

**STANDARD LETTER OF AGREEMENT BETWEEN  
THE UNITED NATIONS DEVELOPMENT PROGRAMME AND  
AL QUDS UNIVERSITY  
TO CARRY OUT ACTIVITIES  
WHEN UNDP PROVIDES SUPPORT SERVICES TO THE  
PAL10-00087457: ESTABLISHMENT OF JERUSALEM PUBLIC LIBRARY**

Dear Excellency,

1. Reference is made to the consultations between officials of the United Nations Development Programme (hereinafter referred to as "UNDP") in the occupied Palestinian territory and officials of Al Quds University with respect to the realization of activities by Al Quds University in the implementation of the UNDP support services to the project "**PAL10-00087457 Establishment of Jerusalem Public Library**", as specified in **Attachment 1: Project Concept Note**, to which UNDP has been selected as a responsible party.
2. In accordance with the LOA signed between the government implementing partner and UNDP for support services and with the following terms and conditions, we confirm our acceptance of the activities to be provided by Al Quds University towards the project, as specified in **Attachment 2: Description of Activities** (hereinafter referred to as "Activities"). Close consultations will be held between Al Quds University and UNDP on all aspects of the Activities.
3. Al Quds University shall be fully responsible for carrying out, with due diligence and efficiency, all Activities in accordance with its Financial Regulations and Rules.
4. In carrying out the activities under this Letter, the personnel and sub-contractors of Al Quds University 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 Al Quds University 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 Al Quds University, and its personnel as a result of their work pertaining to the Activities.
5. Any subcontractors, including NGOs under contract with Al Quds University, shall work under the supervision of the designated official of Al Quds University. These subcontractors shall remain accountable to Al Quds University for the manner in which assigned functions are discharged.
6. Upon signature of this Letter, UNDP will make payments to Al Quds University, according to the schedule of payments specified in **Attachment 3: Schedule of Activities, Facilities and Payments**.
7. Al Quds University shall not make any financial commitments or incur any expenses which would exceed the budget for the Activities as set forth in Attachment 3. Al Quds University shall regularly consult with UNDP concerning the status and use of funds and shall promptly advise UNDP any time when Al Quds University 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 Al Quds University with any funds or to make any reimbursement for expenses incurred by Al Quds University in excess of the total budget as set forth in Attachment 3.
8. Al Quds University shall submit a cumulative financial report each quarter (31 March, 30 June, 30 September and 31 December). The report will be submitted to UNDP through the UNDP Country Director or UNDP Resident Representative within 30 days following those dates. 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 Al Quds University in the financial report for **PAL10-00087457 Establishment of Jerusalem Public Library**.

9. Al Quds University shall submit such progress reports relating to the Activities as may reasonably be required by the project manager in the exercise of his or her duties.

10. Al Quds University shall furnish a final report within 6 months after the completion or termination of the Activities, including a list of non-expendable equipment purchased by Al Quds University 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 Al Quds University.

12. Any changes to the LOA between the government implementing partner and UNDP for support services which would affect the work being performed by Al Quds University 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 LOA for support services and any revisions thereof and in accordance with the respective provisions of the Financial Regulations and Rules of the Al Quds University and UNDP.

14. The arrangements described in this Letter will remain in effect until the end of the project, or the completion of Activities 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 Al Quds University 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. Frode Muring**  
**Special Representative of the Administrator**  
**UNDP/PAPP**  
**Jerusalem**  
**Fax: 02-6268222**

18. Al Quds University shall keep the UNDP Special Representative 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.

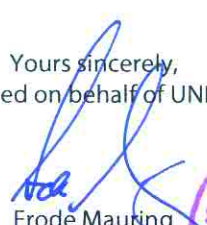
20. Any dispute between the UNDP and Al Quds University arising out of or relating to this Letter which is not settled by negotiation or other agreed mode of settlement, shall, at the request of either party, be submitted to a Tribunal of three arbitrators. Each party shall appoint one arbitrator, and 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 Al Quds University participation in the implementation of the project.

Yours sincerely,  
Signed on behalf of UNDP

  
Frode Mauring  
Special Representative of the Administrator  
UNDP/PAPP



  
جامعة القدس  
Al-Quds University

Signed on behalf of Al Quds University  
Dr. Sari Nusseibeh



05.03.14

President of Al Quds University  
Jerusalem

### Attachment 1

#### Project Summary

Title of the action:	Establishment of Jerusalem Public Library
Location(s) of the action: - <i>specify country(ies), region(s) that will benefit from the action</i>	Old City of Jerusalem, Jerusalem, Occupied Palestinian Territory
Objectives of the action	<p>Overall objective is: Reinforcing the cultural role in Jerusalem by contributing towards the promotion of the Palestinian National Identity through the establishment and operation of Public Libraries</p> <p>Specific objectives of this project are:</p> <ol style="list-style-type: none"> <li>1. To contribute towards conservation and preservation of the cultural identity and national belonging by inspiring knowledge through books and digital information resources</li> <li>2. To contribute towards raising awareness of the local community, students, teachers, researches on the importance of a Public Library in the Old City of Jerusalem by providing the population with restored Public Library spaces, variety of collections and digital information resources and supporting the access to their use;</li> <li>3. To enhance local capacities in the management of historic building in the Old City of Jerusalem, as well as providing job opportunities for the short and medium term to young professionals.</li> </ol>
Target group(s)	Palestinians living in the Old City of Jerusalem, and the local population at large: pupils, students, teachers, children, researches, professors, journalists, professional associations.
Final beneficiaries	Palestinian community at large
Estimated results	<ol style="list-style-type: none"> <li>1. Restoration and rehabilitation of the existing old building to be used as public library</li> <li>2. To raise awareness and enhance the sense of national belonging to preserve Palestinian cultural identity through study, research and lecture.</li> </ol>
Main activities	<ul style="list-style-type: none"> <li>- Rehabilitation and renovation for the existing building and its structure</li> <li>- Provision of books and literature</li> <li>- Provision of IT equipment, safety and security items and systems</li> <li>- Provision of a library cataloguing system</li> <li>- Establishment of Cafeteria and provision of related equipments</li> <li>- Furnishing the halls with specialized equipment</li> <li>- Establishing a website for the library</li> <li>- Training and capacity building for Al Quds University staff in Library Management through developed business management plan</li> </ul>

## **Attachment 2**

### DESCRIPTION OF ACTIVITIES

Project number: **PAL10-00087457**

Project title: **Establishment of Jerusalem Public Library**

#### Results to be achieved by Al Quds University

Al-Quds University will be also responsible thereafter for the following:

- Training provided and capacity built for Al Quds University staff in Library Management through adaptation of developed Business Management Plan
- Library website created
- Visibility and communication actions implemented
- Public Library managed and operated

#### Work to be performed by Al Quds University

Al-Quds University will be also responsible thereafter for the following:

- Training and capacity building for Al Quds University staff in Library Management through developed Business management plan
- Provision of a library cataloguing system
- Visibility, awareness campaign and communication activities
- Establishing a website for the Library
- Management and operation of the Public Library
- Provide the list of books and equipments that will be procured by UNDP
- Provide support to UNDP during the formulation and development of technical documents for civil work activities that will be managed by UNDP
- Facilitate the implementation of civil works activities, provision of books and equipments

#### Description of inputs:

UNDP will transfer funds from the project budget to Al Quds University as follows:

<b><u>Activities</u></b>	<b><u>Delivery deadline</u></b>	<b><u>Budget in USD</u></b>
Training and capacity building of Al Quds University staff in Library Management through developed Business management plan	8 months after the signing of the agreement	10.000.00
Provision of a library cataloguing system	8 months after the signing of the agreement	30.000.00
Visibility, awareness campaign and communication activities	8 months after the signing of the agreement	10,000.00
Establishing a website for the Library	6 months after the signing of the agreement	5.000.00
<b>TOTAL</b>		<b>55,000.00</b>



### Attachment 3

#### Scheduled of Activities, Facilities and Payments

Year 2013

EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES <i>List all activities to be undertaken during the year towards stated outputs</i>	Timeframe				Planned Budget		Schedule of payments by UNDP			
		Q1	Q2	Q3	Q4	Budget Description	Amount in USD	Q1	Q2	Q3	Q4
Fully functional and operational public library in East Jerusalem	Training and capacity building of Al Quds University staff in Library Management through developed Business management plan	x	x	x	x	CD	10,000.00	x	x	x	
	Provision of a library cataloguing system	x	x	x	x	CD	30,000.00	x	x	x	
	Visibility, awareness campaign and communication activities	x	x	x	x	CD	10,000.00	x	x	x	
	Establishing a website for the Library	x	x	x	x	CD	5,000.00	x	x	x	
						<b>Total</b>	55,000.00				

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.
- Adjustments within each of the sections may be made in consultation between UNDP and Al Quds University. 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.
- An advanced payment equal to 20% of the total budget will be transferred to the Al Quds University within 3 months from the signature of this LoA.

**Attachment 4**

**MODEL UNDP EXPENDITURE REPORT**

**YEAR: 2014**

<b>EXPECTED CP OUTPUTS and indicators including annual targets</b>	<b>PLANNED ACTIVITIES</b> <i>List all activities to be undertaken during the year towards stated outputs</i>	<b>Planned Budget</b>		<b>Payments and Expenditures</b>		
		Budget Description	Amount in USD	Payments received USD	Expenditures USD	Balance USD
Fully functional and operational public library in East Jerusalem	Training and capacity building of Al Quds University staff in Library Management through developed Business management plan	CD	10,000.00			
	Provision of a library cataloguing system	CD	30,000.00			
	Visibility, awareness campaign and communication activities	CD	10,000.00			
	Establishing a website for the Library	CD	5,000.00			
	<b>Total</b>		55,000.00			