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BASIC AGREEMENT DOCUMENT FOR FUNDS DIRECTED TO INTERNATIONAL ORGANIZATION FOR MIGRATION

A. PROJECT SUMMAR	<u>RY</u>
Project Title:	
Time frame:	
Location:	
Grant amount:	
Donor:	
Agency:	
Project Number:	ERF-DMA-0487-00XXX [OCHA to fill in]
Nature of activities:	
Background	
Objectives	
Implementation strategy	
3. [Project description, A	Agency justification.]
4. [Detailed schedule and responsibilities.]	d description of activities, with corresponding time frame and
5. [Expected results of a	ctivities in detail.]

Anticipated Expenditures

- 6. The following expenditures are anticipated.
- 7. **[agency name]** will ensure that the Grant shall not be used for purposes other than those described herein.

B. REPORTING

Substantive Reporting

- 1. Substantive reports shall detail achievements, constraints and impacts with regards to the utilization of this contribution. The substantive report for the period date will be submitted to OCHA no later than date. The report will be accompanied by the preliminary financial report certified by the Country Director/Representative of IOM.
- 2. The final substantive report detailing achievements, constraints and impact with regard to the utilization of the contribution will be provided no later than date following the financial closing of the project. This will be accompanied by the final financial report certified by the Country Director/Representative of agency name.

Financial Reporting

- 3. Financial reports shall reflect the amount received in relation to expenditure from the contribution. The first preliminary financial report certified by the Country Director/Representative of [agency name]. for the period covered will be submitted no later than date. This report will be accompanied by the first substantive progress report.
- 4. The final financial report certified by the Country Director/Representative of [agency name]. will be submitted no later than [date]. This will be submitted together with the final substantive report.
- 5. Financial reports will provide information according to the following categories:
 - Amount received
 - b. Interest income
 - c. Staff and other personnel costs
 - d. Travel
 - e. Contractual services
 - f. Procurement
 - g. Fellowships, grants and other
 - h. Subtotal
 - i. Programme Support Costs
 - j. TOTAL EXPENDITURES
- 6. At the termination of the project, any unexpended or uncommitted part of the contribution, including interest income, will be returned to OCHA, unless otherwise agreed in writing by the parties.

C. SUPPLIES, EQUIPMENT, MATERIALS AND PROCUREMENT

1. All non-expendable equipment furnished or financed by OCHA shall remain the property of OCHA and shall be returned by the Agency to OCHA within thirty (30) days of the completion of the Project or the expiration or termination of the present Agreement, whichever is first to occur, unless otherwise agreed upon between the Parties. Non-expendable equipment is defined as an item, which has a purchase price of US\$1,500 or more, or the equivalent in local currency at the United Nations official rate of exchange on the date of purchase, and with an anticipated serviceable life of at least five years.

- 2. The Agency shall be responsible for the proper custody, insurance, maintenance and care of all non-expendable equipment during Project implementation and prior to its return to OCHA. The Agency shall maintain complete and accurate records of supplies, equipment and other materials purchased with the funds made available by OCHA and shall take periodic physical inventories. The Agency shall provide OCHA with the inventory of such supplies, equipment and other materials at such time and in such form as OCHA may request.
- 3. In cases of damage, theft or other losses of supplies, equipment and other materials furnished or financed by OCHA, the Agency shall provide OCHA with a comprehensive report, including police report, where appropriate, and any other evidence giving full details of the events leading to the loss of the supplies, equipment and other materials. After becoming aware of damage, theft or other losses of supplies, equipment and other materials, the Agency shall use its best efforts to seek recovery under the applicable insurance.
- 4. The Agency shall ensure that its procedures for awarding contracts and for the purchase or hire of goods, equipment, other commodities and services under the present Agreement safeguard the principles of highest quality, economy and efficiency, and that the placing of orders shall be based on an assessment of competitive quotations, bids, or proposals, unless otherwise agreed to by OCHA. The Agency shall make every effort to clear all supplies, equipment and other materials through customs at places of entry into the country(ies) where the Project is to take place. The Agency shall make, whenever possible, appropriate administrative arrangements for the remission or return of the amount of duties and taxes for items purchased under this Agreement, and return it to OCHA.

D. <u>PAYMENT INSTRUCTIONS</u>

1. The Grant will be disbursed by OCHA, within one month after the signature of the Agreement, to the following [agency name]. account:

Account Title:
Account Number:
Bank Name:
Bank Address:
Swift Code:
Currency

E. CORRESPONDENCE

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

OCHA Agency

Mr. Martin Mogwanja [Name]

Humanitarian Coordinator Title

UNICEF, [agency name]

90 Margalla Road Address

Islamabad, F-8/2

Pakistan

Tel: +92 51 2097 700

Fax: +92 51 209 7799

Tel: Fax:

Email Address:

F. AMENDMENTS

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

G. TERMINATION

- 1. This Agreement, may, at any time, be terminated by either party by written notice to the other, if, in its opinion, an event beyond its reasonable control occurs which makes it impossible to carry out its obligations under this Agreement. Termination shall be effective thirty days after receipt of the above notice.
- 2. The obligations assumed by the parties under this Agreement shall survive the termination of the Agreement to the extent necessary to permit the orderly conclusion of

activities, the withdrawal of personnel, funds and property, the settlement of accounts between the parties hereto and the settlement of contractual liabilities that are required in respect of personnel, contractors, consultants or suppliers.

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

H. AGREEMENT BY [agency name]

[agency name] certifies that the statement herein under the heading "Nature of Activities" is an accurate description of the Project and that agreement and acceptance of this Basic Agreement Document is indicated by the duly authorised signature below.

Signed:

On behalf of **[agency name]**

Regional Representative [agency name]
Date:

I. <u>CERTIFICATION BY THE UN</u>

It is hereby certified that the activities described in this document are consistent with OCHA activities and the Objectives of the **Trust Fund For Disaster Relief (sub-account for Pakistan – Emergency Response Fund)** and that agreement and acceptance of this Basic Agreement Document is indicated by the duly authorised signature below.

Cleared by:

Signature:

Name: Irina Linnik

Title: Officer-in-Charge, Finance Section, OCHA Administrative Office

Place: Geneva

Date:

For UN:

Signature:

Name: Mr. Martin Mogwanja

Title: UN Humanitarian Coordinator for Pakistan

Place: Pakistan

Date:

Financial Statement on Income and Expenditures from Funds Allocated for the Trust Fund For Disaster Relief (sub-account for Pakistan – Emergency Response Fund) for the year ended 31 December 2010 (United States dollars)

I. **OPERATING FUND** Balance available 1 January 200 **Add: Remittances from United Nations Interest income** Miscellaneous income (specify) **Subtotal Less:** Expenditures <u>a/</u> Staff and other personnel costs Travel on official business **Contractual services Operating expenses** Acquisitions Fellowships, grants, other **Subtotal** Programme support costs Total expenditure b/ Balance available 31 December 200 II. STATEMENT OF UNSPENT ALLOCATIONS a/ **Unspent allocations 1 January 200** Add: Net allocations issued for 200 Subtotal **Less:** Expenditure in 200 **Unspent allocations 31 December 200** a/ See attached supporting schedule giving breakdown of unspent allocations and expenditures by project and object of expenditure. b/ Includes unliquidated obligations of \$_____ This is to certify that the above statement on income and expenditures is correct and that the expenditures were incurred in connection with the approved projects for which funds have been received.

(Name and Title)

(Signature)

(Date)