



**unitar**

United Nations Institute for Training and Research



STANDARD LETTER OF AGREEMENT  
BETWEEN  
THE UNITED NATIONS DEVELOPMENT PROGRAMME  
AND  
THE UNITED NATIONS INSTITUTE FOR TRAINING AND RESEARCH (UNITAR)

AGB.2011.MDP.002

LETTER OF AGREEMENT

This letter of agreement is made between the United Nations Development Programme (hereinafter referred to as "UNDP") São Tomé and Príncipe, herein represented by Mr. Gana Fofang, its Resident Representative and the United Nations Institute for Training and Research (UNITAR).

I. The UNDP São Tomé and Príncipe and UNITAR hereby agree to sign this Letter of Agreement to cooperate and implement the following activity during 2011:

Development and implementation of a five-day conference diplomacy and Training of Trainers capacity development workshop, in French, scheduled to take place in São Tomé in the first quarter of 2011.


II. Unless otherwise indicated above, the Parties agree that the dates of implementation/completion of the above-mentioned activities will be determined on the basis of mutual agreement.

III. The estimated budget for the above mentioned activities is USD 58,320 — as indicated in the attached Budget as Annex I. The activity financed there from shall be administered by UNITAR in accordance with the applicable United Nations regulations, rules and directives. The Institute shall provide the services of the required staff and other personnel in view of successfully developing and implementing the activities. For this activity, the budget does not include costs arising from any participant's travel, accommodation, and meals; and general hospitality and insurance. An Evaluation report will be submitted to the UNDP São Tomé and Príncipe following the implementation of the activity.

Kul

VII. This Agreement shall enter into force upon signature.

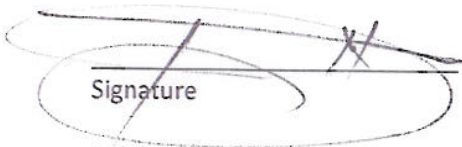
For the United Nations Institute for Training and Research (UNITAR)

  
\_\_\_\_\_  
Signature

11 January 2011  
Date

K. Offei Dei  
Chief, Administration and Finance Section  
On behalf of Carlos Lopes  
UN Assistant Secretary-General  
Executive Director, UNITAR

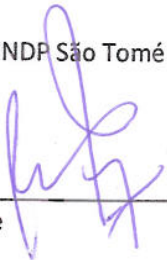
Cleared by:

  
\_\_\_\_\_  
Signature

11 January 2011  
Date

Rabih El-Haddad  
Manager, Multilateral Diplomacy Programme  
UNITAR

For the UNDP São Tomé and Príncipe

  
\_\_\_\_\_  
Signature

12.01.11  
Date

Antonio Viegas  
Assistant Resident Representative  
United Nations House  
P.O Box 109  
São Tomé and Príncipe

IV. The UNDP São Tomé and Príncipe agrees to fund the activity and will transfer the amount of USD 57,780.—immediately upon signature of this Agreement to the following bank account:

A/C name: UNOG General Fund  
Account no.: 485-001802  
Bank Name: JP Morgan Chase  
Bank Address: 270 Park Avenue, 43<sup>rd</sup> Floor  
New York, NY 10017 USA  
Swiftcode: CHASUS33  
ABA Code: 021000021  
Reference: UNITAR/UNDP

V. All costs incurred under this Agreement may be subject to audit according to the normal internal and external auditing procedures of the United Nations. The UNDP São Tomé and Príncipe reserves the right to request and to be provided the results of the normal audits of the accounts and records of UNITAR to ensure compliance with the terms and obligations of the Agreement.

VI. Any dispute, controversy or claim arising out of or relating to this contract, or the breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the UNCITRAL Arbitration Rules as present in force. The place of arbitration shall be Geneva, Switzerland. The language to be used in the arbitral proceedings shall be English.

R.1

## Annex I

BUDGET	Cost in \$US
Knowledge/Content Development, Monitoring and Evaluation <sup>a</sup>	25,000
Activities <sup>b</sup>	24,000
Operating Costs <sup>c</sup>	3,000
Supplies and equipment	2,000
Subtotal	54,000
Programme support costs (8%) <sup>d</sup>	4,320
<b>TOTAL<sup>e</sup></b>	<b>58,320</b>

<sup>a</sup> Knowledge/Content Development, Monitoring and Evaluation relate to organizational costs to design, develop, deliver training inputs, and follow-up with evaluation and substantive reporting on the activity.

<sup>b</sup> Activities include honoraria for resource persons, travel costs and accommodation for resource persons, materials, estimated printing costs, etc. Travel costs are calculated based on UN rules and regulations, as well as current United Nations Daily Subsistence Allowance rates. Travel costs may vary slightly depending on exchanges rates and airfare bookings. Costs reported on this budget line do not include any costs such as catering, rental of conference facilities or incidental expenses that participants may incur (e.g. local travel).

<sup>c</sup> Operating costs include UNITAR rent, communications, and other operating expenses.

<sup>d</sup> Programme support costs (overhead) are calculated as a fixed percentage of the activity's costs and contribute to UNITAR's operating and administrative expenses.

<sup>e</sup> The budget estimate is valid for a period of six months. Funds for the implementation of the courses should be transferred to UNITAR immediately upon conclusion of the letter of agreement and at least two months before the start date of the courses.

Kav

Annex II

COA project

Project: 00057790

Award ID: 00047884

Activity: 4

Implement Agency: UNDP

Fund: 20004

Donor: UNDP

Account: 75700

Funding source: Democratic governance trust fund (Portuguese)

Kod