

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

**WHEREAS**, [list names of Participating UN Organizations] (hereinafter referred to collectively as the “Participating UN Organizations”) have developed a joint programme (hereinafter referred to as the “One Programme”) as part of their respective development cooperation with the Government of Uruguay, as more fully described in the detailed One Programme Document “*The One UN Programme 2007-2010. Building capacities for development between the Government of Uruguay and the United Nations System in Uruguay*”, signed on 19 October, 2007 (hereinafter referred to as the “One Programme Document”), a copy of which is attached hereto as Annex A, and have agreed to establish a coordination mechanism (hereinafter referred to as the “One Programme Steering Committee”) to facilitate the effective and efficient collaboration between the Participating UN Organizations and the host Government for the implementation of the One Programme;

**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 One Programme and have developed a One Programme Document to use as the basis for mobilising resources for the One Programme, and have further agreed that they should offer donors the opportunity to fund the One Programme and receive reports on the One Programme through a single channel;

**WHEREAS**, the Participating UN Organizations have appointed the United Nations Development Programme (hereinafter referred to as the “Administrative Agent”) (which is also a Participating UN Organisation in connection with this One Programme) in a Memorandum of Understanding (MOU) concluded between the Resident Coordinator, the Administrative Agent and Participating UN Organizations on [date], to serve as their administrative interface between donors and the Participating UN Organizations for these purposes and 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 One Programme through the Administrative Agent (hereinafter, the “One UN Coherence Fund for Uruguay Account”);

**WHEREAS**, the Participating UN Organizations that have signed the Memorandum of Understanding have agreed to establish a common development fund (hereinafter referred to as the “One UN Coherence Fund for Uruguay”) that, under the leadership of the Resident Coordinator, will support the coordinated resource mobilization, allocation and disbursement of donor contributed resources for the unfunded elements of the One UN Programme;

**WHEREAS**, the One UN Coherence Fund for Uruguay will complement other channels for the transfer of donor resources to support implementation of the One UN Programme;

**WHEREAS**, [Name of Donor] (hereinafter referred to as the “Donor”) wishes to provide financial support to the One Programme on the basis of the One Programme Document as part of its development cooperation with the Government of Uruguay and wishes to do so through the Administrative Agent as proposed by the Participating UN Organizations.

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

**Section I**  
**Disbursement of Funds to the Administrative Agent**  
**and the One UN Coherence Fund for Uruguay Account**

1. The Donor agrees 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 One Programme. The Contribution will be a contribution to the Participating UN Organizations to support the One Programme in accordance with the One Programme Document, as amended from time to time in writing by the One Programme Steering Committee. The Donor authorizes the Administrative Agent to use the Contribution for the purposes of the One Programme and in accordance with this Standard Administrative Arrangement. The Donor acknowledges that the Contribution will be mingled with other contributions to the One UN Coherence Fund for Uruguay 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:*

UNDP Contributions Account  
JP Morgan Chase Bank  
Account 015002284  
1166 Avenue of the Americas, NY, NY 10022  
SWIFT: CHASUS33  
Reference: One UN Coherence Fund for Uruguay Account

*For payment in Euro:*

UNDP Contributions Account  
Bank of America London  
Account 600862722022  
5 Canada Square  
London E14 5AQ England  
SWIFT: BOFAGB22

IBAN: GB59 BOFA 1650 5062 7220 22

Reference: One UN Coherence Fund for Uruguay Account

3. When making a transfer to the Administrative Agent, the Donor will notify the Administrative Agent's Treasury Operations at [contributions@undp.org](mailto:contributions@undp.org), with a copy to the Executive Coordinator of the Multi-Donor Trust Fund Office at [executivecoordinator.mdtfo@undp.org](mailto:executivecoordinator.mdtfo@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 One Programme in Uruguay pursuant to this Arrangement. The Administrative Agent will promptly acknowledge receipt of funds in writing.

4. The 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.

5. The One UN Coherence Fund for Uruguay 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 One UN Coherence Fund for Uruguay 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.

6. The Administrative Agent will be entitled to allocate an administrative fee of one percent (1%) of the amount contributed by the Donor, to cover the Administrative Agent's costs of performing the Administrative Agent's functions.

7. Upon securing approval from the One Programme Steering Committee, the Administrative Agent may also deduct from the One Programme the actual costs of the staffing support as may be requested by the One Programme Steering Committee pursuant to Section I, paragraph 2 (f) of the Memorandum of Understanding between the Resident Coordinator, the Administrative Agent and the Participating UN Organizations regarding the Operational Aspects of the One Programme.

8. All financial accounts and statements will be expressed in United States dollars.

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

1. The Administrative Agent will make disbursements from the One UN Coherence Fund for Uruguay Account in accordance with instructions from the One Programme Steering Committee, in line with the One Programme Document, as amended in writing from time to time by the One Programme Steering Committee. The Administrative Agent will promptly notify the Donor of any amendment to the budget made by the One

Programme Steering Committee. The disbursement to the Participating UN Organizations will consist of direct and indirect costs as set out in the One Programme 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 One UN Coherence Fund for Uruguay 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>1</sup>.

3. Where the balance in the One UN Coherence Fund for Uruguay Account on the date of a scheduled disbursement is insufficient to make that disbursement, the Administrative Agent will consult with the One Programme Steering Committee and make a disbursement, if any, in accordance with the One Programme Steering Committee's instructions. The Administrative Agent will promptly notify the Donor in such circumstances and will advise the Donor of the One Programme Steering Committee's decision in that regard.

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

1. The implementation of the One Programme 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 One Programme Document, as amended from time to time by the One Programme 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 will be 7%.

---

<sup>1</sup> Where the AA is also a Participating UN Organization, it will need to open its own separate ledger account and transfer funds from the One UN Coherence Fund for Uruguay Account to its separate ledger account.

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

5. The Participating UN Organizations will not make any commitments above the budgeted amounts in the One Programme Document, as amended from time to time by the One Programme Steering Committee.

6. If unforeseen expenditures arise, the One Programme 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 One Programme 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 provided in the One UN Coherence Fund for Uruguay Account.

7. The Donor reserves the right to discontinue future transfers if reporting obligations are not met as set forth in this Arrangement; or if there are substantial deviations from agreed plans and budgets. If there is evidence of improper use of funds agreed among the Donor, the Administrative Agent and the concerned Participating UN Organization under the Arrangement, the Participating UN Organization will use their best efforts, consistent with their regulations, rules, policies and procedures to recover any funds misused. The Participating UN Organization will, in consultation with the Donor and the Administrative Agent, credit any funds so recovered to the One UN Coherence Fund for Uruguay Account. Before withholding disbursements or requesting recovery of funds and credit to the One UN Coherence Fund for Uruguay Account, the Administrative Agent, the concerned Participating UN Organization, the United Nations Resident Coordinator (UNRC) 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 practices. To this end, as set out in the Memorandum of Understanding between the Resident Coordinator, the Administrative Agent and Participating UN Organizations regarding the Operational Aspects of the One Programme, each Participating UN Organization will maintain standards of conduct that govern the performance of its staff, including the prohibition of corrupt 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 where applicable its basic agreement with the Government of Uruguay.

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

1. The Administrative Agent will provide the Donor and the One Programme 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 One Programme Document:

- (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 One UN Coherence Fund for Uruguay 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 One Programme and including the final year of the One Programme, to be provided no later than six months (30 June) of the year following the financial closing of the One Programme. The final consolidated narrative report will contain a summary of the results and achievements compared to the goals and objectives of the One Programme.
- (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 One Programme and including the final year of the One Programme, to be provided no later than seven months (31 July) of the year following the financial closing of the One Programme.

2. The Administrative Agent will provide the Donor, the One Programme 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”) 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 six months (30 June) of the year following the financial closing of the One Programme.
3. Consolidated One Programme reports and related documents will be posted on the websites of the UN in Uruguay ([www.onu.org.uy](http://www.onu.org.uy)) and the Administrative Agent ([www.undp.org/mdtf](http://www.undp.org/mdtf)).

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

1. Monitoring and evaluation of the One Programme including, as necessary and appropriate, joint evaluation by the Participating UN Organizations, the Administrative Agent, the UNRC, the Donor, the Government and other partners will be undertaken in accordance with the One Programme Document.
2. The Donor, the UNRC, the Administrative Agent and the Participating UN Organizations will hold annual consultations as appropriate to review the status of the One Programme.

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

1. Information given to the press, to the beneficiaries of the One Programme, all related publicity material, official notices, reports and publications, will acknowledge the role of the Government of Uruguay, the donors, the Participating UN Organizations, the Administrative Agent, the UNRC 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 One Programme as well as periodic reports on the progress of implementation of the One Programme, associated external evaluation are posted, where appropriate, for public information on the websites of the UN in Uruguay ([www.onu.org.uy](http://www.onu.org.uy)) and the Administrative Agent ([www.undp.org/mdtf](http://www.undp.org/mdtf)). Such reports and documents may include One Programme Steering Committee approved projects and projects awaiting approval, fund level annual financial and progress reports and external evaluations, as appropriate.

### **Section VIII** **Expiration, Modification and Termination of the Arrangement**

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 One Programme 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 One UN Coherence Fund for Uruguay Account or in the individual Participating UN Organizations' separate ledger accounts upon completion of the One Programme will be returned to the Donor in proportion to their contribution to the One Programme.

### **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, by the Resident Coordinator, or his or her designated representative and on behalf of the Administrative Agent by the Executive Coordinator, Multi-Donor Trust Fund Office, UNDP, or his 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 Resident Coordinator:***

Name: Pablo Mandeville  
Title: UN Resident Coordinator  
Address: Javier Barrios Amorín 870 piso 3, Montevideo, Uruguay.  
Telephone: (598 2) 412.33.56 - 59  
Facsimile: (598 2) 412.33.60  
Electronic mail: pablo.mandeville@undp.org

***For the Administrative Agent:***

Name: Bisrat Aklilu  
Title: Executive Coordinator, Multi-Donor Trust Fund Office, UNDP  
Address: 828 Second Avenue, 4<sup>th</sup> Floor, New York, NY 10017, USA  
Telephone: +1 212 906 6880  
Facsimile: +1 212 906 6990  
Electronic mail: bisrat.aklilu@undp.org

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

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

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

Any dispute arising out of the Donor's Contribution to the One Programme will be resolved amicably among the Donor, the Administrative Agent and the concerned Participating UN Organization.

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

***For the Donor:***

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Place: \_\_\_\_\_  
Date: \_\_\_\_\_

***For the Resident Coordinator:***

Signature: \_\_\_\_\_  
Name: Pablo Mandeville  
Title: UN Resident Coordinator  
Place: \_\_\_\_\_  
Date: \_\_\_\_\_

***For the Administrative Agent:***

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

Name: Bisrat Aklilu

Title: Executive Coordinator, MDTF Office

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

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

**ANNEX A:** One Programme Document

**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]