

**CLEARANCE SLIP FOR ESTABLISHMENT OF AN EC FUNDED
UNDP CLOSED TRUST FUND**

Trust Fund Title and (Proj. # if applicable): Information Management Support by the Myanmar Information Management Unit (MIMU) to humanitarian assistance in Myanmar ECHO/-XA/BUD/2010/01012

€ 300,000

EC Agreement ref: 10.122244

Designated Trust Fund Manager: Mr Bishow Parajuli, UNDP Resident Representative in Myanmar

| | Bureaux/Units | Signatures | Date |
|----|---|---|----------------|
| 1. | <p>Country Office / Regional Bureau</p> <p>a) Agreement reviewed and conformity with UNDP's mandate verified</p> <p>b) Check the conformity with UNDP Regulations and Rules</p> <p>c) Reporting requirement noted and accepted</p> <p>d) Executing agency acceptance of support cost arrangement confirmed</p> <p>e) Administrative cost arrangements confirmed</p> <p>f) Trust Fund Manager informed of his/her responsibilities as per attached document</p> | <p>Mr Bishow Parajuli, UNDP Resident Representative in Myanmar</p>  | <p>15/6/10</p> |
| 2. | <p>Partnership Bureau:</p> <p>a) General review of the agreement undertaken</p> <p>b) Conformity to general practice with donor confirmed</p> <p>c) Propriety of modality for intended contribution ensured</p> <p>d) Noting and clearing deviations from standard format</p> <p>e) Special issues noted as relevant</p> | <p><u>Antonio Vigilante</u> BO Director Authorizing Signature</p> | |

Comments: The signatory authority will be delegated to Antonio Vigilante, Director UNDP Office Brussels

SPECIAL CONDITIONS

ARTICLE 1 - PURPOSE

- 1.1 Subject to the conditions established in this Agreement, the Commission will contribute to the eligible costs of the humanitarian aid Action entitled "**Information management support by the Myanmar Information Management Unit (MIMU) to humanitarian assistance in Myanmar**" ("the Action") implemented by the International Organisation.
- 1.2 The description of the Action is annexed to this Agreement (Annex I). The International Organisation shall ensure that the Action is carried out in accordance with the description of the Action and the related proposal submitted on **31/05/2010** and registered at the DIRECTORATE-GENERAL FOR HUMANITARIAN AID AND CIVIL PROTECTION - ECHO under reference **10.22244**. The proposal and any possible additional information and modifications are an integral part of this Agreement.
- 1.3 This Agreement will be subject to the procedures applicable for the P control mechanism as defined in Article 1.4 of the General Conditions.

ARTICLE 2 – ENTRY INTO FORCE OF THE AGREEMENT AND IMPLEMENTATION PERIOD OF THE ACTION

- 2.1 Subject to the conditions laid down in Article 9 of the General Conditions, the Agreement shall enter into force on the date of receipt by the Commission of one of the originals of the Agreement duly signed by both Parties.
- 2.2 The implementation period of the Action shall run for **12 months** from **01/06/2010** ("the start date of the Action").
- 2.3 Subject to the conditions laid down in Article 18 of the General Conditions, expenditure is eligible from **01/06/2010**.

ARTICLE 3 – FINANCING THE ACTION

- 3.1 The direct costs of the Action eligible for European Union financing are estimated at **EUR 424,211.00**. In accordance with Article 18.7 of the General Conditions, indirect costs are calculated at **EUR 29,694.00**, i.e. 7.00% of the direct costs. The total eligible costs of the Action are estimated at **EUR 453,905.00**, as set out in the financial overview in Annex II.
- 3.2 The European Union undertakes to finance a maximum of **EUR 300,000.00**.
- 3.3 The final amount of the European Union contribution shall be determined in accordance with Article 21 of the General Conditions.

ARTICLE 4 – SUBMISSION OF REPORTS

- 4.1 Five months before the end of the implementation period of the Action established in Article 2.2, the International Organisation shall submit an Intermediate report on the Action's implementation, covering the implementation up to one month before the reporting date.
- 4.2 The International Organisation shall submit the Final narrative and financial report within three months after the end of the implementation period of the Action.

ARTICLE 5–PAYMENT ARRANGEMENTS

5.1 Pre-financing payments

In accordance with Article 20.1 of the General Conditions, the Commission shall make a pre-financing payment of **EUR 240,000.00**, representing **80%** of the amount specified in Article 3.2 hereof.

5.2 Payment of the balance

The request for payment of the balance shall be accompanied by the Final narrative and financial report as specified in Article 21.3 of the General Conditions. The approval of the Final reports will be given in accordance with the procedure established in Article 21 of the General Conditions.

ARTICLE 6 – BANK ACCOUNT

6.1 Payments shall be made to the International Organisation's bank account denominated in EUR indicated below:

Name of bank: **ING Belgium**
Address of branch: **24, Avenue Marnix**
Precise denomination of the account holder: **United Nations Development Programme UNDP**
Full account number (including bank codes): **BE80 301-0186139-77**
IBAN account code, (or BIC country code if the IBAN code does not apply):
BE80 301018613977

ARTICLE 7– CONTACT ADDRESSES

Any communication relating to this Agreement shall be in writing, shall state the number of the Agreement and the title of the Action, and shall be sent to the following addresses:

To the Commission:

European Commission
DIRECTORATE-GENERAL FOR HUMANITARIAN AID AND CIVIL PROTECTION -
ECHO
Mr Esko KENTRSCHYNSKYJ, Head of Unit **ECHO.A.4**
Office AN88 – 06/012
B-1049 Brussels
Belgium
Official email address: ECHO-CENTRAL-MAILBOX@ec.europa.eu
Person following the Agreement:
Mrs Jenny CORREIA NUNES
E-mail: jenny.correia-nunes@ec.europa.eu

To the International Organisation:

UNITED NATIONS DEVELOPMENT PROGRAMME
Mr Antonio VIGILANTE, Director of UNDP Brussels Office
14, Rue Montoyer
B-1000 BRUSSELS

Belgium

Official e-mail address: undp.brussels@undp.be

Persons following the Agreement:

- Antonio Vigilante, Director, UNDP Office in Brussels
Phone: 32 2 505 46 20
E-mail: undp.brussels@undp.be
- Bishow Parajuli, UNDP Resident Representative, Myanmar
Phone: 95 1 542910 to 542919

ARTICLE 8 – SPECIFIC CONDITIONS APPLYING TO THE ACTION

- 8.1 Not applicable.
- 8.2 Not applicable.
- 8.3 The rules applicable to multidonor actions shall apply to this Agreement.

SIGNATURES

Done in two originals in the English language, one for the Commission and one for the International Organisation.

For the International Organisation

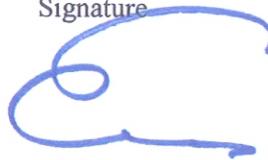
For the Commission

Antonio VIGILANTE,
Director of UNDP Brussels Office

Esko KENTRSCHYNSKYJ,
Head of Unit

Signature

Signature



Done at Brussels, on

Done at Brussels, on

10.06.10

ENCLOSURES

- Annex I** Operational overview of the Action.
- Annex II** Financial overview of the Action.

CONTRIBUTION AGREEMENT N° ECHO/-XA/BUD/2010/01012 – ANNEX I

1.1 Objectives, Results and Activities

1.1.1 Operational Overview of the Action: Log-frame

| | | | | |
|---------------------|---|--|--|--|
| Title of the Action | Information management support by the Myanmar Information Management Unit (MIMU) to humanitarian assistance in Myanmar | | | |
| Principal Objective | Support to and enhancement of humanitarian information systems essential to the coordination of humanitarian assistance | | | |
| | Intervention Logic | Objectively Verifiable Indicators | Sources of Verification | Risks and Assumptions |
| Specific Objective | Support the delivery of humanitarian assistance and programming through the delivery of information products and services, the promotion of good information management practices. | Effective information management systems are in place to support coordination and programming. | <ul style="list-style-type: none"> - MIMU progress reports to the UN RC/HC and the Steering Committee - Production of products using data delivered from key partners. - Number of products produced and distributed. | <p>Assumption: coordination mechanisms place sufficient priority on information management to keep the information network viable.</p> <p>Risk: the host government imposing restrictions on the UN/INGOs (which would impact partners as well as the MIMU directly)</p> |
| Results | Data sets and information products are expanded to include country-wide coverage with the intention of providing a coordination and planning tool to identify vulnerable populations, prioritize project interventions, and avoid gaps and duplication of efforts in the humanitarian response. | <ul style="list-style-type: none"> -3W data and products are updated as necessary to display situational dynamics in all Myanmar with a focus on the geographic areas of concern identified by the UNCT. -General IM products are adjusted to include the new geographic regions, weekly contact list and meeting schedule, monthly training schedule and assessment tracking, bi-annual update of Pcodes - At least three series of GPS trainings are organized for staff of humanitarian/development organisations. - Maps are produced to support | <ul style="list-style-type: none"> -3W reports -Contact list, meeting schedule, training assessments - Pcodes - Base maps - Thematic maps - Customized maps -Other products as per stakeholders' requests | <p>Assumption: actors involved in information management within the humanitarian community participate actively in the network of information management coordinated by the MIMU</p> <p>Risk: restrictions create impediments and sensitivities to flows of information, in which case the MIMU would not be able to present a comprehensive picture of the aid activities.</p> <p>Risk: Information partners fail to prioritize information</p> |

CONTRIBUTION AGREEMENT N° ECHO/XA/BUD/2010/01012 – ANNEX I

| | | | |
|--------------------------|--|--|---|
| | | <p>humanitarian intervention and to set a platform for humanitarian activities (approx. 100 thematic/sector maps quarterly, approx. 10 geographic maps monthly, approx. 10 customized maps monthly).</p> <ul style="list-style-type: none"> - The MIMU provides other information products supporting analysis and decision-making, utilizing sector or situational specific data. -MIMU acts as a data repository for Myanmar humanitarian information, by identifying and cataloging key data sets and indicators for Myanmar, and produces information products using the aforementioned data | <p>sharing, thus limiting the sources of data for MIMU products.</p> |
| <p>Activities</p> | <ul style="list-style-type: none"> -The MIMU coordinates information activities and data efforts among key partners. -3W database is further developed to reflect new format of data inputs. -The MIMU produces base maps and customized maps on demand. -The MIMU consults stakeholders on their information needs (at IASC level and through the Steering Committee). -The MIMU issues and disseminates IM products on a regular basis (3W products and derived products). -The MIMU acts as a repository of data and information products. -The MIMU provides GPS training to staff of humanitarian/development organisations. | <p>Assumption: the MIMU is given an adequate level of resources to meet clients' needs as well as country-wide information demands.</p> <p>Risk: The MIMU faces restrictions and can not maintain its staffing level (or faces restrictions in the type of information it is able to issue)</p> | <p>Pre-conditions: Humanitarian/recovery actors are willing to share information and have the capacity to do so. Current technical equipment is maintained and/or procured as necessary to ensure MIMU needs are met.</p> |



Name of the international organisation

: UNITED NATIONS DEVELOPMENT PROGRAMME

Title of action

: Information management support by the Myanmar Information Management Unit (MIMU) to humanitarian assistance in Myanmar

Agreement number

: ECHO/-XA/BUD/2010/01012 - ANNEX II

FINANCIAL OVERVIEW

| ELIGIBLE COST OF ACTION | | FUNDING OF ACTION | |
|------------------------------|-------------------|----------------------------------|-------------------|
| Personnel costs | 354,591.00 | Direct revenue from Action | 0.00 |
| Equipment costs | 16,560.00 | Contribution by applicant | 0.00 |
| Consumables & goods costs | 16,560.00 | Contribution by other donors | 153,905.00 |
| Other costs | 36,500.00 | Contribution requested from ECHO | 300,000.00 |
| Subtotal direct costs | 424,211.00 | % of total funding | |
| Indirect costs (max. 7%) | 29,694.00 | Contribution by beneficiaries | 0.00 |
| Total Costs | 453,905.00 | Total funding | 453,905.00 |

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EUROPEAN COMMISSION
DIRECTORATE-GENERAL FOR HUMANITARIAN AID AND CIVIL PROTECTION - ECHO

CONTRIBUTION AGREEMENT WITH UN AGENCIES

AGREEMENT NUMBER - **ECHO/-XA/BUD/2010/01012**

The European Union ("the Union"), represented by the European Commission ("the Commission"), itself represented for the purposes of signature of this Agreement by **Esko KENTRSCHYNSKYJ, Head of Unit, DIRECTORATE-GENERAL FOR HUMANITARIAN AID AND CIVIL PROTECTION - ECHO**,

of the one part,

and

UNITED NATIONS DEVELOPMENT PROGRAMME, 1, United Nations Plaza 10017 - NEW YORK - New York ("the International Organisation"), represented for the purposes of signature of this Agreement by **Antonio VIGILANTE, Director of UNDP Brussels Office**

of the other part,

hereafter referred to as "the Parties",

HAVE AGREED

the following **General Conditions, Special Conditions and Annexes**:

Annex I Description of the Action;
Annex II Financial overview of the Action;

which form an integral part of this Contribution Agreement ("the Agreement").

The **General Conditions applicable to European Union contribution agreements with International Organisations for humanitarian aid Actions**, ("the General Conditions"), which the Organisation declares to have read and accepted, shall apply.

The General Conditions comply with the provisions of the Financial and Administrative Framework Agreement, (hereafter referred to as FAFA), between the European Union, represented by the European Commission, and the United Nations, signed on 29 April 2003.

The terms set out in the General Conditions shall take precedence over those in the Annexes.

The terms set out in the Special Conditions shall take precedence over those in the other parts of the Agreement.

DG ECHO will provide a payment of pre-financing of the sum referred in article 3.2 of the Agreement within 45 calendar days of receiving the agreement duly signed by your organisation in accordance with article 20.1 of the General Conditions.

I would like to draw your attention to the submission of interim and final reports as outlined in article 4 of the Agreement.

In the interest of proper follow-up, DG ECHO would like to ensure that the obligation to submit reports is fully respected.

Thank you for your cooperation.

Yours sincerely,



Esko KENTRSCHYNSKYJ
Head of Unit

Enclosures: Contribution agreement
Annex I and Annex II
Single Form

Contact details for this file:

Jenny CORREIA NUNES, e-mail: jenny.correia-nunes@ec.europa.eu

Official correspondence: ECHO-CENTRAL-MAILBOX@ec.europa.eu

Copies: Mr. David LIPMAN –Head of Delegation in Thailand
(E-mail: delegation-thailand@ec.europa.eu)
B. PARAJULI (E-mail: bishow.parajuli@undp.org)
C. RELTIEN (E-mail: christophe.RELTIEN@ec.europa.eu)
ECHO Office Yangon (E-mail: echo-yangon@ec.europa.eu)
RSO Bangkok (E-mail: echobangkok@echo-bangkok.org)



EUROPEAN COMMISSION

DIRECTORATE-GENERAL FOR HUMANITARIAN AID AND CIVIL PROTECTION - ECHO

Directorate A - Operations

Unit A/4 - Asia and Latin America, Caribbean and Pacific Regions

Réf. D **3.250.17**

10.06.2010

Brussels,

ECHO.A.4/JECN/Id-10.22244 (2010)

Sent by courier service

**UNITED NATIONS
DEVELOPMENT PROGRAMME
Mr Antonio VIGILANTE**
14, rue Montoyer
1000 Brussels

Subject: Contribution agreement n° ECHO/-XA/BUD/2010/01012

Ref.: Your last proposal dated 31/05/2010, registered at DG ECHO under file reference n° 10.22244

Title: "Information management support by the Myanmar Information Management Unit (MIMU) to humanitarian assistance in Myanmar"

Country of action: **MYANMAR**
Amount: **EUR 300,000.00**
Start date of action: **01/06/2010**
End date of action: **31/05/2011**

Dear Mr Vigilante,

Please find enclosed two original copies of the above-mentioned Agreement, both signed by myself.

Would you please notify your acceptance of this Agreement and return, by registered mail, one of the originals signed by the legal representative of your organisation, as well as the attached copy of accepted proposal signed on the first page?

Please note that, according to article 9.2 of the General Conditions, you have 15 calendar days to notify your acceptance.

You may not, under any circumstances or procedures, introduce changes in the agreement transmitted for signature. The Agreement shall be considered concluded and shall enter into force on the date of receipt by DG ECHO of one original duly signed by both parties.

Commission européenne, B-1049 Bruxelles / Europese Commissie, B-1049 Brussel - Belgium. Telephone: (+32-2) 299.11.11. Office: AN88 06/012. Telephone: direct line: (+32-2) 295.34.20. Fax: (+32-2) 295.45.71 or (+32-2) 298.88.52.

Official correspondence: ECHO-CENTRAL-MAILBOX@ec.europa.eu