandhar

From: Ramraj Narasimhan
Sent: Friday, April 01, 2016 2:18 PM
To: Pragati Manandhar
Cc: Dinesh Devkota
Subject: IOE LOA: FW:
Attachments: cost of survey.xlsx

Dear Pragati,

There is a need for survey of the land prior to recluster. This cost had not been anticipated in the IOE proposal.

We could include this in through a revision? Please check with Dinesh ji and let me know.

This is urgent since the actually planning will need to follow this survey,

Thanks and best regards,

Ramraj

Ramraj Narasimhan
Technical Specialist (DRM), Energy, Environment, Climate and DRM Unit United Nations Development Programme UN
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Tel: +977 15004176/78 ext 216
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Skype: ramrajn
<http://www.np.undp.org>. Follow us at:

-----Original Message-----

From: Sanjaya Upreti [mailto:upretysanjaya@gmail.com]
Sent: Friday, April 01, 2016 2:01 PM
To: Ramraj Narasimhan <ramraj.narasimhan@undp.org>
Cc: Vivek Rawal <vivek.rawal@undp.org>; Anne Feenstra <anne.feenstra@cept.ac.in>; Ajay Lal <ajay@ioe.edu.np>; Suman Salike <sumansalike@yahoo.com>; Vivek Rawal <vivek@peopleincentre.org>
Subject:

Dear Ramraj Ji,

Sorry to have responded bit late as I was not in the best of my health. Please find the tentative cost of topographical survey that I have worked out based on my experience & feedback from at least one professional surveyor for Sindhupalchowk Project for your kind perusal.

Thanking you and with kind regards,

Yours sincerely,

Sanjaya Uprety

Assistant Professor

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