

**STANDARD LETTER OF AGREEMENT BETWEEN
THE UNITED NATIONS DEVELOPMENT PROGRAMME AND
MINISTRY OF WOMEN'S AFFAIRS ON THE IMPLEMENTATION OF ACTIVITIES UNDER POLICY,
COMMUNICATIONS, SOCIAL INNOVATION FOR HUMAN DEVELOPMENT PROJECT WHEN UNDP
SERVES AS IMPLEMENTING PARTNER**

Your Excellency,

1. Reference is made to the consultations between the United Nations Development Programme (hereinafter referred to as "UNDP") in Cambodia and officials of the Ministry of Women's Affairs with respect to the realization of activities by the Ministry of Women's Affairs in the implementation of the *Policy, Communications, Social Innovation for Human Development project, Award ID: 00086010, Project ID: 00093433*, to which UNDP has been selected as implementing partner. The activity is to support the International Women's Day Campaign as specified in Attachment 1: Concept Note on International Women's Day Campaign -8th March 2017

2. In accordance with the Attachment 1: Concept Note on International Women's Day Campaign -8th March 2017 and with the following terms and conditions, we confirm our acceptance of the activities to be provided by Ministry of Women's Affairs towards the project, as specified in Attachment 2: Description of Activities (hereinafter referred to as "Activities"). Close consultations will be held between Ministry of Women's Affairs and UNDP on all aspects of the Activities.

3. Ministry of Women's Affairs shall be fully responsible for carrying out, with due diligence and efficiency, all Activities in accordance with its Financial regulations, rules and other directives, only to the extent they are consistent with UNDP's Financial Regulations and Rules. In all other cases, UNDP's Financial Regulations and Rules must be followed.

4. In carrying out the activities under this Letter, the personnel and sub-contractors of Ministry of Women's Affairs shall not be considered in any respect as being the employees or agents of UNDP. UNDP does not accept any liability for claims arising out of acts or omission of Ministry of Women's Affairs or its personnel, or of its contractors or their personnel, in performing the Activities or any claims for death, bodily injury, disability, damage to property or other hazards that may be suffered by Ministry of Women's Affairs, and its personnel as a result of their work pertaining to the Activities.

5. Any subcontractors, including NGOs under contract with Ministry of Women's Affairs, shall work under the supervision of the designated official of Ministry of Women's Affairs. These subcontractors shall remain accountable to Ministry of Women's Affairs for the manner in which assigned functions are discharged.

6. Upon signature of this Letter, UNDP will make payments to Ministry of Women's Affairs, according to the schedule of payments specified in Attachment 3: Schedule of Activities, Facilities and Payments.

7. Ministry of Women's Affairs shall not make any financial commitments or incur any expenses which would exceed the budget for the Activities as set forth in Attachment 3. Ministry of Women's Affairs shall regularly consult with UNDP concerning the status and use of funds and shall promptly advise UNDP any time when Ministry of Women's Affairs is aware that the budget to carry out these Activities is insufficient to fully implement the project in the manner set out in the Attachment 2. UNDP shall have no obligation to provide Ministry of Women's Affairs with any funds or to make any reimbursement for expenses incurred by Ministry of Women's Affairs in excess of the total budget as set forth in Attachment 3.

8. Ministry of Women's Affairs shall submit a financial report after completion of the International Women's Day campaign. The report will be submitted to UNDP through the UNDP Country Director within 30 days upon completion of the activities. The format will follow the standard UNDP expenditure report [a model copy of which is provided as Attachment 4]. UNDP will include the financial report by Ministry of Women's Affairs in the financial report for the Policy, Communications, Social Innovation for Human Development project, *Award ID: 00086010, Project ID: 00093433*;

9. Ministry of Women's Affairs shall submit such a narrative report relating to the Activities within one month after completion of the Activities.

10. Ministry of Women's Affairs shall furnish a final report within 12 months after the completion or termination of the Activities, including a list of non-expendable equipment purchased by Ministry of Women's Affairs and all relevant audited or certified financial statements and records related to such Activities, as appropriate, pursuant to its Financial Regulations and Rules.

11. Equipment and supplies that may be furnished by UNDP or procured through UNDP funds will be disposed as agreed, in writing, between UNDP and Ministry of Women's Affairs.

12. Any changes to the Project which would affect the work being performed by Ministry of Women's Affairs in accordance with Attachment 2 shall be recommended only after consultation between the parties.

13. For any matters not specifically covered by this Letter, the Parties would ensure that those matters shall be resolved in accordance with the appropriate provisions of the Project Document and any revisions thereof and in accordance with the respective provisions of the Financial Regulations and Rules of the Ministry of Women's Affairs and UNDP.

14. The arrangements described in this Letter will remain in effect until the completion of activities of Ministry of Women's Affairs according to Attachment 2, or until terminated in writing (with 30 days' notice) by either party. The schedule of payments specified in Attachment 3 remains in effect based on continued performance by Ministry of Women's Affairs unless it receives written indication to the contrary from UNDP.

15. Any balance of funds that is undispersed and uncommitted after the conclusion of the Activities shall be returned within 90 days to UNDP.

16. Any amendment to this Letter shall be effected by mutual agreement, in writing,

17. All further correspondence regarding this Letter, other than signed letters of agreement or amendments thereto should be addressed to Mr. Nick Beresford, Country Director, UNDP, No.53, Pasteur Street, Boeung Keng Kang, P.O.Box 877, Phnom Penh, Cambodia.

18. Ministry of Women's Affairs shall keep the UNDP Country Director fully informed of all actions undertaken by them in carrying out this Letter.

19. UNDP may suspend this Agreement, in whole or in part, upon written notice, should circumstances arise which jeopardize successful completion of the Activities.

20. Any dispute between the UNDP and Ministry of Women's Affairs arising out of or relating to this Letter which is not settled by negotiation or other agreed mode of settlement, shall, at the request of either party, be submitted to a Tribunal of three arbitrators. Each party shall appoint one arbitrator, and the two arbitrators so appointed shall appoint a third arbitrator, who shall be the chairperson of the Tribunal. If, within 15 days of the appointment of two arbitrators, the third arbitrator has not been appointed, either party may request the President of the International Court of Justice to appoint the arbitrator referred to. The Tribunal shall determine its own procedures, provided that any two arbitrators shall constitute a quorum for all purposes, and all decisions shall require the agreement of any two arbitrators. The expenses of the Tribunal shall be borne by the parties as assessed by the Tribunal. The arbitral award shall contain a statement of the reasons on which it is based and shall be final and binding on the parties.

21. If you are in agreement with the provisions set forth above, please sign and return to this office two copies of this Letter. Your acceptance shall thereby constitute the basis for your Ministry of Women's Affairs in the implementation of the project.

Yours sincerely,

Signed on behalf of UNDP

Nick Beresford
Country Director
Date: 7-3-17

Signed on behalf of Ministry of Women's Affairs

H.E Ing Kantha Phavy
Minister
Date: 7/3/17

Attachment 1

CONCEPT NOTE

International Women's Day Campaign - 8th March 2017 'Women for Peace and Prosperity'

1. Why This Theme for 2017?

Gender equality and the empowerment of women are contributing factors for long standing peace, security and progress of societies. Under the theme "Women for Peace and Prosperity", the Ministry of Women's Affairs –in cooperation with line ministries, civil society organizations, development partners, private sector, educational institutions and media- aims to uphold the rights, status and role of women to promote the welfare of our nation as well as to ensure the peaceful prevention and resolution of conflict. In 2017 we are celebrating the 106th International Women's Day.

Peace and prosperity are essential for a healthy development of citizens, families and communities. On the contrary, violence and conflict represent a burden to socio-economic progress of our society and they also undermine the psychological, emotional and physical wellbeing of individuals. In particular, violence against women is a severe human rights violation with very negative impact on women and their children and whose consequences last for generations.

Violence and conflict are not gender neutral problems. According to the United Nations Office on Drugs and Crime, 95 percent of homicide perpetrators at the global level are male, a figure which is consistent across countries and regions, irrespective of the homicide typology or weapon used¹. On the other hand, 21 percent of ever-partnered Cambodian women aged 15-64 experience physical and/or sexual violence by a male intimate partner in their lifetime, while 32 percent face emotional abuse.

In order to sustain peace and prevent violence in society, we must promote peaceful and positive role models of masculinity and increase the participation of women in decision making at all levels and in all sectors.

2. Contribution of Women to Peace

Since the First World War, women from all over the world have increasingly advocated for using dialogue and peace, instead of violence, to solve conflicts. Women peacemakers have raised our attention to the fact that women and girls bear the burden of many of the harmful consequences of violence and armed conflicts, including the widespread use of sexual violence as a tactic of war. They have also highlighted that military spending and contributes to social inequalities, firstly by diverting expenditures from social allocations to armament, and secondly by imposing a male-dominated and militaristic culture which excludes women from the public sphere and marginalizes women's voices and interests.

As recognized by the United Nations, the participation of women in all aspects of conflict resolution is critical for achieving sustainable peace. For example, the UN informs that the participation of women increases the probability of peace agreements lasting at least two-year

by 20 per cent, while it also increases the probability of a peace agreement lasting 15 years by 35 per cent³.

The acknowledgement of the UN Security Council to the role of women in peace was formalized in October 2000 with the unanimous adoption of the UN resolution 1325 on Women, Peace and Security, as well as with other seven additional resolutions endorsed later on. The eight UN Security Council's resolutions have the goal of 1) strengthening women's participation in conflict prevention and in peace processes and operations; 2) ending sexual violence and impunity during conflict; and 3) improving the international accountability system for peace.

However, further efforts are needed for the effective implementation of these eight UN resolutions. Worldwide data compiled by UN Women reveals that, in 2015, only 3 percent of military peacekeepers and 10 percent of police personnel were women⁴. Other figures inform that, globally, approximately half of children of primary school age who are not in school live in conflict-affected areas, while girls are particularly affected⁵. In addition, maternal mortality is on average 2.5 times higher in conflict and post-conflict countries.

3. Activities of the Campaign

The Ministry of Women's Affairs is organizing an important number of activities from 1st to 8th March 2017 as part of the International Women's Day Campaign with the goal of engaging different constituencies at national and sub-national levels as well as activating and mobilizing our entire society to achieve gender equality and happiness within the family and society. These activities consist of:

- Event on 8th March 2017 presided over by Prime Minister **Samdech Techo Hun Sen** with participation from high ranking Government officials, representatives from NGOs, embassies, private sector and garment factory workers.
- Event at the **Royal Palace** presided over His Majesty the **King Norodom Sihamoni** and Her Majesty the **Queen Mother Norodom Monineath Sihanouk**.
- Events at the **National Assembly** and the **Senate**.
- Youth Debate on gender equality featured by **students from 4 universities**. Audience of debates comprises around **200 university students** while the debates will be **broadcasted by national TV channels**.
- Dialogue with **1,200 students** at high schools.
- Forums with around **1,800 women workers of 6 garment factories** to give value to them and raise awareness on their rights.
- Awareness raising events and activities organized at sub-national level by a number of **Provincial Departments of Women's Affairs**.
- Production and dissemination of **communication materials** throughout the country:
 - **Special newsletters and copies of concept note**
 - **T-shirts**
 - **Short Video clip** focused on the 8 March's theme
 - **Street banners** displayed in the streets of Phnom Penh and in other provincial capitals.

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Attachment 2

DESCRIPTION OF ACTIVITIES

Project number: 00093433
Project title: Policy, Communications, Social Innovation for Human Development

Ministry of Women's Affairs is in-charge for the implementation of International Women's Day Campaign. The officer responsible for coordination of all matters related to this activity is:

Name: H.E Sivann Botum
Title: Secretary of State, Climate Change
Contact information: sivann_botum@yahoo.com, Mobile Phone: 092 982 981

Bank information for fund transfer:

Bank name: Foreign Trade Bank of Cambodia
SWIFT Code: FTCKHPP
Account Name: Ministry Women Affair
Account Number: 010.30.063.000188.0

Results to be achieved by Ministry of Women's Affairs

- Organize event on 8th March 2017 presided over by Prime Minister Samdech Techo Hun Sen with participation from high ranking Government officials, representatives from NGOs, embassies, private sector and garment factory workers.
- Organize event at the Royal Palace presided over His Majesty the King Norodom Sihamoni and Her Majesty the Queen Mother Norodom Monineath Sihanouk.
- Organize events at the National Assembly and the Senate.
- Conduct Youth Debate on gender equality featured by students from 4 universities. Audience of debates comprises around 200 university students while the debates will be broadcasted by national TV channels.
- Dialogue with 1,200 students at high schools.
- Organize forums with around 1,800 women workers of 6 garment factories to give value to them and raise awareness on their rights.
- Conduct awareness raising events and activities organized at sub-national level by a number of Provincial Departments of Women's Affairs.
- Produce and disseminate of communication materials throughout the country:
 - Special newsletters and copies of concept note
 - T-shirts
 - Short Video clip focused on the 8 March's theme
 - Street banners displayed in the streets of Phnom Penh and in other provincial capitals.

Work to be performed by Ministry of Women's Affairs

1. Responsible for organizing and coordination of all activities as indicated above
2. Responsible for ensuring administration support of each event;
3. Ensure smooth coordination and communication with relevant stakeholders;

4. Provide timely event narrative and financial report to UNDP; and
5. Mobilize co-finance from other donors for the implementation of International Women's Day campaign.

Work to be performed by UNDP:

1. Ensure timely financial disburse to Ministry of Women's Affairs
2. Engage and technical contribution to the events as appropriate.

Activity	Start Date	End Date	Duration	Priority	Responsible Party	Comments
Develop and disseminate IWD 2020 campaign materials	15/03/2020	30/03/2020	15 days	High	UNDP	
Organize IWD 2020 events	01/04/2020	30/04/2020	30 days	High	UNDP	
Monitor and report on IWD 2020 activities	01/04/2020	30/04/2020	30 days	High	UNDP	
Finalize IWD 2020 report	01/05/2020	31/05/2020	31 days	High	UNDP	

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Attachment 3

Scheduled of Activities, Facilities and Payments

EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES	Responsible Party	Timeframe				Planned Budget		Schedule of payments by UNDP			
			Q1	Q2	Q3	Q4	Budget Description	Amount in USD	Q1	Q2	Q3	Q4
Key Deliverable 5: Strategic partnerships are mobilized to generate financial and technical support for communications, HD research, policy engagement, and capacity development	Conduct awareness raising event with women garment factory workers on women's rights	MoWA	X				DSA to province, Venue rental, TV broadcasting, snacks, banner/backdrop, stationaries, photos, presents for quiz-show.	USD2,500	USD2,500	0	0	0
			X				T-shirt printing	USD1,000	USD,1000	0	0	0
Total								USD3,500	USD3,500	0	0	0

Attachment 4

MODEL UNDP EXPENDITURE REPORT

Period _____

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
		Total				

