

# UN AGENCY TO UN AGENCY CONTRIBUTION AGREEMENT

## A. SUMMARY OF ACTIVITIES

**Title:** Building Effective Resilience for Human Security in the Caribbean Countries - The Imperative of Gender Equality and Women Empowerment in a Strengthened Agriculture (and related Agri/Fisheries Small Business) Sector (the "Activities")  
Reference number: UNW-SA-19-003  
Grant number: P1-33HYA-000229

**Start/End Dates:** Activities start date: 01 October 2019  
Activities end date: 30 September 2022

**Location:** Caribbean Countries

**Contribution Amount:** US\$ 160,500.00 (UNDP portion only) (the "Contribution")

**Contributing Agency:** United Nations Trust Fund for Human Security

**Recipient Agency:** United Nations Development Agency

**Nature of Activities:** Development

**Purpose** See the Executive Summary in the Annex "Programme Proposal"

**Annexes:**  
A. Programme Proposal  
B. Log frame  
C. Detailed Budget Document  
D. Reporting and Payment Schedule  
E. United Nations Trust Fund for Human Security Guidelines

**Expected outcome:** See the Executive Summary in the Annex "Programme Proposal"

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 160,500.00 in USD, as more fully described below.

<b>BUDGET SUMMARY</b>	<b>Annual (Year 1)</b>	<b>Total (All Years)</b>
<b>Total programmable amount, including direct costs</b>	150,000.00	150,000.00

<b>Indirect support costs (7%)</b>	10,500.00	10,500.00
<b>Grand total</b>	160,500.00	160,500.00

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.

The first substantive progress report for the period through 30 September 2020 should be submitted to the lead agency for consolidation and submission to the UN no later than 31 October 2021.

Within six (6) months after this agreement expires, UNDP shall provide through the lead agency a final substantive report detailing outputs, achievements and constraints with regards to the status of the contribution for the whole programme. This will be accompanied by an interim cumulative uncertified financial report from the starting date of the contribution to the due reporting date.

**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:

Please refer to "Annex D. Reporting and Payment Schedule", and "Annex E. Budget and Reporting".

**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:

Instalments	Amount (USD \$)	Deadlines
1st	160,500.00	Within 15 days from signature of this Financial Agreement by both sides
	160,500.00	

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 Name: UNDP Representative in Barbados (USD) Account  
Account Number: 3752218105  
Bank Name: Bank of America  
ABA No. 111000012  
Swift Code: BOFAUS3N  
Fed Wire: 026009593  
Reference: UNTFHS UNW-SA-19-003/P1-33HYA-000229

When making such transfers the Contributing Agency will notify the Recipient Agency, [details] (for the Attention ) , by fax () or by e-mail () 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:

United Nations Development Programme – UNDP

Magdy Martinez-Soliman (Mr.)  
Resident Representative

Address: UN House  
Marine Gardens, Hastings  
Christ Church, Barbados  
Tel: +1 246 467 6001

United Nations Trust Fund for Human Security:

Mehrnaz Mostafavi (Ms.)  
Chief, Human Security Unit  
United Nations Trust Fund for Human Security

United Nations

Address: United Nations Secretariat  
DC2 Building, DC2-1370  
New York, NY 10017  
Tel: +1-917-367-2239

**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**

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.

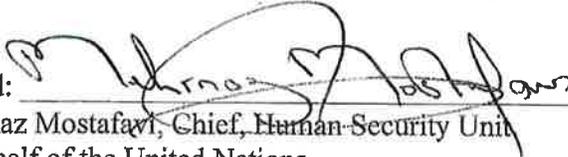
IN WITNESS WHEREOF, the undersigned, being duly authorized thereto, have signed the present Agreement in duplicate.



04 Feb 2020

Signed: \_\_\_\_\_

Magdy Martinez-Soliman, Resident Representative  
On behalf of the United Nations Development Programme



Signed: \_\_\_\_\_

Mehrnaz Mostafavi, Chief, Human Security Unit  
On behalf of the United Nations

