# Standard template for IP – Letter of Agreement

**LETTER OF AGREEMENT**

between

**NAME OF PARTNER**, having its headquarters at

, represented by

and

**UNITED NATIONS INSTITUTE FOR TRAINING AND RESEARCH**

having its headquarters at Palais des Nations, 1211 Geneva 10- Switzerland, represented by Mr. Nikhil Seth, Assistant Secretary-General of the United Nations and Executive Director, UNITAR

**WHEREAS** the United Nations Institute for Training and Research (hereinafter referred to as “UNITAR”) is an autonomous body within the United Nations (UN) that was established in 1965 pursuant to a UN General Assembly resolution, with the purpose of enhancing the effectiveness of the UN through appropriate training and research. UNITAR’s mission is to develop the individual, institutional and organizational capacities of countries and other UN stakeholders through high quality learning solutions and related knowledge products and services to enhance decision-making and to support country-level action for overcoming global challenges;

**WHEREAS** the [NAME OF PARTNER] **(hereinafter referred to as “PARTNER”)** ADD BRIEF DESCRIPTION OF PARTNER…;

***NOTE TO BE DELETED BY UNITAR MANAGER:*** *Note the eligibility requirements and exclusion criteria for IP selection as well as the due diligence requirements of implementing partners. If the IP is a business, approval from the Executive Director is required and due diligence is mandatory. If the procedure for the grant award requires competitive selection, note the requirements under Section III of the Policy Guidelines.*

[Include this paragraph only required when the IP is a business] **WHEREAS** the **PARTNER** acknowledges, embraces, supports and enacts, within its sphere of influence, the Principles of the Global Compact (attached as Annex [VIII]).

**WHEREAS** UNITAR and **PARTNER** (who may be referred to individually as “Party” and collectively as the “Parties”), share the common goals and objectives with regard to [e.g. strengthen the effectiveness and efficiency of the public service of country X] (hereinafter referred to as “the project”). The deliverables, major activities, schedule, venue, tentative work plan, roles and responsibilities as applicable are specified in the project document under Annex I.

**NOW THEREFORE**, the Parties have agreed to cooperate under this Letter of Agreement (“Agreement”) as follows:

**ARTICLE I:**

**FINANCE AND ADMINISTRATION**

* 1. The costs to implement the project amount to [Currency] XXX,XXX [Spell out the amount and currency] (hereafter, “Contribution”) as presented in the budget attached as Annex II. **PARTNER** shall use the funds and incur expenditures in conformity with the approved budget in Annex II. UNITAR will not make any commitments above the amount specified for expenditures in Annex II.

***NOTE TO BE DELETED BY UNITAR MANAGER:*** *Currency to be used shall be the local currency, with few exceptions. The currency for disbursement to IPs shall be the same currency for IP reporting.*

* 1. [Include only required when the IP is a business] **PARTNER** acknowledge that the budget under Annex II and the financial reports required under Article IV shall reflect the costed activities of the Project with a no-profit margin.
  2. Upon entry into force of this Agreement, UNITAR shall transfer the Contribution in accordance with the following payment schedule and compliance of the reporting provisions under Article IV:

|  |  |  |
| --- | --- | --- |
| **Payment** | **Amount and currency** | **Conditions** |
| Initial | XX,XXX | Upon signature of this Agreement |
| Second | XX,XXX | Upon receipt and acceptance of [interim financial and narrative reports] |
| Final | XX,XXX | Upon receipt and acceptance of the final financial and narrative reports |

***NOTE TO BE DELETED BY UNITAR MANAGER:*** *Customize the above table as required. In accordance with the policy guidelines IPs must be paid in local currency (with exceptions only granted for certain countries in conflict which may use the USD) and in accordance with the following schedule:*

|  |  |  |
| --- | --- | --- |
| **Duration of IP agreement** | **Amount of agreement** | |
| **Less than or equal to $30,000** | **Greater than $30,000** |
| Up to 3 months | 100% | 80% |
| From 3 to 12 months | 100% | 60% |
| Greater than 12 months | 100% | 50% |

*For IP agreements in which disbursements are to be made in two or more installments, the final installment shall not be less than 5 per cent of the total amount of the grant and shall be disbursed on receipt of the final narrative and/or financial report.*

* 1. Should **PARTNER’s** financial report of the preceding period reflect a positive balance, this balance may be deducted from the subsequent payment. In no instance will funds be disbursed to **PARTNER** with an outstanding narrative or financial report.
  2. **PARTNER** agrees to immediately inform UNITAR of any additional funding received from another source related to the project.
  3. The funds in paragraph 3, above, shall be disbursed to the following bank account:

|  |  |
| --- | --- |
| Name of Bank |  |
| Address of the bank |  |
| Account number |  |
| Currency of the account |  |
| Name of the account |  |
| Bank identification number |  |
| Bank Swift Code |  |
| Transfer details | e.g. G2019.TARGC001.COLaca |

**ARTICLE II:**

**PROCUREMENT**

1. Any procurement of goods or services to be undertaken by PARTNER in connection with the project shall be carried out in accordance with good business practice, ensuring best value for money, fairness, integrity and transparency, and/or in accordance with PARTNER’s applicable procurement rules.

***NOTE TO BE DELETED BY UNITAR MANAGER:*** *If the partner does not have procurement policy, procurement should follow UNITAR policy.*

**ARTICLE III:**

**WRONGDOING AND CODE OF CONDUCT**

1. **PARTNER** is aware of the UNITAR Anti-Fraud and Anti-Corruption Policy

[<https://unitaremail.sharepoint.com/unitarnet/Documents/UNITAR-Revised-Anti-Fraud-Policy-August2018.pdf>] as well as the Code of Conduct to Prevent Harassment, including Sexual Harassment, at UN System Events

[https://www.un.org/management/sites/www.un.org.management/files/un-system-model-code-conduct.pdf] and agrees to undertake all appropriate personnel, organizational and administrative measures to comply with the referenced Code of Conduct and to prevent fraud, corruption or other wrongdoing. In the event of non-compliance of the Code of Conduct or alleged fraud, corruption or other wrongdoing, committed by **PARTNER** or its subcontractor (s), **PARTNER** agrees to immediately report the case to UNITAR and cooperate fully in any investigation. **PARTNER** and any eventual subcontractor (s) understand that alleged fraud, corruption or other wrongdoing may result in the immediate suspension of the Agreement and the withholding of any payments of funds due.

1. In the event of non-compliance with the Code of Conduct or alleged fraud, corruption or other wrongdoing is determined to be real, whether committed by **PARTNER** or any eventual subcontractor(s), UNITAR reserves the right to a) demand immediate repayment of all or part of the Contribution, b) terminate the Agreement and c) take other punitive measures, including referring the fraud, corruption or other wrongdoing case to national authorities, assigning ‘step-in’ rights to donors, demanding reimbursement from **PARTNER** for other damages and listing **PARTNER** on a UN/UNITAR database of fraud cases.

## 

**ARTICLE IV:**

**REPORTING**

***NOTE TO BE DELETED BY UNITAR MANAGER:*** *Final narrative reports are required for all IP agreements. For grant-in projects subject to a mandated independent evaluation (budgeted at $1.5 million and above), final financial and narrative reports should be submitted by the IP within two months of the end of the IP’s grant implementation period (see Article XIII).*

**Narrative Reporting**

1. **PARTNER** agrees to submit a [interim and/or final] narrative report by ***[DAY MONTH YEAR]*** using the form attached as Annex III.
2. If the project involves the organization of training or related workshops (hereafter, “event”), **PARTNER** agrees to provide UNITAR a complete list of participants using the form attached as Annex IV of the present Agreement by ***[DAY MONTH YEAR]***.

***NOTE TO BE DELETED BY UNITAR MANAGER:*** *If the IP is to deliver training on behalf of UNITAR, the IP is required to adhere to the Quality Assurance Framework for Learning-related Events. Programme Manager should provide the IP with the QAF and oversee adherence to the standards.*

**Financial Reporting**

**Interim financial reports**

1. **PARTNER** agrees to submit to UNITAR, interim financial reports on the status of funds advanced by UNITAR as of [insert DAY/MONTH/YEAR] …(add more as needed), using the form under Annex V.

***NOTE TO BE DELETED BY UNITAR MANAGER:*** *In cases where the project implementation period overlaps over two calendar years, the partner will be required to submit a financial report on the status of funds as of 31st Dec YYYY , by 10th Jan YYYY ( following year) , independent of the any other financial reporting deadlines.*

**Final financial report**

1. Upon completion of project implementation, **PARTNER** agrees to submit to UNITAR a final financial report on expenditures, within one month from the end date of the project period specified / end of activities OR by 10th January YYYY (following year), whichever is later.

*The following text may be added: Any unspent balances should be refunded to UNITAR within 30 days of end of activities.*

***NOTE TO BE DELETED BY UNITAR MANAGER:*** *A final financial report is required for all IP agreements costed at and above $30,000 or if a financial report is required by UNITAR’s donor.*

**Grant closure report**

1. **PARTNER** agrees to submit a grant closure report by [DAY/MONTH/YEAR] using the form under Annex V.

***NOTE TO BE DELETED BY UNITAR MANAGER:*** *The grant closure report is required for all IP agreements costed at and above $30,000.*

1. **PARTNER** shall keep accurate and up-to-date records and documents for a period of at least seven years with respect to all expenditures incurred with the funds made available by UNITAR to ensure that all expenditures are in conformity with the provisions of the project and budget.

***NOTE TO BE DELETED BY UNITAR MANAGER:*** *This period has been extended from four years to seven years to bring it in alignment with the grants-in policy on record keeping.*

1. In addition to formal reporting requirements presented above, **PARTNER** agrees to keep UNITAR regularly informed of recent, ongoing, and planned project activities, problems faced, progress achieved, and other relevant information, including specific requests for assistance or requests for budget reallocations.
2. UNITAR reserves the right to request additional supporting information from **PARTNER** as may be required to ensure regular project monitoring.

**ARTICLE V:**

**AUDIT**

1. **PARTNER** shall be subject to its own audit procedures, provided that the procedures include annual audits conducted by an external auditing body or, in the case of government agency IPs, the relevant independent government audit department. Should the results of any audit conducted during or after the project contain observations or recommendations related to the project, **PARTNER** shall submit a copy of the report to UNITAR with **Partner** comments.

1. The Contribution shall also be subject to the normal audit procedures of the United Nations.

**ARTICLE VI:**

**COMMUNICATION AND FOCAL POINTS**

1. **PARNTER** agrees to acknowledge support from UNITAR and **DONOR** in all publications, reports, or websites developed in connection with the project.
2. **PARNTER** hereby designates the following individual to serve as focal point who will oversee the implementation of this Agreement and be responsible for coordination and communication with UNITAR:

|  |  |
| --- | --- |
| Name**:** | Title: |
| Organization: | Address: |
| Email address: | Tel: Fax: |

1. UNITAR hereby designates the following individual to serve as focal point who will oversee the implementation of this Agreement and be responsible for coordination and communication with **PARTNER**.

|  |  |
| --- | --- |
| Manager Programme | Address:  Palais des Nations, 1211 Geneva 10- Switzerland |
| Email: | Tel: Fax: |

**ARTICLE VII:**

**OWNERSHIP OF EQUIPMENT**

1. Equipment, non-expendable materials or other property furnished or financed by UNITAR shall remain the property of **PARTNER** and shall be retained by **PARTNER** upon completion of the project or upon termination of the present Agreement, unless otherwise agreed upon between the Parties.

***NOTE TO BE DELETED BY UNITAR MANAGER: Article VII may need to be customized subject to the provisions of the applicable donor agreement.***

**ARTICLE VIII:**

**INTELLECTUAL PROPERTY**

**Option 1**

1. Any rights including copyright and other intellectual property and industrial property rights obtained in the performance of this Agreement shall be owned solely by UNITAR, which may use, publish, assign or transfer them as it sees fit, without geographical or other limitations, except where industrial or intellectual property rights exist prior to the Agreement entering into force.

**Option 2**

1. All intellectual property rights related to the activities will belong to **PARTNER**. UNITAR and, if applicable, the relevant project donor will enjoy a perpetual, royalty-free, non-exclusive and non- transferable license.

***NOTE TO BE DELETED BY UNITAR MANAGER:*** *Please choose one of the two options and delete the other. This article may be revised on the basis of negotiation with the partner and any restrictive clauses in the main donor agreement.*

**ARTICLE IX:**

**SETTLEMENT OF DISPUTES**

**Option 1** [Required for business-partners and optional for other IPs]

1. Any dispute, controversy or claim arising out of or in connection with this Agreement that is not settled amicably by negotiation shall be settled by arbitration in accordance with the United Nations Commission on International Trade Law Arbitration (UNCITRAL) Rules as at present in force. The place of arbitration shall be Geneva. Arbitration shall be in English. The Parties to this Agreement agree to be bound by any arbitration award rendered as the final adjudication of any dispute.

**Option 2**

* 1. The Parties 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 Parties.

***NOTE TO BE DELETED BY UNITAR MANAGER:*** *Please choose one of the two options and delete the other. This article may be revised on the basis of negotiation with the partner and any restrictive clauses in the main donor agreement*

**ARTICLE X:**

**LIMITATIONS**

[Language for non-business partners]

1. Nothing in this Agreement is intended to create or shall operate as a partnership or joint venture of any kind between the Parties. Apart from the exclusive purpose of the execution of the clauses of this Agreement, the Parties can not authorize either Party to act as agent for the other, or use the name, emblem or trademarks of the other Party, or any of its subsidiaries and/or affiliates, or any abbreviation thereof, without the express prior written approval of the other Party in each case and neither Party shall have the authority to act in the name or on behalf of or otherwise to bind the other in any way (including but not limited to the making of any representation or warranty, the assumption of any obligation or liability and the exercise of any right or power).

[Language for business partners]

1. Nothing in this Agreement is intended to create or shall operate as a partnership or joint venture of any kind between the Parties. Apart from the exclusive purpose of the execution of the Activities under Annex I, neither Party shall use the name, emblem, logo, trademark or any other elements of corporate identity to which the other Party holds the intellectual property rights or any abbreviation thereof, without the express prior written consent of the other Party in each case. In no instance will UNITAR’s name, emblem, logo, and trademark be granted for commercial purposes.

In no instance shall the **PARTNER** be authorized to use the name of the United Nations or UNITAR, the United Nations emblem or the UNITAR’s logo, trademark or any other elements of corporate identity to which the other Party holds the intellectual property rights or any abbreviation thereof, without the express prior written consent of the other Party in each case. In no event will the use of the UN or UNITAR’s name, emblem, logo, and trademark be granted for commercial purposes, including the promotion, advertisement or marketing of **PARTNER** its products or services, or for use in any manner that is inconsistent with the status, reputation and neutrality of UNITAR or the United Nations.

1. Nothing in or related to this Agreement shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations or UNITAR.

**ARTICLE XI:**

**MISCELLANEOUS PROVISIONS**

1. **PARTNER** shall refrain from any conduct that would adversely reflect on the United Nations and shall not engage in any activity which is incompatible with the aims and objectives of the United Nations or the mandate of UNITAR.
2. The Parties shall treat as confidential all information obtained as a result of entering into or performing this Agreement, including data on the details of this Agreement, unless bound to disclose if needed by operation of law or by judicial authorities.
3. **PARTNER** shall be fully responsible for all services performed by its personnel, agents, employees, or contractors (hereinafter referred to as "Personnel"), and that the personal meet the highest standards of qualification and technical and professional competence necessary for the achievement of the objectives of the Project.
4. **PARTNER** personnel shall not be considered in any respect as being the employees or agents of UNITAR. **PARTNER** shall ensure that all relevant national labour laws are observed and attests that it may operate legally at the location where work is to be performed.
5. UNITAR does not accept any liability for claims arising out of the activities performed under the present Agreement, or any claims for death, bodily injury, disability, damage to property or other hazards that may be suffered by **PARTNER** personnel as a result of their work pertaining to the project.
6. **PARTNER** agrees to cooperate in any evaluation that may be undertaken by UNITAR

**ARTICLE XII:**

**IMPLEMENTATION PERIOD AND AGREEMENT VALIDITY**

1. The project funded by this Contribution shall be implemented from **DAY MONTH YEAR** to **DAY MONTH YEAR**.
2. This Agreement shall enter into force on the date of its last signature and remain in force until **DAY MONTH YEAR** or until all financial obligations incurred during the implementation period and other obligations have been met, whichever is later.

***NOTE TO BE DELETED BY UNITAR MANAGER:*** *The grant implementation period must fall within the project implementation period of the main donor agreement. Commitments and expenses will only be incurred within the grant implementation period. Disbursements may be made through the end of the validity of the Agreement, however. It is recommended that the end date of the validity period be two months after the end date of the implementation period provided that this is within the project implementation period of the main donor agreement.*

**ARTICLE XIII:**

**AMENDMENT AND RENEWAL**

1. This Agreement may be amended by mutual written agreement of the Parties. Unless otherwise agreed, amendments may apply to any activities which have not yet been implemented.

***NOTE TO BE DELETED BY UNITAR MANAGER:*** *Please note that any amendment/renewal must respect the implementation period of the donor agreement. Any amendment may not include any provision that would necessarily discriminate against other potentially interested IPs (e.g. amount of the grant that would require competitive selection).*

1. This Agreement may be renewed through a further agreement or through an exchange of letters between the Parties.

**ARTICLE XIV:**

**TERMINATION**

1. This Agreement may be terminated by either Party on 30 days' written notice to the other Party. Reasons for termination include, but are not limited to, lack of funding or non-fulfilment of the obligations by either Party as well as the **PARTNER’s** non-compliance with the Code of Conduct, alleged fraud, corruption or other wrongdoing.
2. In case of suspension whose causes are not rectified or eliminated within 14 days after UNITAR has given notice of suspension to **PARTNER**, UNITAR may, by written notice at any time thereafter during the continuation of such cause: a. terminate the project; or b. terminate the management of the project by **PARTNER**, and entrust its management to another partner.
3. Subject to paragraph 2, above, of the present Article, **PARTNER** may terminate the present Agreement in cases where a condition has arisen that impedes **PARTNER** from successfully fulfilling its responsibilities under the present Agreement, by providing UNITAR with written notice of its intention to terminate the present Agreement at least 30 days prior to the effective date of termination.
4. In the event of termination by either Party, UNITAR shall reimburse **PARTNER** only for the costs incurred to the perform activities and/or deliverables completed and submitted to UNITAR.
5. Termination or expiration of this Agreement for any reason shall not release either Party hereto from any liability which, at the time of such termination or expiration, has already accrued to the other Party or which is attributable to a period prior to such termination or expiration or preclude either Party from pursuing any rights and remedies it may have hereunder or at law or in equity with respect to any breach of, or default under, this Agreement.

**ARTICLE XV:**

**INTERPRETATION**

1. This Agreement includes 15 articles, including this one.
2. Annex I: Project Document, Annex II: Budget, Annex III: template… IV, V and VI of this Agreement, will be considered an integral part of this Agreement. References to this Agreement will be construed as including Annex I, II, III, IV, V and VI as varied or amended with the terms of this Agreement.
3. In the event that the terms contained in the Annex (es) are incompatible with those contained in this Agreement, then the latter shall govern and prevail.

***NOTE TO BE DELETED BY UNITAR MANAGER:*** *Please review carefully the numbering of the articles and paragraphs and check for consistency with the terms in any annexes prior to submitting for review by FBU and PRMU on UNITARnet.*

**[SIGNATURE PAGE FOLLOWS]**

**IN WITNESS WHEREOF**, the undersigned, being duly authorized thereto, have signed the present Agreement in the English language, in two copies.

Date Date

**For UNITAR For PARTNER**

Marina I. Dinca Vasilescu

Director, Division for Operations

Chief, Human Resources, Administration and Procurement

Signature on behalf of Nikhil Seth

United Nations Assistant Secretary-General Executive Director, UNITAR

Cleared by: Signature

NAME OF DIRECTOR/MANAGER

Director/Manager

NAME OF DIVISION or PROGRAMME

UNITAR

## Annex I: Project document

***NOTE TO BE DELETED BY UNITAR MANAGER:*** *The following project document template should be used if there is not a more elaborate project document. Programme Managers should use their judgement and ensure that the project document is adequate given the scape and scale of the project to be undertaken by the partner.*

1. **Project title:**
2. **Project implementation period:**

***NOTE TO BE DELETED BY UNITAR MANAGER:*** *This period must fall within the project implementation period of the main donor agreement.*

1. **Objectives:**
2. **Deliverables (outputs):**

|  |  |
| --- | --- |
| **Deliverable** | **Delivery date** |
|  |  |
|  |  |
|  |  |
| Add rows as may be required |  |

1. **Major activities and planned timetable:**

|  |  |
| --- | --- |
| **Activity** | **Delivery date** |
|  |  |
|  |  |
|  |  |
| Add rows as may be required |  |

***NOTE TO BE DELETED BY UNITAR MANAGER:***In some cases, major activities and planned timetable may be integrated under responsibilities, below.

1. **Responsibilities of PARTNER and UNITAR:**

**PARTNER responsibilities**

**UNITAR responsibilities**

***NOTE TO BE DELETED BY UNITAR MANAGER:*** *If there are training outputs, please include the following:*

* ensuring that the IP adheres to the Institute’s [Quality Assurance Framework](https://unitaremail.sharepoint.com/unitarnet/Documents/Quality%20Assurance%20Framework%20_13%20April%202017_with%20annexes.pdf).

1. **Monitoring, evaluation and reporting**

## Annex II : Budget

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Unit** | **Number of Units** | **Duration (Day)** | **Unit Rate (USD)** | **Total Costs (USD)** |
| **72610 Staff and personnel costs** | | | | | |
| Interpreters | Professional interpreters | 2 | 10 | 700 | 1,400 |
| **Sub-total** |  |  |  |  | **1,400** |
| **72615 Travel** | | | | | |
| Tickets participants | Person | 40 | n/a | 700 | 28,000 |
| **Sub-total** |  |  |  |  | **28,000** |
| **72625 Operational Expenses** | | | | | |
| Interpretation Boots | Boots | 1 | 10 | 1500 | 1,500 |
| **Sub-total** |  |  |  |  | **1,500** |
| **72630 Supplies, commodities, materials** | | | | | |
| Delivery | Paper | 100 | 1 | 10 | 1,000 |
| **Sub-total** |  |  |  |  | **1,000** |
| **72635 Equipment, vehicles and Furniture** | | | | | |
| IT Equipment | Computer | 10 | n/a | 2,700 | 27,000 |
| **Sub-total** |  |  |  |  | **27,000** |
| **72640 Contractual Services** | | | | | |
| NGO Professional services | Professional | 1 | 5 | 1000 | 5,000 |
|  |  |  |  |  | **5,000** |
| **72645 Transfers and grants to counterparts** | | | | | |
| NGO | n/a | n/a | n/a | n/a | 36.657 |
| **Sub-total** |  |  |  |  | **36,657** |
| **TOTAL** |  |  |  |  | **100,557** |

## Annex III: Narrative Report

***NOTE TO BE DELETED BY UNITAR MANAGER:*** *The following narrative report template should be used unless a more elaborate presentation is requires given the scope and scale of the project or requirements of the donor. This narrative report should be scanned in pdf and submitted to* [*agreements@unitar.org*](mailto:agreements@unitar.org)*.*

**1. Project title:**

Executing entity: Name of focal point: Project start date: Project end date: Reporting period:

1. **Project status**

Note: The table below should be completed based on the approved work plan, part of Annex 1 (Project Description) implementation agreement, or latest approved work plan (if relevant).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project activities**  **(as listed in the project document)** | **Dates** | **Completed Yes/No** | **Outputs** | **Stakeholder involvement** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

* 1. Have project activities and outputs listed in the project work plan for the reporting period been completed according to the work **Yes No**

If no, please give reasons for minor variations as section 3 below.

* 1. Have project activities and outputs listed in the work plan for the reporting period have been altered?

**Yes**

**No**

If yes, give reasons for alterations (Ex. lack of finance; project reformulated; project revisions; other at section 4 below).

* 1. Has the project been fully completed on time? **Yes No**

If no, please give reason for variations in Section 4.1 and new completion date in section 3.2 below.

1. **Project Delivery**

**3.1 Summary of the Problems Encountered in Project Delivery (if any)**

**3.2 Actions Taken or Required to Solve the Problems (identified in section 3.1 above)**

1. **List of attached documents**

Please list in and provide all relevant documents confirming that activities have been undertaken.

* 1. List of participants from workshops
  2. Reports of meetings (…)
  3. Printed materials
  4. Etc…

|  |
| --- |
| Name and title of IP focal point: |
| Signature: …………… Date: …………… |

## Annex IV: List of Participants\*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | **LIST OF PARTICIPANTS** | | | | |
| **Name of Event** | | | | |
| **Venue, Date** | | | | |
| **Surname** | **First name** | **Gender**  **(M/F/**  **Other\*)** | **Date of birth**  **(YEAR-MONTH-DAY)**  **yyyy-mm-dd** | **Disability\*\***  **Yes/No/DIS\_NA**  **(I prefer not to answer)** | **Email address** | **Nationality** | **Organizational affiliation\*\*\*** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Add rows as needed |  |  |  |  |  |  |  |

This form (available in excel) should be submitted to UNITAR within 30 days following the completion of a project event (e.g. workshop, training course, etc.).

**Notes:**

*\*Please insert “****Other****” if participants identify their gender as neither male or female.*

*\*\*UNITAR is committed to helping Member States implement the 2030 Agenda for Sustainable Development. Reaching the furthest behind first and leaving no one behind are key principles of the 2030 Agenda. UNITAR monitors the profile of its beneficiaries from different perspectives, including age grouping, gender (sex), nationality and professional affiliation. In addition to these factors, UNITAR is also interested in knowing if its beneficiaries may have a disability.* Disabilities may include difficulties seeing, hearing, walking or climbing steps, remembering or concentrating, communicating (i.e. understanding or being understood), or with self-care (e.g. washing), without the help from others. *This information is collected to inform UNITAR Management on the profile of its beneficiaries. Any information provided by you will only be presented in aggregate form.* **Please answer as: Yes, No or DIS\_NA (for I prefer not to answer).**

\*\*\*Please complete this column using the abbreviations below for the participants’ organizational affiliations:

Academia **(ACA)** Private Sector (**PRI**)

Government - National (**GOVN**) Regional Organization (**REG**)

Government - State (**GOVS**) UN/UN System (**UN**)

Government – Local (**GOVL**) UN/UN System (locally recruited) (**UNL**)

International Organization (non-UN) (**NONUN**) Other (**OZ**)

NGO (**NGO**)

## Annex V: Financial report

**Financial Statement**

**Project:** *Title*

**UNITAR Reference number**: G201x.TARxx.xx

|  |  |  |
| --- | --- | --- |
| **Expenditure class description** | **Budgeted expenditures as per Annex 2 of the Agreement**  **G201X.TARXX.XX**  **(USD)** | **Expenditures of the project**  **(USD)** |
| 72610 Staff and other personnel costs |  |  |
| 72615 Travel |  |  |
| 72625 Operational expenses |  |  |
| 72630 Supplies, commodities, materials costs |  |  |
| 72635 Equipment, vehicles and furniture |  |  |
| 72640 Contractual services |  |  |
| 72645 Transfers and grants to counterparts |  |  |
| 72650 Indirect support costs |  |  |
| **Total** |  |  |

This is to certify that the above statement of income and expenditures is correct and that the expenditures were incurred in connection with the approved project for which allocations have been received.

Date of signature:

[Signature]

Name of Officer

Finance and Accounting Technical Officer, Senior Professional level

[Please, add/modify information, as needed]

## Annex VI: Grant Closure report

**Grant Closure Report**

|  |  |
| --- | --- |
| **Section A** | |
| **UNITAR Project ID:** | |  | | | **Project duration:** | | From: to: | |
|  | | |  | |  | |
| **Project title:** | |  | | | | | | |
| **Project closure requirements:** | | | | **Yes/No** | **Comments** | | | |
| All project deliverables completed | | | |  |  | | | |
| Final narrative/evaluation report submitted | | | |  |  | | | |
| Final financial report submitted | | | |  | If yes, complete Section B | | | |
| **Section B** |
|  | | | **Yes/No** | | |  | | |
| Fund balance: | | |  | | | **If yes, amount\*** | |  |

|  |  |
| --- | --- |
| \***Option A**  Any remaining balance will be used as indicated by UNITAR.  \***Option B**  \*The project’s fund balance, which is/will be reflected in the final financial report, will be transferred to the following bank account:  Branch Name:        Citibank New York  Branch Address:  388 Greenwich Street, 22nd floor, New York NY 10013  Branch Number:    940  SWIFT Address:    CITIUS33  ABA Number:        021000089  Account Name:     United Nations Institute for Training and Research (UNITAR) Account  Account Number: 36347452  Reference: | |
| **Section C** |
| UNITAR and the **PARTNER** hereby agree to close this project.  Date Date  **For UNITAR For the PARTNER**  Mr. Joel Thalla  [Counterpart name, title]  Chief Finance & Budget Unit  On behalf of Nikhil Seth  United Nations Assistant Secretary-General  Executive Director, UNITAR  Date:  Signature  **Name of the Manager**  **Programme Name**  UNITAR | | |

**Annex VII: Vendor form**

|  |  |  |  |
| --- | --- | --- | --- |
| **SECTION 1 (For Internal Use only) UNITAR INFORMATION** | | | |
| **Requesting Person:** | **Date:** | **Atlas Vendor No:** | **UNGM Vendor ID :** |
| First Name / Last Name/Extension | | **UN Index No:** | |
| **VENDOR TYPE: Service Contract Meeting Participant Fellow Trainees/Interns Consultant/ Ind. Contractor Supplier Other** | | | |
| **VENDOR APPROVER SIGNATURE: DATE:** | | | |

**Complete either Section 2 or Section 3 (not both)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SECTION 2 PERSON INFORMATION (FOR INDIVIDUALS ONLY)** | | | | | | | | | | | | | |
| Last Name First Name  Middle Name | | | | | | | | | | | | | |
| Nationality | | | | | | | | Sex: Male Female | | | | | |
| Address | | | | | | | | | | | | | |
| City, State/Province/County Postal Code (ZIP) Country | | | | | | | | | | | | | |
| E-mail Address | | | | Telephone Number | | | | | | Fax Number | | | |
| **SECTION 3 SUPPLIER INFORMATION (FOR COMPANIES ONLY)** | | | | | | | | | | | | | |
| Company Name: | | | Parent Company Name (if applicable) | | | | | | Web Site URL: (if applicable) | | | | |
| Street Address | | | | | | | | | | | | | |
| City State/Province/County Postal Code | | | | | | | | | Country | | | | |
| **Contact Person (MAIN ADDRESS)** | | **Telephone** | | | | | | | **Fax** | | | | **E-mail Address** |
| Name:  Title: | |  | | | | | | |  | | | |  |
| **SECTION 4 BENEFICIARY BANKING INFORMATION** | | | | | | | | | | | | | |
| Bank Name | | | | | | | | | | | | | |
| Bank ID: | **For US banks only use whether: (9 digits)**  ACH Fed wire | | | | | | **SWIFT code 8 or 11 characters (required for overboard payments)** | | | | | | |
| Branch ID: (**for Canadian Banks only**) 9 digits routing no. | | | | | | Branch Name: | | | | | | | |
| Street Address: | | | | | | | | | | | | | |
| City State/Province Postal Code Country | | | | | | | | | | | | | |
| **SECTION 5 BENEFICIARY BANK ACCOUNT DETAILS** | | | | | | | | | | | | | |
| Account Name: (name as it appears on bank account) | |  |  |  |  |  |  | Bank Account Currency  US$ Other (PLEASE INDICATE) | | | | | |
| Bank Account No. : (ENTER WITH NO PUNCTUATION,NO DOTS, DASHES OR SPACES) | | | | | | |  | Account Type: Checking Savings | | | | | |
| IBAN (European Banks) | | | | | | | | | | | | | |
| Transit Code ( 5 digit ) Canadian Banks | | | | | Sort Code (6 digits ) UK Banks | | | | | | BSB code (6 digit) Australia Banks | | |
| **Bank Information for Intermediary/Correspondent Bank ( if applicable)** | | | | | | | | | | | | | |
| Name of Bank : |  |  |  |  |  |  |  | Address of Bank : | | | |  |  |
| Bank Account No  (of beneficiary bank with intermediary bank) | |  |  |  |  |  |  | SWIFT Code: | | | | **FED WIRE NO. ( US BANKS ONLY)** | |
| **I, , in my capacity as , hereby authorize the agency to direct**  **payments for goods and services to the above account. Signature:** | | | | | | | | | | | | | |

**Note: Please attach copy of your bank statement / passport for person.**

**Annex VIII: The Ten Principles of the UN Global Compact**

**Principles of the UN Global Compact**

The Global Compact asks companies to embrace, support and enact, within their

sphere of influence, a set of core values in the areas of human rights, labour

standards, the environment, and anti-corruption.

**Human Rights**

• Principle 1: Businesses should support and respect the protection of

internationally proclaimed human rights; and

• Principle 2: make sure that they are not complicit in human rights abuses.

**Labour Standards**

• Principle 3: Businesses should uphold the freedom of association and the

effective recognition of the right to collective bargaining;

• Principle 4: the elimination of all forms of forced and compulsory labour;

• Principle 5: the effective abolition of child labour; and

• Principle 6: the elimination of discrimination in respect of employment and

occupation.

**Environment**

• Principle 7: Businesses should support a precautionary approach to

environmental challenges;

• Principle 8: undertake initiatives to promote greater environmental

responsibility; and

• Principle 9: encourage the development and diffusion of environmentally

friendly technologies...

**Anti-Corruption**

• Principle 10: Businesses should work against all forms of

corruption, including extortion and bribery.