

## **UN AGENCY TO UN AGENCY CONTRIBUTION AGREEMENT**

### **A. SUMMARY OF ACTIVITIES**

<b>Title:</b>	Project on Gender Equality and Women's Empowerment in Bhutan for Implementation of UN Women's Annual Work Plan (2014) contributing towards UNDAF Action Plan Bhutan (2011-15)
<b>Start/End Dates:</b>	Activities start date: April 2014 Activities end date: 31 <sup>st</sup> December 2014
<b>Location:</b>	Bhutan
<b>Contribution Amount:</b>	USD 189,961.20 (the 'Contribution')
<b>Contributing Agency:</b>	United Nations Entity for Gender Equality and the Empowerment of Women (UN Women)
<b>Recipient Agency:</b>	United Nations Development Programme (UNDP)
<b>Nature of Activities:</b>	Support to achieving results on gender equality and women's empowerment UNDAF Action Plan of Bhutan, in the thematic areas of women's political participation and leadership, sustainable development, ending violence against women and gender responsive budgeting

#### **Detailed Activities:**

1. Establish raw material bank for arts and crafts as a resource centre for rural women, and facilitation of marketing opportunities for south-south cooperation.
2. Finalize supplementary reports on CEDAW.
3. Conduct costing exercise for service provision of DV and the Domestic Violence Prevention Act 2013.
4. Finalize and implement the Domestic Violence Prevention Act Implementation Rules and Regulations.
5. Conduct awareness and sensitization/ consultation programme for 3 central agencies, private sector and 2 local government.
6. Conduct targeted sectoral capacity building of GFPs based on the recommendations from UNDP CA report.
7. Capacity development of community based volunteers on women and child friendly services.

8. Observation of International Women's Day and International Day of Elimination of Violence Against Women.
9. Consultation workshop on development of GRPB Budget Statement.
10. Finalization and printing of GRBP strategy/manual document.
11. Pilot test of GRBP in select Sectors.
12. Printing of Knowledge Products.
13. Strengthening Capacity of GRBP Working Group & Sector Specific GRB Capacity Building.
14. Innovating for creating community awareness of women leaders and women's participation at local level.

**Purpose:**

To achieve the following outputs:

**Output 1:** Enhanced political participation by women from excluded communities in the election process at the national and sub-national levels.

**Output 2:**

(a) Select policy makers, frontline functionaries and government officials in at national and sub-national level have capacity to integrate and monitor the inclusion of gender equality provisions in economic and social protection policies/ programmes.

(b) Alliances and institutions of gender equality advocates strengthened to influence policies relating to employment and social protection.

**Output 3:**

(a) Enhanced responsiveness of EVAW service providers for effective coordination and implementation of multi sectoral plans on VAW.

(b) Civil society groups and GE constituencies strengthened to advocate for prevention of gender-based violence [in Bhutan with UNDP, UNFPA, UNICEF, WHO, P4P, in India UNTF projects, Safe Cities program]

**Output 5:**

(a) Policy makers and government officials have increased access to research and evidence on women's role in the macro economy.

(b) Enhanced gender responsiveness of national and sub-national planning, budgeting and accountability mechanisms.

**Annexes:**

**Expected Outcomes:**

**Outcome 1** Enhanced responsiveness of the national and sub-national political system in MCO countries towards women's issues.

**Outcome 2** Relevant ministries in MCO countries adopt and implement gender policies for all flagship programmes on employment and social protection.

**Outcome 3** Multi-sectoral plans on ending violence against women adopted by select state and national governments.

**Outcome 5** National and select state governments adopt and implement a roadmap on gender responsive planning, policy formulation and budgeting

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 **189,961.20** in USD, as more fully described below.

<b>Activity</b>	<b>Budget</b>
Establish raw material bank for arts and crafts as a resource center for rural women, and facilitation of marketing opportunities for south-south cooperation	21,390.00
Finalize supplementary reports on CEDAW	5,000.00
Conduct costing exercise for service provision of DV and the Domestic Violence Prevention Act 2013	6,500.00
Finalize and implement the Domestic Violence Prevention Act Implementation Rules and Regulations	20,000.00
Conduct awareness and sensitization/ consultation programme for 3 central agencies, private sector and 2 local government	8,000.00
Conduct targeted sectoral capacity building of GFPs based on the recommendations from UNDP CA report	12,000.00
Capacity development of community based volunteers on women and child friendly services	10,000.00
Observation of International Women's Day and International Day of Elimination of Violence Against Women	5,000.00
Consultation workshop on development of GRBP Budget Statement	4,500.00
Finalization and printing of GRBP strategy/manual document	5,000.00
Pilot test of GRBP in select Sectors	17,500.00
Printing of Knowledge Products	6,000.00
Strengthening Capacity of GRBP Working Group & Sector Specific GRB Capacity Building	33,000.00

Innovating for creating community awareness of women leaders and women's participation at local level	15,000.00
Assurance Activities	7,000.00
<b>SUBTOTAL</b>	175,890.00
<b>GMS (8%)</b>	14,071.20
<b>GRAND TOTAL</b>	<b>189,961.20</b>

The Contributing Agency will not be responsible for any financial commitment or expenditure made by the Recipient Agency that exceeds the budget for the Activities. The Recipient Agency will promptly advise the Contributing Agency any time when the Recipient Agency 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 Agency will have no obligation to provide the Recipient Agency with any funds or to make any reimbursement for expenses incurred in excess of the total budget as set forth herein.

**C. COSTS RECOVERY**

The Recipient Agency'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 Agency with a narrative report on the progress of the Activities on a regular basis, as set out below.

Substantive reports shall detail achievements, constraints and impacts with regard to the utilisation of this contribution. The report will be accompanied by the preliminary financial report signed by the Resident Representative of UNDP-Bhutan

***Financial Reporting:***

The Recipient Agency will provide the Contributing Agency with the following financial reports, prepared in accordance with the Recipient Agency's financial regulations, rules, policies, procedures, and administrative instructions. Financial reports shall reflect the amount received in relation to expenditure from the contribution.

**E. CONTRIBUTIONS**

The total amounts paid by the Contributing Agency shall match the total budget amount. For Activities less than one year in duration the Contribution will be paid to the Recipient Agency prior to the commencement of Activities. For multi-year Activities the Contribution will be paid in instalments according to the following schedule.

Schedule of payment: The entire contribution will be transferred to the recipient agency in two instalments:

<b>Schedule</b>	<b>Amount</b>
April 2014	USD 150,000.00
Oct 2014 -Upon submission Financial Statement showing 80% expenditure	USD 39,961.20

The Contributing Agency acknowledges that the Recipient Agency will not pre-finance 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 Agency with immediate effect.

The Contribution will be paid into the following account:

**Account Details:**

Bank Name JPMorgan Chase Bank  
Bank Address 277 Park Avenue, 23rd Floor, New York, NY 10172  
Account Title UNDP Contributions Account  
Account Number 015002284  
SWIFT CHASUS33  
ABA 021000021

**Currency: USD**

When making such transfers the Contributing Agency will notify the Recipient Agency,

Christina Carlson  
UN Resident Coordinator and UNDP Resident Representative  
P.O.Box 162, Peling Lam, Kawajangsa, Thimphu, Bhutan  
Tel: (975) 2 322424/334570/334571/334572/332956; Fax: (975) 2 322657

of the following: (a) the amount transferred; (b) the value date of the transfer; (c) that the transfer is from the Contributing Agency pursuant to this Agreement.

**F. INTELLECTUAL PROPERTY RIGHTS**

All Intellectual Property Rights related to the Activities will belong to the Recipient Agency. The Contributing Agency and, if applicable, the relevant programme Government will enjoy a perpetual, royalty-free, non-exclusive and non-transferable license.

**G. CORRESPONDENCE**

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

Details of the Contributing Agency:

Dr. Rebecca Reichmann Tavares  
Representative, UN Women Multi Country Office for India, Bhutan, Maldives and Sri Lanka  
19A Rajdoot Marg, Chanakya Puri, New Delhi - 110021  
Telephone: +91-11- 26119120 - 29; Fax: +91-11- 26119130

Details of the Recipient Agency:

UNDP, P.O.Box 162, Peling Lam, Kawajangsa, Thimphu, Bhutan

Tel: (975) 2 322424/334570/334571/334572/332956; Fax: (975) 2 322657

#### **H. AMENDMENTS**

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

#### **I. COMPLETION OF THE ACTIVITIES**

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

The Recipient Agency 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. TERMINATION OF THIS AGREEMENT**

This Agreement will terminate 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 Agency 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 two Agencies 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**

**OPTIONS:**

1. Upon termination of this Agreement and following the submission of the final financial report, any unspent balance of the Contribution (where the unspent funds exceed US\$1,000) will be returned to the Contributing Agency, unless otherwise agreed in writing by the two Agencies.

OR

2. Upon 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 Agency, unless otherwise agreed in writing by the two Agencies.

**L. SETTLEMENT OF DISPUTES**

The two Agencies 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 party has notified the other party 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 Agencies.

**M. ENTRY INTO FORCE AND VALIDITY**

This Agreement will enter into force upon its signature by the authorized representatives of the Parties and remain in force until terminated in accordance with Section J above.

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



Signed:  
On behalf of UN Women: Dr. Rebecca Reichmann Tavares, Representative



Signed:  
On behalf of UNDP Bhutan: Ms. Christina Carlson, UN Resident Coordinator and UNDP Resident Representative