



**AGREEMENT DOCUMENT FOR FUNDS
DIRECTED TO [NAME OF RECIPIENT AGENCY]**

A. PROJECT SUMMARY

- Project Title:** [Title of Project] (the “Project”)
- Project Number:** [OCHA project reference number]
- Time frame:** Agreement shall commence upon signature by both parties, the date of the last signature thereof taking precedence, and expire on [Day Month Year]
- Location:** [Country of project implementation]
- Grant amount:** [XXX,XXX] US\$ (the “Grant”)
- Donor:** United Nations Office for the Coordination of Humanitarian Affairs (OCHA)
- Agency:** [Name of recipient Agency]

Nature of activities:

- 1. Background**
[Background and country situation. Description of the overall problem.]
- 2. Objectives**
[Objectives of the Project in detail, including target population, recipients and participants.]
- 3. Implementation strategy**
[Project description. Agency justification.]
- 4. Work plan**
[Detailed schedule and description of activities, with corresponding time-frame and responsibilities.]
- 5. Expected outcomes**
[Expected results of activities in detail.]

6. Anticipated Expenditures

The following expenditures are anticipated.

BUDGET ITEM	USD
Staff and other personnel costs	
Travel on official business	
Contractual services	
Operating expenses	
Acquisitions	
Fellowships, grants and other	
Sub-total	
Programme Support Costs <i>(not to exceed 7% of the actual project expenditure)</i>	
TOTAL	

7. [Name of recipient Agency] will ensure that the Grant shall not be used for purposes other than those described herein.

B. REPORTING

Substantive Reporting

1. Within three (3) months after the Grant has been fully expended or the Project has been completed, whichever is first to occur, [Name of recipient Agency] shall provide a final substantive report detailing achievements, constraints, and impact with regard to the utilization of the Grant for the Project. This final substantive report shall be provided by [Day Month Year]. The final substantive report should reflect the utilization of the Grant in the context of the overall contributions to the project.

2. In addition to the formal reporting requirements set out above, [Name of recipient Agency] may be requested to provide OCHA with information on an informal basis.

Financial Reporting

3. Once the Grant has been received into the [Name of recipient Agency] account, [Name of recipient Agency] shall provide OCHA with Interim Financial Statements listing amounts received and expended from the Grant utilizing the standard “Financial Statement on Income and Expenditures for Funds Allocated from the Trust Fund for Disaster Relief” (form attached). The Interim Financial Statement reflecting expenditures from the inception of the project to **30 November 201X** shall be due by **31 December 201X**. This Interim Financial Statement shall be signed by the [Title of duly authorized designated official of recipient Agency].

4. Upon completion of the project, [Name of recipient Agency] shall provide OCHA with a “Final Financial Statement on Income and Expenditures for Funds Allocated from the Trust Fund for Disaster Relief.” This final financial report reflecting expenditures between the

inception of the project and the completion of the project shall be due six months after the closing date of [Name of recipient Agency]'s financial period in which the project is completed, in any case not later than **30 June 201Y**, and shall be certified by the [Title of duly authorized designated official of recipient Agency].

5. [Name of recipient Agency] will account for any interest income earned or accrued on grant funds in accordance with its own financial regulations and rules.

6. All financial reports shall be provided in the following categories:

- a. Amount Received
- b. Interest Earned or Accrued
- c. Staff and other personnel costs
- d. Travel
- e. Contractual services
- f. Operational expenses
- g. Acquisitions
- h. Fellowships, grants and other
- i. SUB-TOTAL EXPENDITURES
- j. Programme Support Costs
- k. TOTAL EXPENDITURES

C. PAYMENT INSTRUCTIONS

The Grant will be disbursed by OCHA, within one month after the signature of the Agreement, to the following [Name of recipient Agency] account:

Account Details: [Account Details and Payment Instructions]

Currency: US Dollars

D. CORRESPONDENCE

All correspondence regarding the implementation of this Agreement, other than this signed Basic Agreement Document, shall be addressed to:

United Nations Office for the Coordination
of Humanitarian Affairs

[Name of recipient Agency]

[Name and Title]

OCHA

[Country]

[Address]

[Name and Title]

[Name of recipient Agency]

[Country]

[Address]

E. AMENDMENTS

1. The present Agreement or its Annex(es) may be modified or amended only by written agreement between the Parties.

F. TERMINATION

1. This Agreement, may, at any time, be terminated by either party by written notice to the other, if, in its opinion, an event beyond its reasonable control occurs which makes it impossible to carry out its obligations under this Agreement. Termination shall be effective thirty days after receipt of the above notice.

2. The obligations assumed by the parties under this Agreement shall survive the termination of the Agreement to the extent necessary to permit the orderly conclusion of activities, the withdrawal of personnel, funds and property, the settlement of accounts between the parties hereto and the settlement of contractual liabilities that are required in respect of personnel, contractors, consultants or suppliers.

3. At the termination of the Project, any unexpended or uncommitted part of the Grant will be returned to OCHA, unless otherwise agreed in writing by the parties.

G. AGREEMENT BY [Name of recipient Agency]

[Name of recipient Agency] certifies that the statement herein under the heading “Nature of Activities” is an accurate description of the Project and that agreement and acceptance of this Basic Agreement Document is indicated by the duly authorized signature below.

Signed:

On behalf of [Name of recipient Agency]:

Signature:

Name:

Title:

Place:

Date:

H. CERTIFICATION BY THE UN

It is hereby certified that the activities described in this document are consistent with OCHA Policy and the Objectives of the Trust Fund for Disaster Relief and that agreement and acceptance of this Basic Agreement Document is indicated by the duly authorized signature below.

Cleared by:

Signature:

Name: Moses Tefula

Title: Chief, Finance Section/Administrative Services Branch-Geneva, OCHA

Place: Geneva

Date:

For UN:

Signature:

Name:

Title:

Place:

Date:

