Grant Support Agreement

IN SUPPORT OF

[Insert short grant activities title]

GRANTEE NAME:

GRANT NUMBER: .../.../.../.../...

This Grant Support Agreement (hereinafter referred to as “Agreement”) is made between the United Nations Office for Project Services (hereinafter referred to as “UNOPS”) and [insert Grantee’s name and address] (hereinafter referred to as “Grantee”) (collectively referred to as “Parties”).

WHEREAS UNOPS desires to provide grant support to the Grantee in the context of the Three Millennium Development Goal Fund (hereinafter referred to as “3MDG”) managed by UNOPS as Fund Manager on behalf of the 3MDG Fund Board for the implementation of [insert short grant activities description and State / Region] (hereinafter referred to as the “Activities”), as more specifically described in Annex B, on the terms and conditions hereinafter set forth, and

WHEREAS the Grantee is ready and willing to accept such funds from UNOPS for the above-mentioned activities on the terms and conditions as herein set forth.

NOW, THEREFORE, the Grantee and UNOPS agree as follows:

1. Agreement Documents

1.1 The following documents attached hereto shall be deemed to form an integral part of this Agreement in the following order of precedence:

   i. This Agreement
   ii. Annex A: UNOPS General Conditions for Grant Support Agreements, Version 1.1
   iii. Annex B: Description of Action
   iv. Annex C: Grant Budget
      a) Annex CI: Programme Management Budget (“PMB”)
      b) Annex CII: Inception Phase budget (if and when applicable)
      c) Annex CIII: Comprehensive Township Health Plan (“CTHP”) – Township X, State Y
      d) Annex CIV: CTHP – Township XX, State YY
   v. Annex D: Work Plan
   vi. Annex E: Log Frame
   viii. Annex G: UNOPS 3MDG Operational Guidelines

1.2 This Agreement and the Annexes attached hereto shall form the entire Agreement between the Grantee and UNOPS, superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Agreement.

2. Purpose of the Agreement

2.1 The purpose of this Agreement is to provide support for the Activities being [insert short grant activities description] in the Union of Myanmar, specifically in X State / Region, as described in Annex B. None of the funds provided pursuant to this Agreement may be used for any purposes other than those expressly set forth in Annex B.
3. Duration of this Agreement

3.1 This Agreement is effective and funds are granted by UNOPS as of [insert start date] or the date of the last signature below, whichever is the later.

3.2 Funds granted hereunder are available for program expenditures for the estimated period from the effective date specified in Clause 3.1 above to [insert end date].

4. Grant Amount and Payments

4.1 UNOPS hereby grants to the Grantee the total amount of up to USD [insert US Dollar amount in figures and words] as shown in the Budgets in Annex C (hereinafter referred to as “the Contribution”).

4.2 Payments to the Grantee shall be made in accordance with the following schedule upon the submission by the Grantee of appropriate milestone reports along with payment requests, subject to the Grantee’s continued performance of its obligations under this Agreement and the availability of funds:

<table>
<thead>
<tr>
<th>No.</th>
<th>Up to USD amount</th>
<th>Deliverables</th>
<th>Payment Target Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>USD 249,000</td>
<td>Upon signature of the Agreement by both Parties and receipt by UNOPS of a disbursement request</td>
<td>[insert date]</td>
</tr>
<tr>
<td>2</td>
<td>USD Top Up Inception Phase budget if needed</td>
<td>Upon receipt and acceptance by UNOPS of: - The stakeholder analysis as specified in Annex B, - A disbursement request</td>
<td>[insert date] (6 weeks)</td>
</tr>
</tbody>
</table>

[This payment schedule is to be included under Component 1 when an Inception Phase applies. NB. Delete this text and all other non-applicable payment schedules in Clause 4.2 upon finalising Agreement]

<table>
<thead>
<tr>
<th>No.</th>
<th>Up to USD amount</th>
<th>Deliverables</th>
<th>Date for Submission of Deliverables tied to Payments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>USD amount to cover the cash forecast requirement of the approved first 12 months PMB and 9 months CTHPs plus bridging funds as stipulated in Article 3.1 below</td>
<td>Upon signature of an amendment to this Agreement by both Parties to include the fully costed multi-year CTHP and revised multi-year PMB to implement the CTHP(s), and receipt by UNOPS of a disbursement request</td>
<td>[insert date]</td>
</tr>
<tr>
<td>2</td>
<td>USD amount to cover the cash forecast requirement of the</td>
<td>Upon receipt and acceptance by UNOPS of: - The half yearly narrative report, pursuant to Deliverables shall be due by 15 February 2015. Payment to the</td>
<td></td>
</tr>
</tbody>
</table>

[This payment schedule is to be included when the Grantee is an international non-governmental organisation and the inception phase has concluded – the payment schedule and budget will reflect the fully costed CTHP and PMB. NB. Delete this text and all other non-applicable payment schedules in Clause 4.2 upon finalising Agreement]
<table>
<thead>
<tr>
<th>No.</th>
<th>Up to USD amount</th>
<th>Deliverables</th>
<th>Date for Submission of Deliverables tied to Payments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>USD amount to cover the cash forecast requirement of the approved first 6 months PMB and 3 months CTHPs plus bridging funds of Article 3.1 below</td>
<td>Upon signature of the Grant Amendment to include the fully costed multi-year Comprehensive Township Health Plans (CTHP) and revised multi-year Programme Management Budget (PMB) to implement the CTHP(s) by both Parties and receipt by UNOPS of a disbursement request</td>
<td>[insert date]</td>
</tr>
</tbody>
</table>

**[This payment schedule is to be included when the Grantee is a local civil society organisation.]**

**NB. Delete this text and all other non-applicable payment schedules in Clause 4.2 upon finalising Agreement]**
|   | 2 | USD amount to cover the cash forecast requirement of the approved January – June 2015 PMB and CTHPs | Upon receipt and acceptance by UNOPS of:  
- The half yearly narrative report, pursuant to Article 4.3 of Annex A;  
- The certified annual financial report FY 2014, pursuant to Article 4.7 of Annex A;  
- The annual inventory list, pursuant to Article 14.2 of Annex A;  
- A disbursement request. | Deliverables shall be due by 15 February 2015. Payment to the Grantee shall be made within 45 days of the receipt of all of the deliverables by UNOPS to cater for report review, clearance and disbursement |  
|   | 3 | USD amount to cover the cash forecast requirement of the approved July – December 2015 PMB and CTHPs | Upon receipt and acceptance by UNOPS of:  
- The half yearly narrative report, pursuant to Article 4.3 of Annex A;  
- The interim quarterly financial report for the first and second quarter of 2015 covering the period of 1 January 2015 to 30 June 2015, pursuant to Article 4.7 of Annex A; and  
- A disbursement request. | Deliverables shall be due by 15 August 2015. Payment to the Grantee shall be made within 45 days of the receipt of all of the deliverables by UNOPS to cater for report review, clearance and disbursement |  
|   | 4 | USD amount to cover the cash forecast requirement of the approved January – June 2016 PMB and CTHPs | Upon receipt and acceptance by UNOPS of:  
- The half yearly narrative report, pursuant to Article 4.3 of Annex A;  
- The certified annual financial report FY 2015, pursuant to Article 4.7 of Annex A;  
- The annual inventory list, pursuant to Article 14.2 of Annex A;  
- A disbursement request | Deliverables shall be due by 15 February 2016. Payment to the Grantee shall be made within 45 days of the receipt of all of the deliverables by UNOPS to cater for report review, clearance and disbursement |  
|   | 5 | USD amount to cover the cash forecast requirement of the approved July – December 2016 PMB and CTHPs minus bridging funds of Article 3.1 below | Upon receipt and acceptance by UNOPS of:  
- The half yearly narrative report, pursuant to Article 4.3 of Annex A;  
- The interim quarterly financial report for the first and second quarter of 2016 covering the period of 1 January 2016 to 30 June 2016, pursuant to Article 4.7 of Annex A; and  
- A disbursement request. | Deliverables shall be due by 15 August 2016. Payment to the Grantee shall be made within 45 days of the receipt of all of the deliverables by UNOPS to cater for report review, clearance and disbursement |  
|   | 6 | USD equivalent of 5% retention amount | Upon certification by UNOPS of:  
- Receipt and acceptance of the final technical report, pursuant to Article 4.4 of Annex A;  
- Receipt and acceptance of the final certified financial report, pursuant to Article 4.7 of Annex A, and completion of the audit of the final certified financial report pursuant to | Deliverables shall be due by 15 February 2017. Payment to the Grantee is anticipated to be made by 31 May 2017, following the receipt of all of the |
5. Special Conditions

5.1 The applicable percentage in Article 3.1 of Annex A is [insert applicable percentage following formula of 3 months IP review reporting period / remaining months of grant] equivalent to USD [insert amount in numbers] ([insert amount in words] United States Dollars)

[If you need to amend the General Conditions, please do so by adding Special Conditions here. NB. Delete this text upon finalising the Agreement]

6. Correspondence

6.1 All further correspondence regarding the implementation of this Agreement should be addressed to:

For UNOPS:  
[insert name, address, e-mail, phone]

For the Grantee:  
[insert name, address, e-mail, phone]

6.2 Any notice given by UNOPS or the Grantee shall be sufficient only if in writing and delivered in person, mailed or delivered electronically to the respective addresses specified in Clause 6.1 above.

IN WITNESS WHEREOF, the undersigned, duly appointed representatives of UNOPS and of the Grantee, have on behalf of UNOPS and the Grantee, respectively, signed the present Agreement on the dates indicated below their respective signatures.

<table>
<thead>
<tr>
<th>FOR UNOPS:</th>
<th>FOR THE GRANTEE:</th>
</tr>
</thead>
</table>
| [insert name]  
[title], [office] | [insert name]  
[title] |

Date (mandatory):  
Date (mandatory):
ANNEX A

GENERAL CONDITIONS FOR GRANT SUPPORT AGREEMENTS, Version 1.1

Please refer to the library at 3MDG.org, http://www.3mdg.org/library for the latest version of the General Conditions for Grant Support Agreements incorporated into this agreement.
ANNEX B

DESCRIPTION OF ACTION:
Description and scope of grant activities

[Note for draft: Please include brief description of the selected proposal or a simple concept note by the grantee]

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1 The grant concept can be used for smaller grant support activities (below US$ 50,000) often with small capacity community groups.
ANNEX C

GRANT BUDGET

[Note for draft: Please include simple cost breakdown of the selected proposal or simple concept note\(^2\) by the grantee; This Annex eventually covers the following budgets:

- Annex C I: Programme Management Budget for the State / Region of Implementing Partner
- Annex C II: Inception Phase budget (if and when applicable)
- Annex C III: Comprehensive Township Health Plan, Township X
- Annex C IV: Comprehensive Township Health Plan, Township Y
- Etc.]

\(^2\) The grant concept along with basic cost breakdown can be used for smaller grant support activities (below US$ 50,000) often with limited capacity community groups.
ANNEX D

WORKPLAN
ANNEX E

LOG FRAME
ANNEX F

TECHNICAL AND FINANCIAL REPORTING FORMATS

[Note for draft: If possible, include accepted UNOPS sample formats as agreed with grantee]

F.1 Technical progress report (narrative)

F.2 Financial report (on the use of the Contribution)

F.3 Final financial report (on the use of the Contribution)

Please refer to the library at 3MDG.org, http://www.3mdg.org/library for the latest blanket versions of the 3MDG reporting templates, noting that the final format for relevant reporting periods customized to the individual grants will be issued to the Grantee one month before the reporting deadline. The report submission process is detailed in the Operational Guidelines.
ANNEX G

3MDG OPERATIONAL GUIDELINES

Please refer to the library at 3MDG.org, http://www.3mdg.org/library for the latest version of the 3MDG Operational Guidelines incorporated into this agreement.