

Signatura: EB 2013/110/INF.4  
Fecha: 28 de noviembre de 2013  
Distribución: Pública  
Original: Inglés

**S**



Dar a la población rural  
pobre la oportunidad  
de salir de la pobreza

## **Memorando de Entendimiento Estándar para el Fondo Fiduciario de Asociados Múltiples relativo al programa "Acelerando el Progreso hacia el Empoderamiento Económico de las Mujeres Campesinas"**

### **Nota para los representantes en la Junta Ejecutiva**

#### Funcionarios de contacto:

#### Preguntas técnicas:

##### **Mohamed Beavogui**

Director de la Oficina de Movilización de  
Recursos y Asociaciones  
y Asesor Superior del Presidente  
Tel.: (+39) 06 5459 2240  
Correo electrónico: m.beavogui@ifad.org

#### Envío de documentación:

##### **Deirdre McGrenra**

Jefa de la Oficina de los Órganos Rectores  
Tel.: (+39) 06 5459 2374  
Correo electrónico: gb\_office@ifad.org

##### **Claire Bishop-Sambrook**

Asesora Técnica Superior de Cuestiones de  
Género, Empoderamiento e Inclusión Social  
Tel.: (+39) 06 5459 2489  
Correo electrónico: c.bishopsambrook@ifad.org

Junta Ejecutiva — 110º período de sesiones  
Roma, 10 a 12 de diciembre de 2013

---

**Para Información**

## Índice

<b>Acrónimos y siglas</b>	<b>i</b>
<b>I. Introducción</b>	<b>1</b>
<b>II. Finalidad</b>	<b>1</b>

### Anexo

Memorando de Entendimiento Estándar para el Fondo Fiduciario de Asociados Múltiples relativo al programa "Acelerando el Progreso hacia el Empoderamiento Económico de las Mujeres Campesinas"

### Apéndices

- I. Mandato del Fondo Fiduciario de Asociados Múltiples
- II. Acuerdo Administrativo Estándar para Fondos Fiduciarios de Asociados Múltiples administrados mediante mecanismos de gestión intermediada de recursos para el Fondo Fiduciario de Asociados Múltiples relativo al programa "Acelerando el Progreso hacia el Empoderamiento Económico de las Mujeres Campesinas"

## Acrónimos y siglas

FAO	Organización de las Naciones Unidas para la Alimentación y la Agricultura
ONU Mujeres	Entidad de las Naciones Unidas para la Igualdad de Género y el Empoderamiento de las Mujeres
PMA	Programa Mundial de Alimentos

# **Memorando de Entendimiento Estándar para el Fondo Fiduciario de Asociados Múltiples relativo al programa “Acelerando el Progreso hacia el Empoderamiento Económico de las Mujeres Campesinas”**

## **I. Introducción**

1. En noviembre de 2012 el FIDA firmó un programa conjunto de cinco años con la Entidad de las Naciones Unidas para la Igualdad de Género y el Empoderamiento de las Mujeres (ONU Mujeres), la Organización de las Naciones Unidas para la Alimentación y la Agricultura (FAO) y el Programa Mundial de Alimentos (PMA) titulado “Acelerando el Progreso hacia el Empoderamiento Económico de las Mujeres Campesinas” (Programa Conjunto) en siete países: Etiopía, Guatemala, Kirguistán, Liberia, Nepal, Níger y Rwanda. El FIDA lidera las actividades en Etiopía en colaboración con ONU Mujeres.
2. El FIDA ha suscrito un Memorando de Entendimiento con la FAO, el PMA y la ONU Mujeres para la creación de un fondo fiduciario que será administrado por la Oficina del Fondo Fiduciario de Asociados Múltiples del PNUD, en el marco del Programa Conjunto.

## **II. Finalidad**

3. La modalidad que se utilizará para canalizar los fondos de los donantes del Programa Conjunto hacia los destinatarios finales será la de Fondo Fiduciario de Asociados Múltiples.
4. Las partes en el memorando de entendimiento han nombrado al PNUD para que a través de la Oficina del Fondo Fiduciario de Asociados Múltiples actúe como Agente Administrativo del Fondo Fiduciario de Asociados Múltiples, a fin de que se encargue de la administración y la gestión de los fondos.
5. El Agente Administrativo y cada donante del Programa Conjunto suscribirán un Acuerdo Administrativo Estándar para la transferencia de la contribución de cada donante del Programa Conjunto al Fondo Fiduciario de Asociados Múltiples.
6. El Agente Administrativo también actuará como conducto administrativo entre los asociados y los donantes. Los fondos para el Programa Conjunto se movilizarán mediante actividades para recaudar fondos que realizarán los organismos participantes.

**STANDARD MEMORANDUM OF UNDERSTANDING (MOU) FOR  
THE “ACCELERATING PROGRESS TOWARDS THE ECONOMIC  
EMPOWERMENT OF RURAL WOMEN” MULTI-PARTNER  
TRUST FUND**

**Memorandum of Understanding  
between  
Participating UN Organizations<sup>1</sup>  
and  
the United Nations Development Programme  
regarding the Operational Aspects of the  
the Multi-Partner Trust Fund:  
“Accelerating Progress towards the Economic Empowerment of Rural Women”**

**WHEREAS**, the **Participating United Nations Organizations** signing this Memorandum of Understanding (hereinafter referred to collectively as the “Participating UN Organizations”) have developed a **Multi - Partner Trust Fund: “Accelerating progress towards the economic empowerment of rural women”** starting on **15 October 2012** and ending on **14 October 2017** (hereinafter referred to as the “Fund”), as may be amended from time to time, as part of their respective development cooperation with the Governments of **Ethiopia, Guatemala, Kyrgyzstan, Liberia, Nepal, Niger and Rwanda**, as more fully described in the Terms of Reference of the Fund dated **18 March 2013**, (hereinafter referred to as the “TOR”, a copy of which is attached hereto as ANNEX A,

**WHEREAS**, the Participating UN Organizations have agreed that they should adopt a coordinated approach to collaboration with donors who wish to support the implementation of the Fund and have developed a TOR to use as the basis for mobilising resources for the Fund, and have further agreed that they should offer donors the opportunity to contribute to the Fund and receive reports on the Fund through a single channel; and

**WHEREAS**, the Participating Organizations have agreed to establish an international coordination mechanism (hereinafter referred to as the “International Steering Committee”) to facilitate the effective and efficient collaboration between the Participating UN Organizations and the Donors to oversee the allocation of funds, priorities regarding the implementation modalities and reporting of the Fund;

**WHEREAS**, the Participating Organizations have agreed to establish a locally based coordination mechanism (hereinafter referred to as the “National Steering Committee” to oversee the allocation of funds to the different components of the country’s programme, review and approve the periodic reports and review findings of audit reports.

**WHEREAS**, the Participating UN Organizations have further agreed to ask the United Nations Development Programme to serve as the administrative interface between the donors and the Participating UN Organizations and for these purposes, the United Nations Development Programme **through the Multi-Partner Trust Fund Office (MPTF Office)** has agreed to do so in accordance with this Memorandum of Understanding.

---

<sup>1</sup> As indicated in the signature blocks.

**NOW, THEREFORE**, the Participating UN Organizations and the United Nations Development Programme (hereinafter referred to collectively as the “Participants”) hereby agree as follows:

**Section I**

**Appointment of Administrative Agent; its Status, Duties and Fee**

1. The Participating UN Organizations hereby appoint the United Nations Development Programme through the **MPTF Office** (hereinafter referred to as the “Administrative Agent”) to serve as their Administrative Agent in connection with the Fund, in accordance with the terms and conditions set out in this Memorandum of Understanding. The Administrative Agent accepts this appointment on the understanding that the Participating UN Organizations assume full programmatic and financial accountability for the funds disbursed to them by the Administrative Agent. This appointment will continue until it expires, or is terminated, in accordance with Section VIII below.
2. On behalf of the Participating UN Organizations, the Administrative Agent will:
  - (a) Receive contributions from donors that wish to provide financial support to the Fund;
  - (b) Administer such funds received, in accordance with this Memorandum of Understanding including the provisions relating to winding up the Fund Account and related matters;
  - (c) Subject to availability of funds, disburse such funds to each of the Participating UN Organizations in accordance with instructions from the National Steering Committee, taking into account the budget set out in the approved programmatic document<sup>2</sup>, as amended in writing from time to time by the National Steering Committee;
  - (d) Consolidate statements and reports, based on submissions provided to the Administrative Agent by each Participating UN Organization, as set forth in the TOR, and provide these to each donor that has contributed to the Fund Account and to the International/National Steering Committees;
  - (e) Provide final reporting, including notification that the Fund has been fully expended or has been wound up in accordance with the Fund TOR, in accordance with Section IV below;
  - (f) Disburse funds to any Participating UN Organization for any additional costs of the task that the National Steering Committee may decide to allocate (as referred to in Section I, Paragraph 3) in accordance with TOR.

<sup>2</sup> As used in this document, an approved programmatic document refers to an annual work plan or a programme/project document, etc., which is approved by the National Steering Committee for fund allocation purposes.

3. The National Steering Committee may request any of the Participating UN Organizations, to perform additional tasks in support of the Fund not related to the Administrative Agent functions detailed in Section I, Paragraph 2 above and subject to the availability of funds. Costs for such tasks will be agreed in advance and with the approval of the National Steering Committee be charged to the Fund as direct costs.

4. The Administrative Agent will enter into a Standard Administrative Arrangement, in the form attached hereto as ANNEX B (hereinafter referred to as an "Administrative Arrangement"), with each donor that wishes to provide financial support to the Fund through the Administrative Agent. The Administrative Agent will not agree with the Donor to amend the terms of Annex B without prior written agreement of the Participating UN Organizations. The Administrative Agent will ensure the posting of a copy of the Administrative Arrangement it enters into, as well as information on donor contributions, on the website of the Administrative Agent (<http://mptf.undp.org>), as well as the website of the UN Women, as appropriate.

5. None of the Participating UN Organizations will be responsible for the acts or omissions of the Administrative Agent or its personnel, or of persons performing services on its behalf, except in regard to its respective contributory acts or omissions. With respect to contributory acts or omissions of the Participating UN Organizations, the resulting responsibility will be apportioned among them or any one of them to the extent of such contributory acts or omissions, or as may otherwise be agreed. In addition, donors will not be directly responsible for the activities of any person employed by the Participating UN Organizations or the Administrative Agent as a result of this Memorandum of Understanding.

6. The Administrative Agent will be entitled to allocate an administrative fee of one percent (1%) of the amount contributed by each donor signing an Administrative Arrangement, to meet the Administrative Agent's costs of performing the Administrative Agent's functions described in this Memorandum of Understanding.

7. Where the Administrative Agent is also a Participating UN Organization, a clear delineation, including distinct reporting lines and an accountability framework, will be established and maintained within the organization designated as the Administrative Agent between its functions as an Administrative Agent and its functions as a Participating UN Organization.

## **Section II** **Financial Matters**

### **The Administrative Agent**

1. The Administrative Agent will establish a separate ledger account under its financial regulations and rules for the receipt and administration of the funds received pursuant to Administrative Arrangement (hereinafter, the "Fund Account"). The Fund Account will be administered by the Administrative Agent in accordance with the regulations, rules, directives and procedures applicable to it, including those relating to

interest. The Fund Account will be subject exclusively to the internal and external auditing procedures laid down in the financial regulations, rules, directives and procedures applicable to the Administrative Agent.

2. The Administrative Agent will not absorb gains or losses on currency exchanges which will increase or decrease the funds available for disbursements to Participating UN Organizations.

3. Subject to the availability of funds, the Administrative Agent will make disbursements from the Fund Account based on instructions from the National Steering Committee, in line with the budget set forth in the programmatic document, as amended from time to time by the National Steering Committee and the overall allocations made by the International Steering Committee. The disbursements will consist of direct and indirect costs as set out in the budget.

4. The Administrative Agent will normally make each disbursement within three (3) to five (5) business days after receipt of the relevant approved programmatic document, in accordance with the instructions received from the National Steering Committee in line with the TOR, along with a copy of the relevant approved programmatic document, signed by all the parties concerned. The Administrative Agent will transfer funds to each Participating UN Organization through wire transfer. Each Participating UN Organization will advise the Administrative Agent in writing of the bank account for transfers pursuant to this Memorandum of Understanding. When making a transfer to a Participating UN Organization, the Administrative Agent will notify that Participating UN Organization's Treasury Operations of the following: (a) the amount transferred, (b) the value date of the transfer; and (c) that the transfer is from the United Nations Development Programme in respect of the Fund, pursuant to this Memorandum of Understanding.

5. Where the balance in the Fund Account on the date of a scheduled disbursement is insufficient to make that disbursement, the Administrative Agent will consult with the National Steering Committee and make a disbursement, if any, in accordance with the National Steering Committee's instructions.

#### The Participating UN Organizations

6. Each Participating UN Organization will establish a separate ledger account under its financial regulations and rules for the receipt and administration of the funds disbursed to it by the Administrative Agent from the Fund Account. That separate ledger account will be administered by each Participating UN Organization in accordance with its own regulations, rules, directives and procedures, including those relating to interest. That separate ledger account will be subject exclusively to the internal and external auditing procedures laid down in the financial regulations, rules, directives and procedures applicable to the Participating UN Organization concerned.

7. Each Participating UN Organization will use the funds disbursed to it by the Administrative Agent from the Fund Account to carry out the activities for which it is responsible as set out in the approved programmatic document, as well as for its indirect costs. The Participating UN Organizations will commence and continue to conduct



operations for the programmatic activities only upon receipt of disbursements as instructed by the National Steering Committee. The Participating UN Organizations will not make any commitments above the approved budget in the approved programmatic document, as amended from time to time by the National Steering Committee. If there is a need to exceed the budgeted amount, the Participating UN Organization concerned will submit a supplementary budget request to the National Steering Committee.

8. Indirect costs of the Participating UN Organizations recovered through programme support costs will be 7%. In accordance with the UN General Assembly resolution 62/208 (2007 Triennial Comprehensive Policy Review principle of full cost recovery), all other costs incurred by each Participating UN Organization in carrying out the activities for which it is responsible under the Fund will be recovered as direct costs.

### **Section III** **Activities of the Participating UN Organizations**

1. The implementation of the programmatic activities will be the responsibility of the Participating UN Organizations and will be carried out by each Participating UN Organization in accordance with its applicable regulations, rules, directives and procedures. On the termination or expiration of this Memorandum of Understanding, the matter of ownership of supplies and equipment will be determined in accordance with the regulations, rules, directives and procedures applicable to such Participating UN Organizations, including, where applicable, any agreement with the relevant host Government.

2. Any modifications to scope of the approved programmatic document, including as to their nature, content, sequencing or the duration thereof will be subject to mutual agreement in writing between the relevant Participating UN Organization and the National Steering Committee. The Participating UN Organization will promptly notify the Administrative Agent through the National Steering Committee, of any change in the budget as set out in the programmatic document.

3. Where a Participating UN Organization wishes to carry out its programmatic activities through or in collaboration with a third party, it will be responsible for discharging all commitments and obligations with such third parties, and no other Participating UN Organization, nor the Administrative Agent, will be responsible for doing so.

4. In carrying out their programmatic activities, none of the Participating UN Organizations will be considered as an agent of any of the others and, thus, the personnel of one will not be considered as staff members, personnel or agents of any of the others. Without restricting the generality of the preceding sentence, none of the Participating UN Organizations will be liable for the acts or omissions of the other Participating UN Organizations or their personnel, or of persons performing services on their behalf.

5. Each Participating UN Organization will advise the Administrative Agent in writing when all activities for which it is responsible under the approved programmatic document have been completed.

6. The Participating UN Organizations recognize that the donors reserve the right to discontinue future contributions if reporting obligations are not met as set forth in the Administrative Arrangement; or if there are substantial deviations from agreed plans and budgets. If it is agreed among the donor(s), the Administrative Agent and the concerned Participating UN Organization under the Administrative Arrangement that there is evidence of improper use of funds, the Participating UN Organization will use its best efforts, consistent with its regulations, rules, policies and procedures to recover any funds misused. The Participating UN Organization will, in consultation with the National Steering Committee and the Administrative Agent, credit any funds so recovered to the Fund Account or agree with the National Steering Committee to use these funds for a purpose mutually agreed upon. Before withholding future contributions or requesting recovery of funds and credit to the Fund Account, the Administrative Agent, the concerned Participating UN Organization and the donor will consult with a view to promptly resolving the matter.

7. The Participating UN Organizations recognize that it is important to take all necessary precautions to avoid corrupt, fraudulent, collusive or coercive practices. To this end, each Participating UN Organization will maintain standards of conduct that govern the performance of their staff, including the prohibition of corrupt, fraudulent, collusive or coercive practices, in connection with the award and administration of contracts, grants, or other benefits, as set forth in their Staff Regulations and Rules and Financial Regulations and Rules, including regarding procurement. In the event that a Participating UN Organization determines that an allegation in relation to the implementation of activities – including that corrupt, fraudulent, collusive or coercive practices may have taken place - is credible enough to warrant an investigation, it will promptly notify the National Steering Committee and the Administrative Agent, to the extent that such notification does not jeopardize the conduct of the investigation. The allegation will be dealt with in accordance with the Participating UN Organization's accountability and oversight framework and by the Participating UN Organization's unit in charge of investigations. Upon completion of the investigation, the Participating UN Organization will inform the National Steering Committee and the Administrative Agent about the results of the investigation.

8. As an exceptional measure, particularly during the start up phase of the Fund, subject to conformity with their financial regulations, rules and directives, Participating UN Organizations may elect to start implementation of programmatic activities in advance of receipt of initial or subsequent transfers from the Fund Account by using their own resources. Such advance activities will be undertaken in agreement with the National Steering Committee on the basis of funds it has allocated or approved for implementation by the particular Participating UN Organization following receipt by the Administrative Agent of an official commitment form or signature of the Administrative Arrangements by donors contributing to the Fund. Participating UN Organizations will be solely responsible for decisions to initiate such advance activities or other activities outside the parameters set forth above.

**Section IV**  
**Reporting**

1. Each Participating UN Organization will provide the Administrative Agent with the following statements and reports prepared in accordance with the accounting and reporting procedures applicable to the Participating UN Organization concerned, as set forth in the TOR. The Participating UN Organizations will endeavour to harmonize their reporting formats to the extent possible.

- (a) Annual narrative progress reports, to be provided no later than three months (31 March) after the end of the calendar year;
- (b) Annual financial statements and reports as of 31 December with respect to the funds disbursed to it from the Fund Account, to be provided no later than four months (30 April) after the end of the calendar year;
- (c) Final narrative reports, after the completion of the activities in the approved programmatic document and including the final year of the activities in the approved programmatic document, to be provided no later than four months (30 April) of the year following the financial closing of the Fund. The final report will give a summary of results and achievements compared to the goals and objectives of the Fund; and
- (d) Certified final financial statements and final financial reports after the completion of the activities in the approved programmatic document and including the final year of the activities in the approved programmatic document, to be provided no later than six months (30 June) of the year following the financial closing of the Fund.

2. The Administrative Agent will prepare consolidated narrative progress and financial reports, based on the reports referred to in paragraph 1 (a) to (d) above, and will provide those consolidated reports to each donor that has contributed to the Fund Account, as well as the International/National Steering Committees, in accordance with the timetable established in the Administrative Arrangement.

3. The Administrative Agent will also provide the donors, International/National Steering Committees and Participating UN Organizations with the following statements on its activities as Administrative Agent:

- (a) Certified annual financial statement ("Source and Use of Funds" as defined by UNDG guidelines) to be provided no later than five months (31 May) after the end of the calendar year; and
- (b) Certified final financial statement ("Source and Use of Funds") to be provided no later than seven months (31 July) of the year following the financial closing of the Fund.

4. Consolidated reports and related documents will be posted on the websites of the Fund and the Administrative Agent (<http://mptf.undp.org>).

**Section V**  
**Monitoring and Evaluation**

1. Monitoring and evaluation of the Fund will be undertaken in accordance with the provisions contained in the TOR, which are consistent with the respective regulations, rules and procedures of the Participating UN Organizations.
2. The donor(s), the Administrative Agent and the Participating UN Organizations will hold annual consultations, as appropriate, to review the status of the Fund.

**Section VI**  
**Audit**

1. The Administrative Agent and Participating UN Organizations will be audited in accordance with their own Financial Regulations and Rules and, in case of MDTFs, in accordance with the Framework for auditing multi-donor trust funds which has been agreed to by the Internal Audit Services of participating UN organizations and endorsed by the UNDG in September 2007.

**Section VII**  
**Joint Communication**

1. Each Participating UN Organization will take appropriate measures to publicize the Fund and to give due credit to the other Participating UN Organizations. Information given to the press, to the beneficiaries of the Fund, all related publicity material, official notices, reports and publications, will acknowledge the role of the host Government, the donors, the Participating UN Organizations, the Administrative Agent and any other relevant entities. In particular, the Administrative Agent will include and ensure due recognition of the role of each Participating UN Organization and national partner in all external communications relating to the Fund.
2. The Administrative Agent in consultation with the Participating UN Organizations will ensure that decisions regarding the review and approval of the Fund as well as periodic reports on the progress of implementation of the Fund, associated external evaluation are posted, where appropriate, for public information on the websites of the Fund and the Administrative Agent (<http://mptf.undp.org>). Such reports and documents may include National Steering Committee approved programmes and programmes awaiting approval, fund level annual financial and progress reports and external evaluations, as appropriate.

**Section VIII**  
**Expiration, Modification and Termination**

1. This Memorandum of Understanding will expire upon winding up of the Fund, subject to the continuance in force of paragraph 5 below for the purposes therein stated.
2. This Memorandum of Understanding may be modified only by written agreement between the Participants.
3. Any of the Participating UN Organizations may withdraw from this Memorandum of Understanding upon giving thirty (30) days' written notice to all other Participants to this Memorandum of Understanding subject to the continuance in force of paragraph 5 below for the purpose therein stated.
4. The Administrative Agent's appointment may be terminated by the Administrative Agent (on the one hand) or by the mutual agreement of all Participating UN Organizations (on the other hand) on thirty (30) days' written notice to the other party, subject to the continuance in force of paragraph 5 below for the purpose therein stated. In the event of such termination, the Participants will agree on measures to bring all activities to an orderly and prompt conclusion so as to minimize costs and expense.
5. Commitments assumed by the withdrawing or terminating Participants under this Memorandum of Understanding will survive the expiration or termination of this Memorandum of Understanding or the termination of the Administrative Agent or withdrawal of a Participating UN Organization to the extent necessary to permit the orderly conclusion of the activities and the completion of final reports, the withdrawal of personnel, funds and property, the settlement of accounts between the Participants hereto and the settlement of contractual liabilities that are required in respect of any subcontractors, consultants or suppliers. Any balance remaining in the Fund Account or in the individual Participating UN Organizations' separate ledger accounts upon winding up of the Fund will be used for a purpose mutually agreed upon or returned to the donor(s) in proportion to their contribution to the Fund as agreed upon by the donors and the National Steering Committee.

**Section IX**  
**Notices**

1. Any action required or permitted to be taken under this Memorandum of Understanding may be taken on behalf of the Administrative Agent, or his or her designated representative, and on behalf of a Participating UN Organization by the head of office in the respective country (as applicable), or his or her designated representative.
2. Any notice or request required or permitted to be given or made in this Memorandum of Understanding will be in writing. Such notice or request will be deemed to be duly given or made when it will have been delivered by hand, mail or any other agreed means of communication to the party to which it is required to be given or made, at such party's address specified in ANNEX C to this Memorandum of Understanding or

at such other address as the party will have specified in writing to the party giving such notice or making such request.

**Section X**  
**Entry into Effect**

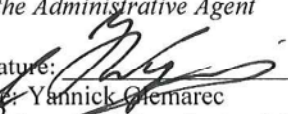
This Memorandum of Understanding will come into effect upon signature by authorized officials of the Participants and will continue in full force and effect until it is expired or terminated.

**Section XI**  
**Settlement of Disputes**

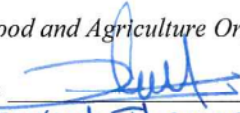
1. The Participants will use their best efforts to promptly settle through direct negotiations any dispute, controversy or claim arising out of or in connection with this Memorandum of Understanding or any breach thereof. Any such dispute, controversy or claim which is not settled within sixty (60) days 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 Participating UN Organizations and of the Administrative Agent.

**IN WITNESS WHEREOF**, the undersigned, duly authorized representatives of the respective Participants, have signed this Memorandum of Understanding in the English in four copies.

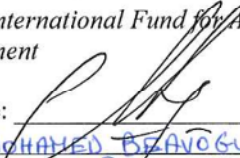
*For the Administrative Agent*

Signature:   
Name: Yannick Glemarec  
Title: Executive Coordinator, MPTF Office  
Place: New York  
Date: 2 August 2013

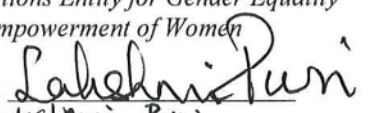
*For the Food and Agriculture Organisation*

Signature:   
Name: Laurent Thomas  
Title: Assistant Director-General, TCDD  
Place: Rome  
Date: 24/06/2013

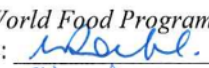
*For the International Fund for Agricultural Development*

Signature:   
Name: MOHAMED BEAVOGUI  
Title: Director Partnership and Resource Mobilization, Sr. Advisor to the President  
Place: Rome  
Date: Rome, 11 October 2013

*United Nations Entity for Gender Equality and the Empowerment of Women*

Signature:   
Name: Lakshmi Puri  
Title: Acting Executive Director  
Place: New York  
Date: 31 July 2013

*For the World Food Programme*

Signature:   
Name: Claudia von Roell  
Title: Government Partnership Division  
Place: Rome  
Date: 18.6. 2013

\*\*\*\*\*  
ANNEX A: Terms of Reference  
\*\*\*\*\*  
ANNEX B: Standard Administrative Arrangement between the Donor and the  
Administrative Agent  
\*\*\*\*\*  
ANNEX C: Notices \*\*\*\*\*

ANNEX C

NOTICES

*For the Administrative Agent:*

Name: Yannick Glemarec  
Title: Executive Coordinator, MPTF Office  
Address: 730 Third Avenue, New York, NY 10017, USA  
Telephone: +1 212 906 6880  
Facsimile: +1 212 906 6990  
Electronic mail: [yannick.glemarec@undp.org](mailto:yannick.glemarec@undp.org)

*For the International Fund for  
Agricultural Development:*

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
Electronic mail: \_\_\_\_\_

*For the World Food Programme:*

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
Electronic mail: \_\_\_\_\_

*For the Food and Agriculture  
Organisation*

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
Electronic mail: \_\_\_\_\_

*United Nations Entity for Gender  
Equality and the Empowerment of  
Women*

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
Electronic mail: \_\_\_\_\_



**“Accelerating Progress toward the Economic Empowerment of Rural Women  
(RWEE)”**

**Multi-Partner Trust Fund  
Terms of Reference**

**UN WOMEN, FAO, IFAD, WFP**

**March 2013**



**Copia fiel**

**MEMORANDO DE ENTENDIMIENTO ESTÁNDAR  
PARA EL FONDO FIDUCIARIO DE ASOCIADOS MÚLTIPLES  
RELATIVO AL PROGRAMA  
“ACELERANDO EL PROGRESO  
HACIA EL EMPODERAMIENTO ECONÓMICO  
DE LAS MUJERES CAMPESINAS”**

**Memorando de entendimiento  
entre  
los Organismos Participantes de las Naciones Unidas<sup>1</sup>  
y  
el Programa de las Naciones Unidas para el Desarrollo  
sobre los Aspectos Operacionales del  
Fondo Fiduciario de Asociados Múltiples relativo al programa “Acelerando el Progreso  
hacia el Empoderamiento Económico de las Mujeres Campesinas”**

**CONSIDERANDO** que los **Organismos Participantes de las Naciones Unidas** que suscriben el presente Memorando de Entendimiento han creado un **Fondo Fiduciario de Asociados Múltiples relativo al programa “Acelerando el Progreso hacia el Empoderamiento Económico de las Mujeres Campesinas”** con fecha de inicio en el **15 de octubre de 2012** y de finalización en el **14 de octubre de 2017** (en adelante denominado el “Fondo”), que podrá enmendarse llegado el caso, como parte de sus actividades respectivas de cooperación con los Gobiernos de **Etiopía, Guatemala, Kirguistán, Liberia, Nepal, Níger y Rwanda**, en la forma descrita con más detalle en el Mandato del Fondo de fecha **18 de marzo de 2013**, (en adelante denominado el “Mandato”, una copia del cual figura adjunta al presente documento como ANEXO A),

**CONSIDERANDO** que los Organismos Participantes de las Naciones Unidas han acordado que deben adoptar un enfoque coordinado respecto a la colaboración con los donantes que deseen apoyar las operaciones del Fondo y han formulado un Mandato que será la base de las actividades de movilización de recursos para el Fondo, y han acordado además que deben ofrecer a los donantes la oportunidad de contribuir al Fondo y recibir informes sobre el Fondo a través de un único conducto; y

**CONSIDERANDO** que los Organismos Participantes de las Naciones Unidas han acordado establecer un mecanismo de coordinación internacional (en adelante denominado el “Comité Directivo Internacional”) para facilitar la colaboración efectiva y eficiente entre los Organismos Participantes de las Naciones Unidas y los Donantes en lo relativo a la supervisión de la asignación de los fondos, las prioridades en materia de modalidades de ejecución y las actividades de presentación de informes del Fondo;

**CONSIDERANDO** que los Organismos Participantes de las Naciones Unidas han acordado establecer un mecanismo de coordinación de base local (en adelante denominado el “Comité Directivo Nacional”) para supervisar la asignación de fondos a los distintos componentes del programa en cada país, examinar y aprobar los informes periódicos y estudiar las conclusiones de los informes de auditoría;

**CONSIDERANDO** que los Organismos Participantes de las Naciones Unidas han acordado además pedir al Programa de las Naciones Unidas para el Desarrollo que actúe como conducto administrativo entre los donantes y los Organismos Participantes de las Naciones

---

<sup>1</sup> Indicados en el apartado destinado a las firmas.

Unidas y que para estos fines el Programa de las Naciones Unidas para el Desarrollo ha aceptado hacerlo **a través de la Oficina del Fondo Fiduciario de Asociados Múltiples** con arreglo a lo dispuesto en el presente Memorando de Entendimiento.

**EN CONSECUENCIA**, los Organismos Participantes de las Naciones Unidas y el Programa de las Naciones Unidas para el Desarrollo (en adelante denominados colectivamente los “Participantes”) acuerdan lo siguiente:

### **Sección I**

#### **Nombramiento del Agente Administrativo; su posición, sus deberes y sus honorarios**

1. Por el presente documento los Organismos Participantes de las Naciones Unidas nombran al Programa de las Naciones Unidas para el Desarrollo para que a través de la **Oficina del Fondo Fiduciario de Asociados Múltiples** (en adelante denominada el “Agente Administrativo”) actúe como su Agente Administrativo respecto del Fondo con arreglo a los términos y condiciones que figuran en el presente Memorando de Entendimiento. El Agente Administrativo acepta este nombramiento en el entendimiento de que los Organismos Participantes de las Naciones Unidas asumirán todas las responsabilidades programáticas y de contabilidad financiera relacionadas con los fondos que les entregue el Agente Administrativo. El presente nombramiento se mantendrá hasta que expire o sea rescindido con arreglo a lo dispuesto en la Sección VIII del presente documento.

2. En nombre de los Organismos Participantes de las Naciones Unidas, el Agente Administrativo se encargará de lo siguiente:

- a) Recibir las contribuciones de los donantes que deseen proporcionar apoyo financiero al Fondo;
- b) Administrar los fondos que así reciba con arreglo a lo dispuesto en el presente Memorando de Entendimiento, incluidas las disposiciones relativas a la liquidación de la Cuenta del Fondo y cuestiones conexas;
- c) Entregar, dependiendo de la disponibilidad de fondos, esos fondos a cada Organismo Participante de las Naciones Unidas según las instrucciones del Comité Directivo Nacional, teniendo en cuenta el presupuesto contenido en el documento programático aprobado<sup>2</sup>, que llegado el caso podrá ser enmendado por el Comité Directivo Nacional;
- d) Consolidar los informes y los estados financieros a partir de la documentación que cada Organismo Participante de las Naciones Unidas presente al Agente Administrativo con arreglo a lo establecido en el Mandato, y entregar esa documentación a cada donante que haya aportado fondos a la Cuenta del Fondo, así como al Comité Directivo Internacional y a los Comités Directivos Nacionales;

---

<sup>2</sup> Para el presente documento los términos “un documento programático aprobado” se refieren a un plan de trabajo anual o a un documento de programa o de proyecto, etc., que haya sido aprobado por el Comité Directivo Nacional para fines de asignación de fondos.

- e) Presentar los informes finales, incluidas notificaciones de que el Fondo ha desembolsado todos sus recursos o ha sido liquidado con arreglo a lo dispuesto en el Mandato del Fondo, de conformidad con la Sección IV del presente documento;
- f) Entregar los fondos que cualquiera de los Organismos Participantes de las Naciones Unidas pueda requerir para cubrir los costos adicionales de las tareas que el Comité Directivo Nacional decida asignar (en la forma indicada en el Párrafo 3 de la Sección I) con arreglo a lo dispuesto en el Mandato.

3. El Comité Directivo Nacional puede pedir a cualquiera de los Organismos Participantes de las Naciones Unidas que desempeñe tareas adicionales en apoyo del Fondo que no estén relacionadas con las funciones del Agente Administrativo descritas en el Párrafo 2 de la Sección I del presente documento, dependiendo de la disponibilidad de fondos. Los costos correspondientes a esas tareas se acordarán anticipadamente y si el Comité Directivo Nacional los aprueba, se cargarán al Fondo en concepto de costos directos.

4. El Agente Administrativo concertará un Acuerdo Administrativo Estándar en la forma contenida en el texto adjunto como ANEXO B (en adelante denominado el “Acuerdo Administrativo”) con cada donante que desee proporcionar apoyo financiero al Fondo por conducto del Agente Administrativo. El Agente Administrativo no podrá acordar con el Donante ninguna enmienda de los términos contenidos en el Anexo B sin consentimiento escrito previo de los Organismos Participantes de las Naciones Unidas. El Agente Administrativo deberá publicar una copia del Acuerdo Administrativo que concierte, así como información sobre las contribuciones del donante, en su propio sitio web (<http://mptf.undp.org>), así como en el sitio web de la ONU Mujeres, según proceda.

5. Ninguno de los Organismos Participantes de las Naciones Unidas deberá responder por las acciones u omisiones del Agente Administrativo o de su personal, o de personas que suministren servicios en nombre de este, excepto por lo que se refiere a las acciones u omisiones cuya responsabilidad les corresponda. Por lo que se refiere a las acciones u omisiones cuya responsabilidad corresponda a los Organismos Participantes de las Naciones Unidas, las obligaciones resultantes de esas acciones u omisiones se prorratearán entre todos ellos o los que sean responsables, en la medida que corresponda a las acciones u omisiones de que se trate, salvo que se convenga en otra cosa. Además, los donantes no serán directamente responsables por las actividades de las personas que los Organismos Participantes de las Naciones Unidas o el Agente Administrativo puedan emplear como resultado del presente Memorando de Entendimiento.

6. El Agente Administrativo tendrá derecho a fijar un honorario administrativo del uno por ciento (1%) de la cuantía que aporte cada donante que firme un Acuerdo Administrativo, honorario que se destinará a cubrir los costos que incurra el Agente Administrativo al desempeñar sus funciones en la forma descrita en el presente Memorando de Entendimiento.

7. Cuando el Agente Administrativo sea también un Organismo Participante de las Naciones Unidas, en la organización designada como Agente Administrativo se establecerá y mantendrá una distinción clara entre sus funciones como Agente Administrativo y sus funciones como Organismo Participante de las Naciones Unidas, con estructuras jerárquicas bien diferenciadas y un marco para la rendición de cuentas.

## **Sección II** **Cuestiones financieras**

### **El Agente Administrativo**

1. El Agente Administrativo establecerá un registro contable independiente de conformidad con sus reglamentos y reglamentaciones financieras para la recepción y administración de los fondos que se le entreguen en virtud del Acuerdo Administrativo (en adelante denominada “Cuenta del Fondo”). El Agente Administrativo administrará la Cuenta del Fondo con arreglo a los reglamentos, normas, directivas y procedimientos aplicables a ella, incluidos los relativos a los intereses. La Cuenta del Fondo solo estará sujeta a los procedimientos de auditoría interna y externa que se dispongan en los reglamentos, normas, directivas y procedimientos aplicables al Agente Administrativo.
2. El Agente Administrativo no asumirá las pérdidas o ganancias que puedan derivarse del cambio de divisas que aumenten o reduzcan la cuantía de fondos disponibles para desembolsos a los Organismos Participantes de las Naciones Unidas.
3. El Agente Administrativo, dependiendo de la disponibilidad de recursos, efectuará los desembolsos de la Cuenta del Fondo con arreglo a las instrucciones del Comité Directivo Nacional y de acuerdo con el presupuesto establecido en el documento programático, que llegado el caso podrá ser enmendado por el Comité Directivo Nacional, y con las asignaciones generales que efectúe el Comité Directivo Internacional. Los desembolsos corresponderán a costos directos o indirectos en la forma detallada en el presupuesto.
4. El Agente Administrativo normalmente efectuará cada desembolso en un plazo de tres (3) a cinco (5) días hábiles tras la recepción del documento programático pertinente y aprobado, con arreglo a las instrucciones recibidas del Comité Directivo Nacional según lo dispuesto en el Mandato, junto a una copia del documento programático pertinente y aprobado firmada por todas las partes que intervengan. El Agente Administrativo transferirá los fondos a cada Organismo Participante de las Naciones Unidas mediante transferencia telegráfica. Cada Organismo Participante de las Naciones Unidas notificará por escrito al Agente Administrativo la cuenta bancaria que se utilizará para las transferencias en virtud del presente Memorando de Entendimiento. El Agente Administrativo, cuando efectúe una transferencia a un Organismo Participante de las Naciones Unidas, notificará a la entidad a cargo de las operaciones de tesorería de dicho Organismo lo siguiente: a) el monto de la transferencia, b) la fecha de valor de la transferencia, y c) que se trata de una transferencia del Programa de las Naciones Unidas para el Desarrollo en relación con el Fondo, en virtud del presente Memorando de Entendimiento.
5. Cuando el saldo de la Cuenta del Fondo en la fecha prevista para efectuar un desembolso sea insuficiente para realizar ese desembolso, el Agente Administrativo consultará con el Comité Directivo Nacional y efectuará o no el desembolso con arreglo a las instrucciones del Comité Directivo Nacional.

### **Los Organismos Participantes de las Naciones Unidas**

6. Cada Organismo Participante de las Naciones Unidas establecerá un registro contable independiente con arreglo a sus reglamentos y reglamentaciones financieras para la recepción y administración de los fondos procedentes de la Cuenta del Fondo que le entregue el Agente

Administrativo. Cada Organismo Participante de las Naciones Unidas administrará este registro contable independiente con arreglo a sus propios reglamentos, normas, directivas y procedimientos aplicables, incluidos los relativos a los intereses. Este registro contable independiente sólo estará sujeto a los procedimientos de auditoría interna y externa que se dispongan en los reglamentos, normas, directivas y procedimientos aplicables al Organismo Participante de las Naciones Unidas de que se trate.

7. Cada Organismo Participante de las Naciones Unidas utilizará los fondos de la Cuenta del Fondo que reciba del Agente Administrativo para llevar a cabo las actividades que tiene encomendadas con arreglo a lo dispuesto en el documento programático aprobado, así como para cubrir sus costos indirectos. Los Organismos Participantes de las Naciones Unidas no iniciarán ni proseguirán las operaciones relativas a las actividades programáticas hasta que hayan recibido los desembolsos con arreglo a las instrucciones del Comité Directivo Nacional. Los Organismos Participantes de las Naciones Unidas no efectuarán compromisos por valores superiores a los contenidos en el presupuesto aprobado en el documento programático aprobado, que llegado el caso podrá ser enmendado por el Comité Directivo Nacional. Si se necesita superar la cuantía presupuestada, el Organismo Participante de las Naciones Unidas de que se trate deberá presentar una solicitud de presupuesto suplementario al Comité Directivo Nacional.

8. Los costos indirectos de los Organismos Participantes de las Naciones Unidas recuperados mediante los costos de apoyo del programa serán del 7%. En virtud de lo dispuesto en la resolución 62/208 de la Asamblea General de las Naciones Unidas de 2007 (Revisión trienal amplia de la política relativa a las actividades operacionales del sistema de las Naciones Unidas para el desarrollo, que trata del principio de la recuperación de la totalidad de los costos) todos los demás costos de que se haga cargo cada Organismo Participante de las Naciones Unidas al llevar a cabo las actividades que se le han encomendado en el marco del Fondo se recuperarán como costos directos.

### **Sección III**

#### **Actividades de los Organismos Participantes de las Naciones Unidas**

1. Los Organismos Participantes de las Naciones Unidas tendrán la responsabilidad de la ejecución de las actividades programáticas y cada uno de ellos las llevará a cabo con arreglo a sus propios reglamentos, normas, directivas y procedimientos aplicables. Cuando el presente Memorando de Entendimiento expire o sea rescindido, la cuestión de la propiedad de los suministros y el equipo se determinará de acuerdo con los reglamentos, normas, directivas y procedimientos aplicables a dichos Organismos Participantes de las Naciones Unidas, incluido, de ser el caso, todo acuerdo con el Gobierno anfitrión pertinente.

2. Toda modificación del alcance del documento programático aprobado, incluidas las relativas a su naturaleza, contenido, secuencia o duración, estarán sujetas a un acuerdo mutuo por escrito entre el Organismo Participante de las Naciones Unidas pertinente y el Comité Directivo Nacional. El Organismo Participante de las Naciones Unidas notificará sin demora al Agente Administrativo, por conducto del Comité Directivo Nacional, de cualquier modificación del presupuesto establecido en el documento programático.

3. Cuando un Organismo Participante de las Naciones Unidas desee ejecutar sus actividades programáticas a través de una tercera parte o en colaboración con ella, será responsable del cumplimiento de todos los compromisos y obligaciones con dicha tercera parte, y ninguno de los demás Organismos Participantes de las Naciones Unidas ni el Agente Administrativo tendrán responsabilidad alguna al respecto.

4. En la ejecución de sus actividades programáticas, ninguno de los Organismos Participantes de las Naciones Unidas será considerado agente de los demás y, por consiguiente, los miembros de su personal no serán considerados funcionarios, miembros del personal ni agentes de ninguno de los demás. Sin perjuicio de los principios generales expresados precedentemente, ninguno de los Organismos Participantes de las Naciones Unidas será responsable por acciones u omisiones de los demás Organismos Participantes de las Naciones Unidas o de su personal, o de las personas que presten servicios en su nombre.

5. Cada Organismo Participante de las Naciones Unidas informará por escrito al Agente Administrativo cuando todas las actividades de que es responsable en el marco del documento programático aprobado hayan sido finalizadas.

6. Los Organismos Participantes de las Naciones Unidas aceptan que los donantes se reserven el derecho de suspender sus futuras contribuciones si las obligaciones en materia de presentación de informes no se cumplen en la forma establecida el Acuerdo Administrativo; o si se producen desviaciones sustanciales respecto de los planes y presupuestos acordados. Si el donante o los donantes, el Agente Administrativo y el Organismo Participante de las Naciones Unidas de que se trate en el marco del Acuerdo Administrativo acuerdan que hay pruebas de utilización indebida de fondos, el Organismo Participante de las Naciones Unidas hará todo lo que esté en su mano, de forma acorde con sus reglamentos, normas, directivas y procedimientos, para recuperar todos los fondos utilizados indebidamente. El Organismo Participante de las Naciones Unidas, en consulta con el Comité Directivo Nacional y el Agente Administrativo, depositará los fondos que recupere en la Cuenta del Fondo o acordará con el Comité Directivo Nacional destinar esos fondos a una finalidad mutuamente convenida. Antes de suspender futuras contribuciones o de solicitar la recuperación de fondos y su depósito en la Cuenta del Fondo, el Agente Administrativo, el Organismo Participante de las Naciones Unidas de que se trate y el donante celebrarán consultas con miras a resolver la cuestión sin demora.

7. Los Organismos Participantes de las Naciones Unidas reconocen que es importante tomar todas las precauciones necesarias para evitar prácticas corruptas, fraudulentas, colusorias y coercitivas. Para este fin, cada Organismo Participante de las Naciones Unidas mantendrá las normas de conducta que gobiernan la actuación de los miembros de su personal, incluida la prohibición de prácticas corruptas, fraudulentas, colusorias y coercitivas, en relación con la concesión y administración de contratos, donaciones u otros beneficios, en la forma contenida en sus estatutos y reglamentos del personal y sus reglamentos y reglamentaciones financieras, incluidas las relativas a las adquisiciones. En el caso de que un Organismo Participante de las Naciones Unidas determinase que una denuncia relacionada con la ejecución de actividades – incluida la posibilidad de que hayan tenido lugar prácticas corruptas, fraudulentas, colusorias o coercitivas – tiene suficiente credibilidad para merecer una investigación, lo notificará sin demora al Comité Directivo Nacional y al Agente Administrativo, en la medida en que esa notificación no perjudique las actividades de investigación. La denuncia se procesará con arreglo al marco de rendición de cuentas y supervisión del Organismo Participante de las Naciones Unidas y se hará cargo de ella la



dependencia del Organismo Participante de las Naciones Unidas encargada de las investigaciones. Cuando la investigación haya concluido, el Organismo Participante de las Naciones Unidas informará al Comité Directivo Nacional y al Agente Administrativo sobre los resultados de dicha investigación.

8. Como medida excepcional, particularmente en la fase de puesta en marcha del Fondo, y si ello es conforme a sus reglamentos, normas y directivas, los Organismos Participantes de las Naciones Unidas pueden decidir iniciar la ejecución de sus actividades programáticas antes de la recepción de la transferencia inicial o de transferencias posteriores procedentes de la Cuenta del Fondo utilizando para ello sus propios recursos. Esas actividades anticipadas se emprenderán de acuerdo con el Comité Directivo Nacional sobre la base de los fondos que este haya asignado o aprobado para la ejecución de actividades por parte del Organismo Participante de las Naciones Unidas una vez que el Agente Administrativo haya recibido de los donantes que contribuyen al Fondo un formulario oficial de compromiso con los Acuerdos Administrativos o la firma de estos. Los Organismos Participantes de las Naciones Unidas serán los únicos responsables de toda decisión de iniciar por adelantado esas u otras actividades al margen de los parámetros establecidos en el presente documento.

#### **Sección IV** **Presentación de informes**

1. Cada Organismo Participante de las Naciones Unidas presentará al Agente Administrativo los estados de cuentas e informes que figuran a continuación y que se prepararán con arreglo a los procedimientos de contabilidad y presentación de informes válidos para el Organismo Participante de las Naciones Unidas de que se trate, en la forma establecida en el Mandato. Los Organismos Participantes de las Naciones Unidas harán todo lo que esté en su mano por armonizar, en la medida de lo posible, sus formatos de presentación de informes.

- a) Un informe descriptivo anual sobre la marcha de las actividades, que se presentará a más tardar transcurridos tres meses desde el final del año civil (el 31 de marzo);
- b) Informes y estados financieros anuales al 31 de diciembre relativos a los fondos que se hayan recibido de la Cuenta del Fondo, que se presentarán a más tardar transcurridos cuatro meses desde el final del año civil (el 30 de abril);
- c) Informes descriptivos finales al completar las actividades contenidas en el documento programático aprobado, incluido el último año de las actividades contenidas en el documento programático aprobado, que se presentarán a más tardar transcurridos cuatro meses (el 30 de abril) del año posterior al cierre financiero del Fondo. El informe final contendrá un resumen de los resultados y logros en relación con las metas y objetivos del Fondo, y
- d) Estados financieros finales certificados e informes financieros finales una vez finalizadas las actividades contenidas en el documento programático aprobado, incluido el último año de las actividades contenidas en el documento programático aprobado, que se presentarán a más tardar cuando hayan

transcurrido seis meses (el 30 de junio) del año posterior al cierre financiero del Fondo.

2. El Agente Administrativo preparará informes descriptivos sobre la marcha de las actividades e informes financieros, consolidados a partir de los informes mencionados en los apartados a) y d) del párrafo 1, y entregará esos informes consolidados a cada donante que haya contribuido a la Cuenta del Fondo, así como a los Comités Directivos Internacional y Nacional, con arreglo al calendario fijado en el Acuerdo Administrativo.

3. El Agente Administrativo también entregará a los donantes, a los Comités Directivos Internacional y Nacional y a los Organismos Participantes de las Naciones Unidas los estados financieros de sus actividades como Agente Administrativo que figuran a continuación:

- a) Un estado financiero anual certificado (“Fuente y Uso de los Fondos” en la forma definida en las directrices del Grupo de las Naciones Unidas para el Desarrollo [GNUD]) que se entregará a más tardar transcurridos cinco meses desde el final del año civil (el 31 de mayo), y
- b) Un estado financiero final certificado (“Fuente y Uso de los Fondos”) que se entregará a más tardar cuando hayan transcurrido siete meses (el 31 de julio) del año posterior al cierre financiero del Fondo.

4. Los informes consolidados y los documentos conexos se publicarán en los sitios web del Fondo y del Agente Administrativo (<http://mptf.undp.org>).

### **Sección V** **Seguimiento y evaluación**

1. Las actividades de seguimiento y evaluación del Fondo se llevarán a cabo según las disposiciones contenidas en el Mandato, que son acordes con los reglamentos, normas y procedimientos respectivos de los Organismos Participantes de las Naciones Unidas.

2. El donante o los donantes, el Agente Administrativo y los Organismos Participantes de las Naciones Unidas celebrarán consultas anuales, según proceda, para examinar la situación del Fondo.

### **Sección VI** **Auditoría**

1. El Agente Administrativo y los Organismos Participantes de las Naciones Unidas serán objeto de auditorías con arreglo a sus propios reglamentos y reglamentaciones financieros y, en el caso del Fondo Fiduciario de Asociados Múltiples, con arreglo al marco de auditoría de los fondos fiduciarios de donantes múltiples acordado por los Servicios de Auditoría Interna de los Organismos Participantes de las Naciones Unidas y refrendado por el GNUD en septiembre de 2007.

### **Sección VII** **Comunicación conjunta**

1. Cada una de los Organismos Participantes de las Naciones Unidas tomará las medidas adecuadas para dar publicidad al Fondo y otorgará el reconocimiento debido a los demás Organismos Participantes de las Naciones Unidas. En la información que se comunique a la prensa y a los beneficiarios del Fondo, y en todo el material publicitario conexo, las notificaciones oficiales, los informes y las publicaciones, se reconocerá la función que desempeñan el Gobierno anfitrión, los donantes, los Organismos Participantes de las Naciones Unidas, el Agente Administrativo y cualquier otra entidad que sea pertinente. En particular, el Agente Administrativo incluirá en todas las comunicaciones externas relacionadas con el Fondo las funciones de cada Organismo Participante de las Naciones Unidas y del asociado nacional y se asegurará de que esas funciones se reconozcan debidamente.

2. El Agente Administrativo se asegurará, en consulta con los Organismos Participantes de las Naciones Unidas, de que las decisiones relativas al examen y la aprobación del Fondo, así como los informes periódicos sobre la marcha de las operaciones del Fondo, y la evaluación externa conexa se incluyan, cuando sea adecuado, en los sitios web del Fondo y del Agente Administrativo (<http://mptf.undp.org>) para fines de información pública. Entre dichos informes y documentos pueden figurar, si es apropiado, los programas aprobados por el Comité Directivo Nacional y los programas que estén esperando su aprobación, los informes financieros sobre el nivel del fondo y sobre la marcha de las actividades y las evaluaciones externas.

### **Sección VIII** **Expiración, modificación y cancelación**

1. El presente Memorando de Entendimiento expirará cuando se liquide el Fondo, con sujeción a que siga en vigor el párrafo 5 *infra* a los propósitos en él indicados.

2. El presente Memorando de Entendimiento sólo podrá modificarse mediante un acuerdo por escrito entre los Participantes a tal efecto.

3. Cualquiera de los Organismos Participantes de las Naciones Unidas podrá retirarse del Memorando de Entendimiento tras notificar por escrito con treinta (30) días de antelación a todos los demás Participantes en el presente Memorando de Entendimiento, con sujeción a que siga en vigor el párrafo 5 *infra* a los propósitos en él indicados.

4. El nombramiento del Agente Administrativo puede ser rescindido por el Agente Administrativo (por una parte) o por acuerdo mutuo de todos los Organismos Participantes de las Naciones Unidas (por otra parte), previa comunicación por escrito con treinta (30) días de antelación a las otras partes, con sujeción a que siga en vigor el párrafo 5 *infra* a los propósitos en él indicados. En caso de tal rescisión, los Participantes deberán convenir en las medidas que habrá que adoptar para que todas las actividades concluyan ordenadamente y sin demora a fin de minimizar los costos y los gastos.

5. Los compromisos asumidos por los Participantes que se retiren del presente Memorando de Entendimiento o lo rescindan seguirán en vigor tras la expiración o rescisión del presente Memorando de Entendimiento o de la rescisión del nombramiento del Agente Administrativo o el retiro de un Organismo Participante de las Naciones Unidas, en la medida necesaria para permitir la conclusión ordenada de las actividades, así como la preparación de

los informes finales, la retirada del personal, los fondos y los bienes, la liquidación de las cuentas entre los Participantes en el presente Memorando, así como el cumplimiento de las obligaciones contractuales con los subcontratistas, consultores o proveedores. El saldo restante que pueda haber en la Cuenta del Fondo o en los registros contables independientes de cada Organismo Participante de las Naciones Unidas en el momento de la liquidación del Fondo se utilizará para una finalidad mutuamente acordada o se devolverá al donante o los donantes de forma proporcional a su contribución al Fondo, en la forma acordada por los donantes y el Comité Directivo Nacional.

### **Sección IX** **Notificaciones**

1. Toda acción requerida o permitida en virtud del presente Memorando de Entendimiento puede ser realizada en nombre del Agente Administrativo o su representante designado y en nombre de un Organismo Participante de las Naciones Unidas, por el jefe de la oficina en el país de que se trate (si procede), o por el representante que este haya designado.

2. Toda comunicación o solicitud requerida o permitida en virtud del presente Memorando de Entendimiento deberá realizarse por escrito. Dicha notificación o solicitud se considerará debidamente comunicada o efectuada cuando se haya entregado en mano, por correo o por cualquier otro medio de comunicación acordado a la parte destinataria, en las señas especificadas en el ANEXO C de este Memorando de Entendimiento o en cualesquiera otras señas que esa parte haya especificado por escrito a quien envíe la notificación o formule la solicitud.

### **Sección X** **Entrada en vigor**

Este Memorando de Entendimiento entrará en vigor cuando sea firmado por los funcionarios autorizados de los Participantes y seguirá plenamente en vigor y en efecto hasta la fecha de su expiración o rescisión.

**Sección XI**  
**Arreglo de Controversias**

1. Los Participantes harán todo lo que esté en su mano para, mediante negociaciones directas, llegar a un arreglo inmediato de cualquier controversia, desacuerdo o reclamación derivados del presente Memorando de Entendimiento, en relación con él o con una infracción de este. Toda controversia, desacuerdo o reclamación respecto de la cual no se llegue a un acuerdo dentro de los sesenta (60) días a contar de la fecha en que una de las partes haya notificado a la otra parte la naturaleza de la controversia, desacuerdo o reclamación y de las medidas que deben adoptarse para rectificar esa situación, se resolverá mediante consultas entre los Jefes Ejecutivos de cada Organismo Participante de las Naciones Unidas y el Agente Administrativo.

**EN TESTIMONIO DE LO CUAL**, los infrascritos, representantes debidamente autorizados de los respectivos Participantes, han suscrito este Memorando de Entendimiento en idioma español en **cuatro** ejemplares.

*Por el Agente Administrativo*

*Por la Organización de las Naciones Unidas  
para la Alimentación y la Agricultura*

Firma: \_\_\_\_\_  
Nombre: Yannick Glemarec  
Cargo: Coordinador Ejecutivo, Oficina del  
Fondo Fiduciario de Asociados  
Múltiples  
Lugar: \_\_\_\_\_  
Fecha: \_\_\_\_\_

Firma: \_\_\_\_\_  
Nombre: \_\_\_\_\_  
Cargo: \_\_\_\_\_  
Lugar: \_\_\_\_\_  
Fecha: \_\_\_\_\_

*Por el Fondo Internacional de Desarrollo  
Agrícola*

*Por la Entidad de las Naciones Unidas para  
la Igualdad de Género y el Empoderamiento  
de las Mujeres*

Firma: \_\_\_\_\_  
Nombre: \_\_\_\_\_  
Cargo: \_\_\_\_\_  
Lugar: \_\_\_\_\_  
Fecha: \_\_\_\_\_

Firma: \_\_\_\_\_  
Nombre: \_\_\_\_\_  
Cargo: \_\_\_\_\_  
Lugar: \_\_\_\_\_  
Fecha: \_\_\_\_\_

*Por el Programa Mundial de Alimentos*

Firma: \_\_\_\_\_  
Nombre: \_\_\_\_\_  
Cargo: \_\_\_\_\_  
Lugar: \_\_\_\_\_  
Fecha: \_\_\_\_\_

\*\*\*\*\*

ANEXO A: Mandato

\*\*\*\*\*

ANEXO B: Acuerdo Administrativo Estándar entre el Donante y el Agente Administrativo

\*\*\*\*\*

ANEXO C: Notificaciones

\*\*\*\*\*

ANEXO C

## NOTIFICACIONES

*Por el Agente Administrativo:*

Nombre: Yannick Glemarec

Cargo: Coordinador Ejecutivo, Oficina del Fondo Fiduciario de Asociados Múltiples

Dirección: 730 Third Avenue, New York, NY 10017, USA

Teléfono: +1 212 906 6880

Fax: +1 212 906 6990

Correo electrónico: [yannick.glemarec@undp.org](mailto:yannick.glemarec@undp.org)*Por el Fondo Internacional de Desarrollo Agrícola:*

Nombre: \_\_\_\_\_

Cargo: \_\_\_\_\_

Dirección: \_\_\_\_\_

Teléfono: \_\_\_\_\_

Fax: \_\_\_\_\_

Correo electrónico: \_\_\_\_\_

*Por el Programa Mundial de Alimentos:*

Nombre: \_\_\_\_\_

Cargo: \_\_\_\_\_

Dirección: \_\_\_\_\_

Teléfono: \_\_\_\_\_

Fax: \_\_\_\_\_

Correo electrónico: \_\_\_\_\_

*Por la Organización de las Naciones Unidas para la Alimentación y la Agricultura*

Nombre: \_\_\_\_\_

Cargo: \_\_\_\_\_

Dirección: \_\_\_\_\_

Teléfono: \_\_\_\_\_

Fax: \_\_\_\_\_

Correo electrónico: \_\_\_\_\_

*Por la Entidad de las Naciones Unidas para la Igualdad de Género y el Empoderamiento de las Mujeres*

Nombre: \_\_\_\_\_

Cargo: \_\_\_\_\_

Dirección: \_\_\_\_\_

Teléfono: \_\_\_\_\_

Fax: \_\_\_\_\_

Correo electrónico: \_\_\_\_\_

## TABLE OF CONTENTS

- I. Introduction
  - II. Programme Outline
    - 1. Purpose
    - 2. Scope
    - 3. Partners
    - 4. Strategies
  - III. RWEE Fund Architecture
    - 5. RWEE Fund Administration
    - 6. Contributions to the RWEE
    - 7. Eligibility for RWEE funding
    - 8. Utilization of the RWEE Fund
    - 9. Governance Arrangements
      - a) International Steering Committee
      - b) International Technical Advisory Group
      - c) Programme Management Unit
      - d) National Steering Committee
      - e) National Project Guidance and Coordination Mechanism
      - f) Lead Agencies
      - g) The Administrative Agent
  - IV. Monitoring and Evaluation
  - V. Audit
  - VI. Reporting, transparency and accountability
  - VII. Public Disclosure
  - VIII. Other Matters
-



## **I. Introduction**

Women are central to the development of rural areas and to national economies: they account for a significant proportion of the agricultural labour force, play a key role in food production, especially in subsistence farming and perform most of the unpaid care work in rural areas. However, rural women and girls have restricted access to productive resources, such as land, agricultural inputs, finance and credit, extension services and technology, which in turn limits the efficiency of the agricultural sector. They face more difficulty than men in gaining access to public services, social protection, decent employment opportunities and local and national markets and institutions, due to cultural norms and security issues. Unpaid care work further hampers rural women's ability to take advantage of on and off farm employment and market opportunities in the agricultural sector. Within this context, UN Women, FAO, IFAD and WFP have agreed to spearhead a more comprehensive UN system response in support of rural women's economic empowerment through joint actions.

The Rural Women's Rural Economic Empowerment (RWEE) five year joint programme will support a results-oriented collaborative effort among FAO, IFAD, WFP and UN Women to promote the economic empowerment of rural women. Each agency brings a distinct comparative advantage to this subject: FAO's specialist technical knowledge and policy assistance on agriculture and food security, IFAD's co-financing of rural investment programmes and strong presence in the rural areas, WFP's food assistance innovations and UN Women's technical knowledge on women's economic empowerment, its strong linkage with the women's movement, and its leadership for gender equality and women's empowerment within the UN System. This is to respond to the diversity of issues constraining rural women's economic empowerment which go beyond the mandate of any individual UN entity to tackle alone. By bringing together their know-how, resources, experiences and constituencies, the four entities will have the potential to greatly enhance the relevance, efficiency, effectiveness, impact and sustainability of their work on rural women's economic empowerment. The RWEE will link the normative and operational work of the four entities to foster a comprehensive approach for the economic empowerment of rural women, as described in the duly signed RWEE Programme Document.

The RWEE programme will be implemented in: Ethiopia, Guatemala, Kyrgyzstan, Liberia, Nepal, Niger and Rwanda. Each country will define its specific detailed programme implementation plan based on the local context, in partnership with Government and other national stakeholders and in line with Government priorities.

## **II. Programme Outline**

**1. Purpose:** This RWEE is aimed at economically empowering rural women in the seven selected and above-mentioned countries. Together, the coalition between UN Women, FAO, IFAD and WFP is expected to generate synergies that capitalize on each agency's mandate, comparative advantage and institutional strength to generate more lasting and wider scale improvements in the livelihoods and rights of rural women, including young women.

**2. Scope:** The programme's goal is to secure rural women's livelihoods and rights in the context of sustainable development and the post MDGs +15. The programme is articulated around four outcomes:

---

- a. Outcome 1 on rural women's improved food and nutrition security aims at increasing the productive potential of women smallholder farmers through their access to and control over productive resources and services critical to food security and nutrition. It also addresses their social protection, and enhanced control and management of local food security reserves.
- b. Outcome 2 on rural women's increased income to sustain their livelihoods focuses on creating, supporting and developing rural women-led enterprises, supporting women's role along value chains, enhancing their income opportunities and promoting their linkages to high value markets. It will support women-led associations and small scale businesses in overcoming their supply side constraints so that they can take full advantage of opportunities offered by the market.
- c. Outcome 3 on rural women's enhanced leadership and participation in rural institutions and in shaping laws, policies and programmes promotes their agency in rural producer organizations, cooperatives and unions and in local governance. Actions under this outcome area will also strengthen rural women's voice and influence in key policy processes.
- d. Outcome 4 on more gender responsive policy environment for the economic empowerment of rural women catalyzes legislative and policy reforms for the effective enforcement of rural women's land rights and their access to decent wage employment, social protection, and infrastructure. It involves advocating with governments, parliaments and other relevant stakeholders to deliver greater development outcomes to rural women, including in the framework of Rio +20 and Post MDG +2015.

**3. Partners:** The programme implementation involves a range of partners as indicated in the RWEE Programme Document. The key partners include:

**a. The implementing partners include:**

- Rural women cooperatives, youth groups, POs, unions or groups which may be organized by local areas or by crop;
- Nation-wide POs and unions;
- The main regional rural women's networks. Ministries of agriculture and rural development, gender/women's affairs, youth land, employment, environment and other relevant ministries and institution;
- NGOs and CSOs working with rural women;
- Other UN agencies interested in the programme;
- National statistical offices.

**b. The strategic partners include:**

- UN in general
  - Regional intergovernmental organizations and Regional Economic Communities as they develop regional and sub-regional policies and programmes on agriculture, rural development and land;
  - Financial institutions, such as regional, national or local banks that could be sensitized to develop special lending products for rural women to support rural women's production and marketing systems.
-

- Multilateral partners. The 'Contact Group for Rural Women' established by the Permanent Representative of Canada to the United Nations based in New York and the Informal Network of Women Permanent Representatives based in Rome could play a key role in leveraging political and financial support for the programme.

#### 4. Strategy

The RWEE overall strategy will comprise the following components as further detailed in the Joint Programme Document hereby attached as Annex 1.

- Accountability Strategy
- Capacity development strategy
- Combination of quick wins and medium/long term results
- Replicating, up-scaling and expanding successful and innovative models on rural women's economic empowerment
- Tailor made approach for programme design and implementation in each country  
Positioning the joint programme in UN interagency Coordination processes, such as UNDAF, existing joint programmes, One UN and other coordination mechanisms.  
Efforts will be made to build support for the programme within the UN country teams and to link it with existing relevant joint programmes.
- Fundraising Strategies

### III. RWEE Fund Architecture

#### 1. Administration of the MPTF

The Participating Organizations of the RWEE Fund have appointed UNDP to act, through its MPTF Office, as the Administrative Agent (AA) for the WFEF in accordance with the terms and conditions set out in this TOR and further specified in the Memorandum of Understanding entered between the AA and the Participating Organizations. UNDP's accountability as the Administrative Agent is set out in the policy "UNDP's Accountability when acting as Administrative Agent in MPTFs and/or UN Joint Programmes using the pass-through fund management modality." (see <http://www.undp.org/mdtf/docs/UNDP-AA-guidelines.pdf>). UNDP performs the AA functions in accordance with the UNDG-approved "Protocol on the Administrative Agent for Multi Donor Trust Funds and Joint Programmes, and One UN Funds". The MPTF Office will charge a one time fee of 1 per cent for fund administration and fiduciary responsibilities.

#### 2. Contributions to the MPTF

The RWEE FUND International Steering Committee will be set to oversee the allocation of funds mobilized at international level. National Steering Committees will be set up in each country covered by the RWEE to oversee the allocation of funds to the different components of the programme. Contributions to the RWEE FUND may be accepted from governments of Member States of the United Nations or from intergovernmental or non-governmental organisations, or from private sources and philanthropic organizations. Acceptance of funds from the private sector will be guided by criteria stipulated in the UN system-wide guidelines on cooperation between the UN and Business Community (the UN Secretary General's guidelines: <http://www.un.org/partners/business/otherpages/guide.htm>). Contributions may be accepted in fully convertible currency and shall be deposited in the bank accounts designated by UNDP. The

---

value of a contribution-payment, if made in other than United States dollars, shall be determined by applying the United Nations operational rate of exchange in effect on the date of payment.

In support of the overarching aim of MPTFs, and to ensure maximum flexibility and coordination, a guiding principle for resource mobilization would be that donors are encouraged to contribute with multi-year pooled/non-earmarked resources. However, if this is not possible, requests for earmarking for country level or specific programme component areas will be considered by the International and National Steering Committees.

### **3. Eligibility for MPTF funding**

Participating UN Organizations at the national level will be invited to develop Projects/Programme proposals with a preference for Joint Programmes.

Draft Project/Joint Programme proposal will be submitted to the National Project Guidance and Coordination Mechanism for review to ensure alignment with the guidelines and standards. If the proposal meets the standard guidelines, it will be forwarded to the National Steering Committee for technical and substantive review. The National Steering Committee may also seek technical comments on the draft document from external partners and recognized experts in the field.

On receipt of the National Steering Committee's approval of a Project/Joint Programme and a copy of the signed Project/Joint Programme document accompanied by the budget, the MPTF Office, acting as AA, will transfer the approved funds directly to each of the Participating UN Organization(s).

### **4. Utilization of the MPTF**

1. Each Participating UN Organization will establish a separate ledger account under its financial regulations and rules for the receipt and administration of the funds disbursed to it by the Administrative Agent from the Fund Account. That separate ledger account will be administered by each Participating UN Organization in accordance with its own regulations, rules, directives and procedures, including those relating to interest. That separate ledger account will be subject exclusively to the internal and external auditing procedures laid down in the financial regulations, rules, directives and procedures applicable to the Participating UN Organization concerned.
2. The Participating UN Organizations will not make any commitments above the approved budget in the approved programmatic document, as amended from time to time by the Steering Committee. If there is a need to exceed the budgeted amount, the Participating UN Organization concerned will submit a supplementary budget request to the Steering Committee.
3. Indirect costs of the Participating UN Organizations recovered through programme support costs will be 7%. In accordance with the UN General Assembly resolution 62/208 (2007 Triennial Comprehensive Policy Review principle of full cost recovery), all other costs incurred by each Participating UN Organization in carrying out the activities for which it is responsible under the Fund will be recovered as direct costs.

The Administrative Agent will be entitled to allocate an administrative fee of one percent (1%) of the amount contributed by each donor signing an Administrative Arrangement, to meet the Administrative Agent's costs of performing the Administrative Agent's functions.

---

## **5. Governance Arrangements**

### **a) International Steering Committee**

An international Steering Committee (ISC) of the RWEE FUND will be set to oversee the allocation of funds mobilized at international level, and discuss the RWEE FUND requirements and priorities regarding the implementation modalities, the results based reporting, and the information management including donor visibility. It will review the annual progress reports consolidated by the AA, and give guidance to ensure consistency in reporting from the various countries and documentation of lessons learnt. It will also review the findings of the summary audit reports. The ISC TORs will be fully developed. The ISC will be composed of the following:

- One senior official from each of the four participating entities: UN Women, FAO, IFAD, and WFP.
- Representatives of the main donors to the RWEE FUND
- The AA will be an ex-officio member of the international SC
- The ISC will be co-chaired by the UN senior representative and the donors representative

### **b) Technical Advisory Committee**

The composition of the RWEE FUND Technical Committee will include senior technical/advisor level representatives of UNWOMEN, FAO, IFAD and WFP. Other relevant experts, including from relevant government, regional, and civil society counterparts may be invited and/or recruited by the Technical Advisory Committee on an ad hoc basis to participate in the Committee. The Technical Committee will meet bi-annually or as required to efficiently carry out its tasks. A Technical Committee ToR will be developed and annexed to this RWEE FUND ToR. The Technical Committee will provide technical support to the Steering Committees and Participating UN Organizations.

### **c) National Steering Committee**

A national SC of the RWEE FUND will be set up in each of the countries covered by the programme. The national SC will be co-chaired by the designated government official, and the UN Resident Coordinator in Ethiopia, Guatemala, Kyrgyzstan, Nepal, Niger and Rwanda or the Deputy Special Representative of the Secretary General (DSRSG) in Liberia. The members of the national SC are:

- One representative from each of the participating entities: UN Women, FAO, IFAD, and WFP.
- One representative from each of the following ministries: agriculture/rural development, gender/women's affairs, economy and finance, community/local development, youth and environment.
- Representatives from the main donors to the programme.
- The MPTF Office will be an ex-officio member of the national SC.

The main tasks and responsibilities of the national SC include the following:

- To oversee the allocation of funds to the different components of the programme. More specifically:
  - For funds earmarked by donors to specific outcome areas (e.g. improved food and nutrition security, increased income, enhanced leadership and participation, or gender responsive policy environments) or activities, the national SC will review and ensure the alignment of the allocations with the RWEE country programme document and national priorities.
-

- For unearmarked funds, the national SC will review and approve the criteria for the allocation of available RWEE FUND resources and allocate the available resources to the programme outcome areas. It will prioritize among the outcome areas as necessary, making sure that the allocations are aligned with the RWEE country programme document and the national priorities, and avoiding duplication and overlap between the RWEE FUND and other funding mechanisms.
- To review and approve the periodic narrative and financial progress reports consolidated by the administrative agent, based on the progress reports submitted by UN Women, FAO, IFAD and WFP.

**d) Lead Agencies**

The programme implementation is based on a principle of dual leadership by the four entities:

- Different agencies will lead for the implementation of the programme at country level, as reflected in the table on the countries according to selection criteria and lead agency in the section of this document on geographical coverage;
- Different agencies will lead for specific activities based on their comparative advantages as reflected in the logical framework in annex 1.

Detailed operational guidelines will be prepared to spell out what it means to be a leading agency in a country or for a specific activity. It is expected that the lead agency in a country should coordinate activities related to the consultative process for the roll out of the programme at country level, including the engagement with the Government and local donors. The lead agency will be responsible for the consolidation of the country narrative annual report. The MPTF Office as AA will consolidate the narrative and financial reports for submission to Donors. Lead agencies will therefore play a key role in ensuring coordination among agencies and between HQ and field level, carrying out joint reporting and streamlining the accounting systems.

The first seven countries chosen and the leading agencies are shown in the table below.

Country/ criteria	Participating agencies	Lead agency
Ethiopia	All four	IFAD and UN Women
Guatemala	All four	WFP
Kyrgyzstan	All four	UN Women
Liberia	All four	UN Women
Nepal	All four	UN Women
Niger	All four	FAO
Rwanda	All four	WFP

**e) Programme Management Unit (PMU)**

A programme management unit will be established (location to be defined) and it will be responsible for the overall management of the programme. It will be staffed by a senior programme coordinator, and an operations/knowledge management specialist. Regardless of the geographical location of the Programme Management Unit, the programme manager will report to a designated senior official from the entity hosting the PMU. In this regard, a detailed reporting and accountability mechanism

will be defined in the beginning of the programme. In each country, the programme staff will be composed of the following: a national programme coordinator and an operations manager/M&E specialist. The four entities based at Headquarters will play an advisory role throughout the life cycle of the programme. The PMU will provide Secretariat support to the International Steering Committee.

**f) National Project Guidance and Coordination Mechanism**

In each country, a National Project Guidance and Coordination Mechanism will be established to build synergies, address intersectionalities and review progress in the implementation of the programme's activities. It will include government representatives from Ministries such as agriculture/rural development and gender/women's affairs, the country representatives of the four entities and the national programme coordinator. Joint monthly co-ordination meetings will be held at the county level to share progress, challenges, constraints, good practices and to discuss the way forward for each project site.

**g) The Administrative Agent**

On behalf of the Participating UN Organizations, the Administrative Agent will:

- a. Receive contributions from donors that wish to provide financial support to the Fund;
- b. Administer such funds received, in accordance with this Memorandum of Understanding including the provisions relating to winding up the Fund Account and related matters;
- c. Subject to availability of funds, disburse such funds to each of the Participating UN Organizations in accordance with instructions from the Steering Committee, taking into account the budget set out in the approved programmatic document<sup>1</sup>, as amended in writing from time to time by the Steering Committee;
- d. Consolidate statements and reports, based on submissions provided to the Administrative Agent by each Participating UN Organization, as set forth in the TOR, and provide these to each donor that has contributed to the Fund Account and to the Steering Committee;
- e. Provide final reporting, including notification that the Fund has been fully expended or has been wound up in accordance with the Fund TOR, in accordance with Section IV below;

Disburse funds to any Participating UN Organization for any additional costs of the task that the Steering Committee may decide to allocate.

**IV. Monitoring and Evaluation**

A comprehensive Performance Monitoring Framework (PMF) will be developed as an integral part of the programme, highlighting the performance indicators, data sources, collection methods and frequency, responsible actors and baselines and targets for each result (goal, outcomes and outputs). It will be developed in collaboration with local partners and with technical support from the monitoring and evaluation sections of the four entities, as detailed in the attached RWEE Programme Document.

Both an external mid-term and final evaluations of the programme are planned: the midterm

<sup>1</sup> As used in this document, an approved programmatic document refers to an annual work plan or a programme/project document, etc., which is approved by the Steering Committee for fund allocation purposes.

evaluation will take place in September 2015, while the final external evaluation will be conducted at the end of the programme. Their compliance with the norms of evaluation in the UN System will be ensured with support from the Evaluation Units of the four entities.

#### **V. Audit**

The AA and Participating UN Organizations will be audited in accordance with their own Financial Regulations and Rules and, in accordance with the Framework for auditing MDTFs which has been agreed to by the Internal Audit Services of Participating UN Organizations and endorsed by the UNDG in September 2007.

#### **VI. Reporting**

1. Regular reporting will be an integral part of M&E for systematic and timely provision of information. Implementing partners will be reporting on progress on programme management at least semi-annually, and on financial management – at least quarterly.

Each Participating UN Organization will provide the Administrative Agent with the following statements and reports prepared in accordance with the accounting and reporting procedures applicable to the Participating UN Organization concerned, as set forth in the TOR. The Participating UN Organizations will endeavour to harmonize their reporting formats to the extent possible.

- a. Annual narrative progress reports, to be provided no later than three months (31 March) after the end of the calendar year;
  - b. Annual financial statements and reports as of 31 December with respect to the funds disbursed to it from the Fund Account, to be provided no later than four months (30 April) after the end of the calendar year;
  - c. Final narrative reports, after the completion of the activities in the approved programmatic document and including the final year of the activities in the approved programmatic document, to be provided no later than four months (30 April) of the year following the financial closing of the Fund. The final report will give a summary of results and achievements compared to the goals and objectives of the Fund; and
  - d. Certified final financial statements and final financial reports after the completion of the activities in the approved programmatic document and including the final year of the activities in the approved programmatic document, to be provided no later than six months (30 June) of the year following the financial closing of the Fund.
2. The Administrative Agent will prepare consolidated narrative progress and financial reports, based on the reports referred to in paragraph xxx above, and will provide those consolidated reports to each donor that has contributed to the Fund Account, as well as the Steering Committees, in accordance with the timetable established in the Administrative Arrangement.
3. The Administrative Agent will also provide the donors, Steering Committees and Participating UN Organizations with the following statements on its activities as Administrative Agent:
- a. Certified annual financial statement (“Source and Use of Funds” as defined by UNDG guidelines) to be provided no later than five months (31 May) after the end of the calendar year; and
-



- b. Certified final financial statement ("Source and Use of Funds") to be provided no later than seven months (31 July) of the year following the financial closing of the Fund.
4. Consolidated reports and related documents will be posted on the websites of the UN in [country] ([website URL]) and the Administrative Agent (<http://mptf.undp.org>).

#### **VII. Public Disclosure**

Each Participating UN Organization will take appropriate measures to publicize the RWEE FUND and to give due credit to the other Participating UN Organizations. Information given to the press, to the beneficiaries of the RWEE FUND, all related publicity material, official notices, reports and publications, will acknowledge the role of the host Government, the donors, the Participating UN Organizations, the AA and any other relevant entities. In particular, the AA will include and ensure due recognition of the role of each Participating UN Organization and partners in all external communications relating to the RWEE FUND.

The AA, in consultation with the Participating UN Organizations, will ensure that decisions regarding the review and approval of the RWEE FUND as well as periodic reports on the progress of implementation of the RWEE FUND, associated external evaluation are posted, where appropriate, for public information on the website of the RWEE FUND and the AA (<http://mptf.undp.org/>). Such reports and documents may include approved programmes and programmes awaiting approval, RWEE FUND level annual financial and progress reports and external evaluations, as appropriate.

#### **VIII. Other Matters**

The RWEE FUND will be established upon signing of the Memorandum of Understanding amongst at least two Participating UN Organizations and the Administrative Agent. It will become operational upon signing of the first Standard Administrative Arrangement with the donor. Nothing in this TORs affects the provisions agreed in the Memorandum of Understanding between Participating UN Organizations and the United Nations Development Programme regarding the Operational Aspects of the RWEE FUND.

The RWEE FUND will terminate upon completion of all Programmes funded through the RWEE FUND and after satisfaction of all commitments and liabilities. Notwithstanding the completion of the initiatives financed from the RWEE FUND, any unutilized balances will continue to be held in the RWEE FUND Account until all commitments and liabilities incurred in implementation of the Projects/Programmes have been satisfied and project activities have been brought to an orderly conclusion.

Any balance remaining in the RWEE FUND Account or in the individual Participating UN Organizations' accounts upon completion of RWEE FUND shall be used as decided by the National and International Steering Committees.

**STANDARD ADMINISTRATIVE ARRANGEMENT FOR MULTI-PARTNER TRUST FUNDS USING PASS-THROUGH FUND MANAGEMENT) FOR THE “ACCELERATING PROGRESS TOWARDS THE ECONOMIC EMPOWERMENT OF RURAL WOMEN” MULTI-PARTNER TRUST FUND**

**Standard Administrative Arrangement  
between  
[Name of Donor],  
and  
the United Nations Development Programme**

**WHEREAS**, Participating United Nations Organizations that have signed a Memorandum of Understanding (hereinafter referred to collectively as the “Participating UN Organizations”)<sup>1</sup> have developed a **Multi - Partner Trust Fund: “Accelerating progress towards the economic empowerment of rural women”** (hereinafter referred to as the “Fund”) starting on **1 July 2013** and ending on **30 June 2018**, as may be amended from time to time, as part of their respective development cooperation with the Governments of **Ethiopia, Guatemala, Kyrgyzstan, Liberia, Nepal, Niger and Rwanda**, as more fully described in the Terms of Reference of the Multi-Partner Trust Fund dated **18 March 2013** (hereinafter referred to as the “TOR”), a copy of which is attached hereto as **ANNEX A**; and

**WHEREAS**, the Participating Organizations have agreed to establish an international coordination mechanism (hereinafter referred to as the “International Steering Committee”) to facilitate the effective and efficient collaboration between the Participating UN Organizations and the Donors to oversee the allocation of funds, priorities regarding the implementation modalities and reporting of the Fund; and

**WHEREAS**, the Participating Organizations have agreed to establish a national coordination mechanism (hereinafter referred to as the “National Steering Committee”)<sup>2</sup> in each of the targeted countries of the Joint Programme to facilitate the effective and efficient collaboration between the Participating UN Organizations and the host Governments of **Ethiopia, Guatemala, Kyrgyzstan, Liberia, Nepal, Niger and Rwanda**, for the implementation of the Fund in each of these countries;

**WHEREAS**, the Participating UN Organizations have agreed that they should adopt a coordinated approach to collaboration with donors who wish to support the implementation of the Fund and have developed a TOR to use as the basis for mobilising resources for the Fund, and have further agreed that they should offer donors the opportunity to contribute to the Fund and receive reports on the Fund through a single channel; and

**WHEREAS**, the Participating UN Organizations have appointed the United Nations Development Programme through its Multi-Partner Trust Fund Office (hereinafter

<sup>1</sup> The Food and Agriculture Organization of the UN (UN FAO), the International Fund for Agricultural Development (IFAD), UN WOMEN and the World Food Programme (WFP)

<sup>2</sup> The composition of the National Steering Committee or other body will include all the signatories to the Memorandum of Understanding, representative(s) from the host Government (if applicable), and may include donors, in accordance with UNDG approved Generic MPTF Steering Committee Terms of Reference dated 20 September 2007.

referred to as the “Administrative Agent”) (which is also a Participating UN Organisation in connection with Fund) in a Memorandum of Understanding (hereinafter referred to as “MOU”) concluded between, the Administrative Agent and Participating UN Organizations in July 2013 to serve as their administrative interface between donors and the Participating UN Organizations for these purposes. To that end the Administrative Agent has established a separate ledger account under its financial regulations and rules for the receipt and administration of the funds received from donors who wish to provide financial support to the Fund through the Administrative Agent (hereinafter referred to as the “Fund Account”); and

WHEREAS, [Name of Donor] (hereinafter referred to as the “Donor”) wishes to provide financial support to the Fund on the basis of the TOR as part of its development cooperation with the Government of [name of country] (if applicable) and wishes to do so through the Administrative Agent as proposed by the Participating UN Organizations.

NOW, THEREFORE, the Donor and the Administrative Agent (hereinafter referred to collectively as the “Participants”) hereby decide as follows:

**Section I**  
**Disbursement of Funds to the Administrative Agent**  
**and the Fund Account**

1. The Donor decides to make a contribution of [amount in words] ([amount in figures]) and such further amounts as it may decide (hereinafter referred to as the “Contribution”) to support the Fund. The Contribution will enable the Participating UN Organizations to support the Fund in accordance with the TOR, as amended from time to time in writing by the International Steering Committee. The Donor authorizes the Administrative Agent to use the Contribution for the purposes of the Fund and in accordance with this Standard Administrative Arrangement (hereinafter referred to as “Arrangement”). The Donor acknowledges that the Contribution will be co-mingled with other contributions to the Fund Account and that it will not be separately identified or administered.
2. The Donor will deposit the Contribution by wire transfer, in accordance with the schedule of payments set out in ANNEX B to this Arrangement, in convertible currencies of unrestricted use, to the following account:

*For payment in USD:*

Name of Account: UNDP Multi-Partner Trust Fund Office Account  
 Account Number: 790440309  
 Name of Bank: JPMorgan Chase Bank  
 International Agencies Banking  
 Address of Bank: 270 Park Avenue, 43rd Floor  
 New York, New York 10017  
 SWIFT Code: CHASUS33  
 ABA: 021000021

Reference: RWEE Account

3. When making a transfer to the Administrative Agent, the Donor will notify the Administrative Agent's Treasury Operations at [mptfo.treasury@undp.org](mailto:mptfo.treasury@undp.org) and the MPTF Office at [executivecoordinator.mptfo@undp.org](mailto:executivecoordinator.mptfo@undp.org) of the following: (a) the amount transferred, (b) the value date of the transfer; and (c) that the transfer is from [name of Donor] in respect of the Fund in [name of country] (if applicable) pursuant to this Arrangement. The Administrative Agent will promptly acknowledge receipt of funds in writing.
4. All financial accounts and statements will be expressed in United States dollars.
5. The US dollar value of a contribution-payment, if made in currencies other than United States dollars, will be determined by applying the United Nations operational rate of exchange in effect on the date of receipt of the Contribution. The Administrative Agent will not absorb gains or losses on currency exchanges. Such amounts will increase or decrease the funds available for disbursements to Participating UN Organizations.
6. The Fund Account will be administered by the Administrative Agent in accordance with the regulations, rules, directives and procedures applicable to it, including those relating to interest. The Fund Account will be subject exclusively to the internal and external auditing procedures laid down in the financial regulations, rules, directives and procedures applicable to the Administrative Agent.
7. The Administrative Agent will be entitled to allocate an administrative fee of one percent (1%) of the Contribution by the Donor, to cover the Administrative Agent's costs of performing the Administrative Agent's functions.
8. The National Steering Committee may request any of the Participating UN Organizations, to perform additional tasks in support of the Fund not related to the Administrative Agent functions detailed in Section I, Paragraph 2 of the Memorandum of Understanding and subject to the availability of funds. In this case, costs for such tasks will be decided in advance and with the approval of the National Steering Committee be charged to the Fund as direct costs.

**Section II**  
**Disbursement of Funds to the Participating UN Organizations**  
**and a Separate Ledger Account**

1. The Administrative Agent will make disbursements from the Fund Account in accordance with instructions from the National Steering Committee, in line with the approved programmatic document<sup>3</sup>, as amended in writing from time to time by the

<sup>3</sup> As used in this document, an approved programmatic document refers to an annual work plan or a programme/project document, etc., which is approved by the National Steering Committee for fund allocation purposes.

National Steering Committee and the overall allocations made by the International Steering Committee. The disbursement to the Participating UN Organizations will consist of direct and indirect costs as set out in the budget.

2. Each Participating UN Organization will establish a separate ledger account under its financial regulations and rules for the receipt and administration of the funds disbursed to it from the Fund Account. Each Participating UN Organization assumes full programmatic and financial accountability for the funds disbursed to them by the Administrative Agent. That separate ledger account will be administered by each Participating UN Organization in accordance with its own regulations, rules, directives and procedures, including those relating to interest. That separate ledger account will be subject exclusively to the internal and external auditing procedures laid down in the financial regulations, rules, directives and procedures applicable to the Participating UN Organization.<sup>4</sup>

3. Where the balance in the Fund Account on the date of a scheduled disbursement is insufficient to make that disbursement, the Administrative Agent will consult with the National Steering Committee and make a disbursement, if any, in accordance with the National Steering Committee's instructions.

### **Section III** **Implementation of the Programme**

1. The implementation of the programmatic activities which the Donor assists in financing under this Arrangement will be the responsibility of the Participating UN Organizations and will be carried out by each Participating UN Organization in accordance with its own applicable regulations, rules, policies and procedures including relating to procurement. The Donor will not be directly responsible or liable for the activities of any person employed by the Participating UN Organizations or the Administrative Agent as a result of this Arrangement,

2. The Participating UN Organizations will carry out the activities for which they are responsible, in line with the budget contained in the approved programmatic document, as amended from time to time by the National Steering Committee in accordance with the regulations, rules, directives and procedures applicable to it. Accordingly, personnel will be engaged and administered, equipment, supplies and services purchased, and contracts entered into in accordance with the provisions of such regulations, rules, directives and procedures.

3. Indirect costs of the Participating UN Organizations recovered through programme support costs will be 7%. In accordance with the UN General Assembly resolution 62/208 (2007 Triennial Comprehensive Policy Review principle of full cost recovery), all other costs incurred by each Participating UN Organization in carrying out the activities for which it is responsible under the Fund will be recovered as direct costs.

---

<sup>4</sup> Where the Administrative Agent is also a Participating UN Organization, it will need to open its own separate ledger account and transfer funds from the Fund Account to its separate ledger account.

4. The Participating UN Organizations will commence and continue to conduct operations for the programmatic activities only upon receipt of disbursements as instructed by the National Steering Committee.

5. The Participating UN Organizations will not make any commitments above the budgeted amounts in approved programmatic document, as amended from time to time by the National Steering Committee.

6. If unforeseen expenditures arise, the National Steering Committee will submit, through the Administrative Agent, a supplementary budget to the Donor showing the further financing that will be necessary. If no such further financing is available, the activities to be carried out under the approved programmatic document may be reduced or, if necessary, terminated by the Participating UN Organizations. In no event will the Participating UN Organizations assume any liability in excess of the funds transferred from the Fund Account.

7. The Donor reserves the right to discontinue future contributions if reporting obligations are not met as set forth in this Arrangement; or if there are substantial deviations from agreed plans and budgets. If it is agreed among the Donor, the Administrative Agent and the concerned Participating UN Organization/s under the Arrangement that there is evidence of improper use of funds, the concerned Participating UN Organization/s will use their best efforts, consistent with their regulations, rules, policies and procedures to recover any funds misused. The Participating UN Organization/s will, in consultation with the National Steering Committee and the Administrative Agent, credit any funds so recovered to the Fund Account or agree with the National Steering Committee to use these funds for a purpose mutually agreed upon. Before withholding future contributions or requesting recovery of funds and credit to the Fund Account, the Administrative Agent, the concerned Participating UN Organization and the Donor will consult with a view to promptly resolving the matter.

8. The Participants recognize that it is important to take all necessary precautions to avoid corrupt, fraudulent, collusive or coercive practices. To this end, as set out in the MoU between the Administrative Agent and Participating UN Organizations regarding the Operational Aspects of the **Accelerating progress towards the economic empowerment of rural women** Multi-Partner Trust Fund, each Participating UN Organization will maintain standards of conduct that govern the performance of its staff, including the prohibition of corrupt, fraudulent, collusive or coercive practices in connection with the award and administration of contracts, grants, or other benefits, as set forth in their Staff Regulations and Rules and the Financial Regulations and Rules, including regarding procurement.

#### Section IV Equipment and Supplies

On the termination or expiration of this Arrangement, the matter of ownership of equipment and supplies will be determined in accordance with the regulations, rules, directives and procedures applicable to such Participating UN Organization, including any agreement with the relevant host Government if applicable.

### **Section V** **Reporting**

1. The Administrative Agent will provide the Donor and the International Steering Committee with the following statements and reports, based on submissions provided to the Administrative Agent by each Participating UN Organization prepared in accordance with the accounting and reporting procedures applicable to it, as set forth in the TOR:

- (a) Annual consolidated narrative progress reports, based on annual narrative progress reports received from Participating UN Organizations, to be provided no later than five months (31 May) after the end of the calendar year;
- (b) Annual consolidated financial reports, based on annual financial statements and reports, to be received from the Participating UN Organizations, as of 31 December with respect to the funds disbursed to them from the Fund Account, to be provided no later than five months (31 May) after the end of the calendar year;
- (c) Final consolidated narrative report, based on final narrative reports received from Participating UN Organizations after the completion of the activities in the approved programmatic document and including the final year of the activities in the approved programmatic document, to be provided no later than seven months (31 July) of the year following the financial closing of the Fund. The final consolidated narrative report will contain a summary of the results and achievements compared to the goals and objectives of the Fund.
- (d) Final consolidated financial report, based on certified final financial statements and final financial reports received from Participating UN Organizations after the completion of the activities in the approved programmatic document and including the final year of the activities in the approved programmatic document, to be provided no later than seven months (31 July) of the year following the financial closing of the Fund.

2. The Administrative Agent will provide the Donor, Steering Committee and Participating UN Organizations with the following reports on its activities as Administrative Agent:



- (a) Certified annual financial statement (“Source and Use of Funds” as defined by UNDG guidelines) to be provided no later than five months (31 May) after the end of the calendar year; and
  - (b) Certified final financial statement (“Source and Use of Funds”) to be provided no later than seven months (31 July) of the year following the financial closing of the Fund.
3. Consolidated reports and related documents will be posted on the websites of the UN in [country] [website URL] and the Administrative Agent (<http://mptf.undp.org>).

**Section VI**  
**Monitoring and Evaluation**

1. Monitoring and evaluation of the Fund including, as necessary and appropriate, joint evaluation by the Participating UN Organizations, the Administrative Agent, the Donor, the host Government (if applicable) and other partners will be undertaken in accordance with the TOR.
2. The Donor, the Administrative Agent and the Participating UN Organizations will hold annual consultations as appropriate to review the status of the Fund.

**Section VII**  
**Joint Communication**

1. Information given to the press, to the beneficiaries of the Fund, all related publicity material, official notices, reports and publications, will acknowledge the role of the Government of [name of country], the donors, the Participating UN Organizations, the Administrative Agent and any other relevant entities.
2. The Administrative Agent in consultation with the Participating UN Organizations will ensure that decisions regarding the review and approval of the Fund as well as periodic reports on the progress of implementation of the Fund, associated external evaluations are posted, where appropriate, for public information on the websites of the UN in [country] [website URL] and the Administrative Agent (<http://mptf.undp.org>). Such reports and documents may include National Steering Committee approved programmes and programmes awaiting approval, fund level annual financial and progress reports and external evaluations, as appropriate.

**Section VIII**  
**Expiration, Modification and Termination**

1. The Administrative Agent will notify the Donor when it has received notice from all Participating UN Organizations that the activities for which they are responsible under the approved programmatic document have been completed. The date of the last

notification received from a Participating UN Organization will be deemed to be the date of expiration of this Arrangement, subject to the continuance in force of paragraph 4 below for the purposes therein stated.

2. This Arrangement may be modified only by written agreement between the Participants.

3. This Arrangement may be terminated by either Participant on thirty (30) days of a written notice to the other Participants, subject to the continuance in force of paragraph 4 below for the purpose therein stated.

4. Commitments assumed by the Donor and the Administrative Agent under this Arrangement will survive the expiration or termination of this Arrangement to the extent necessary to permit the orderly conclusion of activities, the withdrawal of personnel, funds and property, the settlement of accounts between the Participants hereto and the Participating UN Organizations and the settlement of contractual liabilities required in respect of any subcontractors, consultants or suppliers. Any balance remaining in the Fund Account or in the individual Participating UN Organizations' separate ledger accounts upon winding up of the Fund will be used for a purpose mutually agreed upon or returned to the donor(s) in proportion to their contribution to the Fund as decided upon by the donor(s) and the International Steering Committee.

**Section IX**  
**Notices**

1. Any action required or permitted to be taken under this Arrangement may be taken on behalf of the Donor, by \_\_\_\_\_ or his or her designated representative, and on behalf of the Administrative Agent, by the Executive Coordinator, Multi-Partner Trust Fund (MPTF) Office or his or her designated representative.

2. Any notice or request required or permitted to be given or made in this Arrangement will be in writing. Such notice or request will be deemed to be duly given or made when it will have been delivered by hand, mail, or any other agreed means of communication to the party to which it is required to be given or made, at such party's address specified below or at such other address as the party will have specified in writing to the party giving such notice or making such request.

*For the Donor:*

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Facsimile: \_\_\_\_\_  
 Electronic mail: \_\_\_\_\_

*For the Administrative Agent:*

Name: Yannick Glemarec  
Title: Executive Coordinator, MPTF Office, UNDP  
Address: 730 Third Avenue, New York, NY 10017, USA  
Telephone: +1 212 906 6880  
Facsimile: +1 212 906 6990  
Electronic mail: [executivecoordinator.mptfo@undp.org](mailto:executivecoordinator.mptfo@undp.org)

**Section X**  
**Entry into Effect**

This Arrangement will come into effect upon signature thereof by the Participants and will continue in effect until it is expired or terminated.

**[If the Donor is a Government, use the following:]**

**Section XI**  
**Settlement of Disputes**

[1. Any dispute arising out of the Donor's Contribution to the Fund will be resolved amicably through dialogue among the Donor, the Administrative Agent and the concerned Participating UN Organization.]

**[Section XII**  
**Privileges and Immunities]**

[1. Nothing in this Standard Administrative Arrangement will be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, the Administrative Agent, or each Participating UN Organization.]

**[If the Donor is not a Government, use the following:]**

**Section XI**  
**Settlement of disputes**

[1. Amicable settlement. The Participants will use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Standard Administrative Arrangement or the breach, termination or invalidity thereof. Where the Participants wish to seek such an amicable settlement through conciliation, the conciliation will take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the Participants.]

[2. Arbitration. Any dispute, controversy or claim between the Participants arising out of this Standard Administrative Arrangement or the breach, termination or invalidity thereof, unless settled amicably under the preceding paragraph within sixty (60) days after receipt by one party of the other party's written request for such amicable settlement, will be referred by either party to arbitration before a single arbitrator in accordance with the UNCITRAL Arbitration Rules then obtaining. The arbitral tribunal will have no authority to award punitive damages. The Participants will be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.]

**[Section XII**  
**Privileges and Immunities]**

[1. Nothing in this Standard Administrative Arrangement will be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, the Administrative Agent, or each Participating UN Organization.]

**IN WITNESS WHEREOF**, the undersigned, being duly authorized by the respective Participants, have signed the present Arrangement in English in two copies.

*For the Donor:*

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

*For the Administrative Agent:*

Signature: \_\_\_\_\_

Name: Yannick Glemarec

Title: Executive Coordinator

Place: \_\_\_\_\_

Date: \_\_\_\_\_

ANNEX A: Terms of Reference

ANNEX B: Schedule of Payments

**ANNEX B**

**SCHEDULE OF PAYMENTS**

**Schedule of Payments:**

[Time of first payment]  
[Time of second payment]  
[Time of third payment]

**Amount:**

[amount in figures]  
[amount in figures]  
[amount in figures]