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| cid:image001.jpg@01D1BCC2.14AC2B80  STANDARD TEMPLATE |
| **STANDARD FORM OF AGREEMENT for Use by World Bank Borrowers** |
| Provision of Technical Assistance by  the World Tourism Organization (UNWTO) under Bank-Financed Projects |
|  |
|  |
| **v.1**  **March 2022** |

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**Foreword**

1. This Technical Assistance Standard Form of Agreement is the result of cooperation between the World Bank (“the Bank”)[[1]](#footnote-1) and the World Tourism Organization (“UNWTO”). It should be used when UNWTOis engaged by the Government to provide advisory services or technical assistance, including training activities.
2. This standard template was approved through the respective signatures of the World Bank Vice President for Operations Policy and Country Services on 30 March 2022 and UNWTO Secretary-General on 01 April 2022.
3. The operational completion, including the delivery of the last activity, must be at least three months prior to the Bank Project’s closing date in order to ensure that UNWTO has sufficient time to complete the financial closure and issue the final certified financial report prior to the Financing Agreement closing date.
4. The provisions in the General Conditions section of this Agreement related to financial management and audit derive from the Financial Management Framework Agreement (FMFA) concluded between UN agencies, including UNWTO, and the World Bank.
5. The text shown in *italics* is “*Notes to Users*”, which provide guidance to the implementing entity of the Borrower and to UNWTO task team in preparing a specific Agreement. These *italicized* *Notes* should be deleted from the final version prior to signing of the Agreement.
6. Those wishing to submit comments or questions on this document or obtain guidance on the use of this template shall contact: [unagencies@worldbank.org](mailto:unagencies@worldbank.org).
7. For questions or guidance concerning UNWTO, please contact:

Institutional Relations and Partnerships Department

zurosevic@unwto.org

World Tourism Organization (UNWTO)

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*The Form of Agreement for the use by the Borrowers starts from the next page*

*Public disclosure is authorized after the signing*

AGREEMENT

**FOR PROVISION OF TECHNICAL ASSISTANCE**

***[add the title of the assignment – optional*]**

**Project Name[[2]](#footnote-2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Loan/Credit/Grant No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reference No.** *\_\_\_\_\_\_\_\_\_\_\_ [as per Project Procurement Plan]*

**UNWTO Reference No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Project Closing Date[[3]](#footnote-3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Financing Agreement Closing Date[[4]](#footnote-4):** *[date/month/year]\_\_\_\_\_\_\_*

**between**

**THE GOVERNMENT OF *[insert the country name]***

**and the**

**WORLD TOURISM ORGANIZATION (UNWTO)**

**FORM OF AGREEMENT**

THIS AGREEMENT (together with all Annexes hereto, this “Agreement”) is entered into between **THE GOVERNMENT OF [\_*name of country* \_\_]** by and through its *[Ministry of …./implementing entity* \_\_\_\_\_] (the “Government”), and the **WORLD TOURISM ORGANIZATION**, a specialized agency of the United Nations, having its headquarters at C/Poeta Joan Maragall, 28020, Madrid, Spain (“UNWTO” or the “UN Partner”, together with the Government, the “Parties” and each a “Party”).

**WHEREAS**

1. UNWTO is a specialized agency of the United Nations with the primary responsibility to promote responsible, sustainable and universally accessible tourism.
2. The Government, working with its development partners, including UNWTO and the World Bank (the “Bank”)[[5]](#footnote-5), is implementing [*insert Project’s name*] (the “Project”). The Government has received funds from the Bank (the “Financing”) towards the cost of the Project pursuant to a legal agreement for the Project (the “Financing Agreement”).
3. As part of Project implementation, the Government has asked UNWTO, and UNWTO has agreed to provide the Technical Assistance as set forth in **Annex I** to this Agreement (“Technical Assistance”).

**NOW, THEREFORE**, the Parties agree as follows:

1. The Government intends to apply a portion of the proceeds of the Financing in the amount of **United States Dollars** ***[insert amount in words]*** (**US$** *[insert amount in figures]*) (the “Total Funding Ceiling”), to eligible payments under this Agreement. The Total Funding Ceiling is the Parties’ best estimate (as of the date of the signing of this Agreement) calculated on the basis of deliverables and the timeline agreed by the Parties in **Annex I**. A detailed calculation of the Total Funding Ceiling is provided in **Annex II**.
2. This Agreement is signed and executed in *[insert language]*, and all communications, notices, modifications and amendments related to this Agreement shall be made in writing and in the same language.

This Agreement becomes effective on the date of its last signature (the “Effective Date”) and will remain effective until *[insert the date which should not exceed 3 months prior to the Project’s closing date stated on the title page of this Agreement]* (the “Completion Date”), unless otherwise agreed by the Parties in writing. *All activities included in Annex I shall be operationally completed by the Completion Date and the financial closure completed no later than by [insert the date which cannot exceed the Financing Agreement closing date stated on the title page of this Agreement] thereafter.”*

1. The Government designates *[insert the name and title]* and UNWTO designates *[insert the name and title]* as their respective authorized representatives for the purpose of coordination of activities under this Agreement. The contact information for the authorized representatives is as follows:
2. Government representative: *[insert phone, e-mail and fax]*
3. UNWTO representative: *[insert phone, e-mail and fax]*
4. For Project coordination purposes, the Bank’s staff contact information is as follows:
5. Bank Task Team Leader: *[insert the name, phone and e-mail]*
6. This Agreement shall be interpreted in a manner that ensures it is consistent with the provisions of the 1947 Convention on the Privileges and Immunities of the Specialized Agencies of the United Nations and its Annex XVIII relating to UNWTO (the “Specialized Agencies Convention”), provided, however, that if [name of country] has not acceded to said Convention in respect of UNWTO, the Government agrees to apply to UNWTO the provisions of the 1946 Convention on the Privileges and Immunities of the United Nations (the “General Convention”).
7. Nothing contained in or relating to this Agreement shall be deemed a waiver, express or implied, of any of the privileges and immunities of UNWTO, under the Specialized Agencies Convention or General Convention, or otherwise.
8. The Government confirms that no official of UNWTO has received or will be offered by the Government any benefit arising from this Agreement. UNWTO confirms the same to the Government. The Parties agree that any breach of this provision is a breach of an essential term of this Agreement.
9. The following documents form an integral part of this Agreement:
10. General Conditions of Agreement;
11. Annexes:

Annex I: Description of Technical Assistance and Work Plan

Annex II: Total Funding Ceiling and Payment Schedule

Annex III: Reporting Requirements

Annex IV: Counterpart Staff, Services, Facilities and Property to Be Provided by the Government

Annex V: Costs of UNWTO Services

1. UNWTO’s payment details are as follows:

By bank wire transfer:

**UNWTO Reference:** [*Country*]-TA Agreement *[Contract Number]*

ACCOUNT NAME: WORLD TOURISM ORGANIZATION / VOLUNTARY CONTRIBUTIONS USD

CURRENCY USD

BANK NAME BANCO SABADELL, SA

BANK ADDRESS PASEO DE LA CASTELLANA 135, MADRID 28046. SPAIN

ACCOUNT NUMBER ES63 0081 0572 3900 7481 0397

SWIFT ADDRESS BSABESBB

**IN WITNESS WHEREOF**, the Parties hereto have executed this Agreement

|  |  |
| --- | --- |
| **THE GOVERNMENT OF *[\_\_\_\_\_\_ ]***  **By:** *[signature]*\_\_\_\_\_\_\_\_\_\_    **Name:** *[ ……….]*  **Title:** *[ ]*  **Date:** *[ date/month in words/year]* | **UNITED NATIONS WORLD TOURISM ORGANIZATION (UNWTO)**  **By:** *[signature]*\_\_\_\_\_\_\_\_\_\_\_\_\_  **Name**: *[\_\_\_\_\_]*  **Title**: *[ ]*  **Date**: *[date/month in words/year ]* |

**These General Conditions of Agreement shall not be modified**

**GENERAL CONDITIONS OF AGREEMENT**

##### DEFINITIONS

1. Unless expressly indicated otherwise, the following terms whenever used in this Agreement have the following meanings:
2. “Staff” means an individual who holds a letter of appointment with the UN Partner or is on loan to UN Partner by another UN organization or specialized agency under the terms of the *Inter-organization Agreement concerning Transfer, Secondment or Loan* *of Staff among the Organizations* applying the UN Common System of Salaries and Allowances;
3. “Consultant” means an individual other than a Staff who holds an individual service contract[[6]](#footnote-6) with the UN Partner or has concluded an “expert contract”[[7]](#footnote-7) with the UN Partner in accordance with the UN Partner’s regulations, rules, policies and procedures;
4. “Contractor” means a legal entity supplying goods or services to the UN Partner under a contract concluded in accordance with the UN Partner’s regulations, rules, policies and procedures;
5. “Day” means business day, unless otherwise stated;
6. “Direct Cost” means the actual cost of the UN Partner that can be directly traced to the activities and deliverables set forth in **Annex I**;
7. “Indirect Cost” means the costs incurred by the UN Partner as a function of and in support of the Technical Assistance, which cannot be traced unequivocally to the Technical Assistance. The rate applicable to this Agreement is stated in **Annex V**;
8. “Technical Assistance” means the advisory services and related activities to be carried out by the UN Partner pursuant to this Agreement and as described in **Annex I**.

**SCOPE AND GENERAL OBLIGATIONS OF THE PARTIES**

1. The UN Partner agrees to:

(a) provide the Technical Assistance within the scope and in accordance with the timetable and such level of input by the team of Staff, Consultants and Contractors (the “Work Plan”) as detailed in **Annex I**; and

(b) keep the Government informed on the progress towards achieving the required deliverables by timely submission of the progress reports in accordance with **Annex III** (the “Progress Reports”).

1. The Government agrees to:
2. make timely and complete payment to the UN Partner (either directly or by authorizing the Bank to pay on the Government’s behalf) of all amounts due under this Agreement and within the Total Funding Ceiling and in accordance with the payment schedule set out in **Annex II (“Total Funding Ceiling and Payment Schedule”)**; and
3. provide all required support to the UN Partner for the purpose of implementing the activities under this Agreement, including granting, obtaining or assisting with obtaining all permits, licenses, import approvals, and other official approvals related to any supplies, furnishing powers of attorney or authorizations to the UN Partner, and cooperating with the UN Partner in a timely and expeditious manner;
4. The Parties acknowledge the Government’s commitment to the successful implementation of this Agreement and to that end the Government will provide qualified staff and other required inputs as agreed by the Parties in **Annex IV**.
5. The Parties acknowledge that the Technical Assistance and/or the Work Plan may need to be adjusted, with the agreement of both Parties, during the course of the implementation of this Agreement.

**TOTAL FUNDING CEILING AND PAYMENTS**

1. Calculations of the Total Funding Ceiling are provided in **Annex II**. The Total Funding Ceiling includes Direct Costs and Indirect Costs of UN Partner explained in **Annex V**.
2. Cumulative payments to the UN Partner under this Agreement shall not exceed the Total Funding Ceiling unless it is revised through a written amendment to this Agreement. The UN Partner takes note that the Government’s disbursements under this Agreement are subject, in all respects, to the terms and conditions of the Financing Agreement and no party other than the Government shall derive any rights from the Financing Agreement or have any claim to the Financing proceeds.
3. The payments under this Agreement shall be made in accordance with the Payment Schedule**.**
4. The Government will make payments (either directly or by authorizing the Bank to pay on the Government’s behalf) to the UN Partner in accordance with the Payment Schedule. All payments will be made in United States dollars.
5. The UN Partner will administer the funds received under this Agreement in accordance with the UN Partner’s regulations, rules, policies and procedures. Any interest derived by the UN Partner from the funds received under this Agreement is dealt with in accordance with the UN Partner’s regulations, rules, policies and procedures.
6. The UN Partner will maintain a separate identifiable fund code (ledger account or “Account”) to which all UN Partner receipts and disbursements for the purposes of this Agreement will be recorded. The ledger account shall be subject exclusively to the UN Partner’s internal and external audit in accordance with the UN Partner’s financial regulations and rules. The Parties acknowledge that the UN Partner’s financial books and records are routinely audited in accordance with the internal and external auditing procedures laid down in the UN Partner’s financial regulations and rules, and that the external auditors of the UN Partner are appointed by and report to the UN Partner’s policymaking organ. Throughout the term of this Agreement, the UN Partner will ensure that its audited accounts and the External Auditors’ Report are posted on its website within ten (10) days of their becoming public documents by reason of being presented to the UN Partner’s policymaking organ.
7. In the event that the final certified financial report to be provided under **Annex III** (the “Final Certified Financial Report”) indicates a balance of funds in favor of the Government, the Government will consult with the Bank and provide relevant payment instructions to the UN Partner’s department of finance at headquarters to process the refund. The UN Partner shall transfer the refund within (30) calendar days of its receipt of the payment instructions.
8. The UN Partner shall not be required to commence or continue the provision of the Technical Assistance until the UN Partner has received the payments due in accordance with the Payment Schedule and it shall not be required to assume any liability in excess of such payments.

**STAFF, CONSULTANTS AND CONTRACTORS**

1. The UN Partner will put together a team of qualified Staff, Consultants and Contractors as required to carry out the Technical Assistance.
2. The Parties acknowledge that at the time of the signing of this Agreement, the UN Partner may not have been able to identify and/or contract Consultants and Contractors. In such case, the UN Partner will promptly provide names and Curriculum Vitae (CV) to the Government once they are contracted by the UN Partner.
3. The UN Partner shall remain fully responsible for the performance of the Technical Assistance by its assigned team. The hiring and contracting of any Staff, Consultant or Contractor by the UN Partner in connection with this Agreement shall be done according to the UN Partner’s regulations, rules, policies and procedures, and bearing in mind the considerations and requirements of the Bank that are listed below:
4. Prohibition of Conflicting Activities. Staff, Consultants and Contractors shall not engage, either directly or indirectly, in any business or professional activities which could conflict with the activities performed under their respective contract with UN Partner.
5. Disqualification from Related Contracts. During the term of this Agreement and after its termination, the Government will disqualify Staff, Consultants and Contractors and any party affiliated with any of them from providing goods, works or services (other than consulting services) resulting from, or closely related to, the activities under this Agreement, and shall not hire them for any assignment that, by its nature, may be in conflict with this Agreement.
6. Hiring Government Institutions or Government Officials. The UN Partner shall not hire any official or civil servant of the Government’s country or a Government institution or any Government-owned enterprise under this Agreement, unless it has been established by the Government to the Bank’s satisfaction that such hiring or contracting meets the Bank’s eligibility requirements under the applicable procurement rules.

1. ***Standard of Performance.*** The UN Partner will carry out its obligations under this Agreement with all due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices.
2. ***Removal and/or Replacement of Staff, Consultants, Contractors***. If, for any reason beyond the reasonable control of the UN Partner, it becomes necessary to substitute any member of the UN Partner’s team (including Staff, Consultants and Contractors) as included in **Annex I**, the UN Partner shall promptly replace, at its sole discretion, such member with another having the required or better qualifications. In such cases, the UN Partner will submit to the Government a copy of the proposed candidate’s CV . Without prejudice to the foregoing, the Government shall notify the UN Partner within twenty one (21) calendar days if there are reasonable concerns about the qualifications of the proposed candidate and the UN Partner shall make a good faith effort to take those concerns into account before proceeding with the replacement, which shall be within the timeframe in line with the implementation schedule of this Agreement, subject to the UN Partner’s regulations, rules, policies and procedures.
3. If the Government reasonably concludes that (i) any member of UN Partner’s team as included in **Annex I** has engaged in serious misconduct or (ii) the performance of any of the team members is unsatisfactory, then the Government shall promptly share the sufficiently detailed information with the UN Partner specifying the grounds, therefore. If, after receiving the Government’s written request, the UN Partner investigates the alleged misconduct or reviews the alleged unsatisfactory performance and concludes that the misconduct and/or the dissatisfaction with the performance of the team member justifies his/her replacement, the UN Partner will proceed with a replacement within the timeframe that is in line with the implementation schedule of this Agreement, subject to the UN Partner’s regulations, rules, policies and procedures. Without prejudice to the foregoing, should the misconduct or unsatisfactory performance regard any of the Consultants or Contractors of the team, the UN Partner shall notify the Government of its proposed replacement as set forth in clause 18 above.

**INTELLECTUAL PROPERTY AND PROPRIETARY RIGHTS**

1. Each Party shall retain full and sole ownership of its preexisting copyright, patent rights and other proprietary rights. All copyright, patent rights and other proprietary rights in plans, drawings, specifications, designs, reports, other documents and discoveries developed or prepared by the UN Partner under this Agreement shall belong to the UN Partner. The UN Partner herewith grants to the Government a perpetual, non-revocable, royalty-free, transferable (including the right to sub-license), for non-commercial purposes fully paid-up, non-exclusive license to copy, distribute and use any such copyright, patent rights and other proprietary rights.

**MATERIALS AND EQUIPMENT**

1. The purchase by the UN Partner of any supplies and equipment that are necessary for the UN Partner’s team to provide the Technical Assistance and using the funds provided by the Government under this Agreement will be done according to the UN Partner’s regulations, rules, policies and procedures. The cost of such supplies and equipment shall not exceed twenty-five (25) percent of the Total Funding Ceiling. Any increase above twenty-five (25) percent shall be subject to prior approval of the Bank, to be obtained by the Government.
2. When relevant, the Parties shall agree on the timing and modality of the ownership and warranties transfer of any equipment at the completion of this Agreement. Any equipment made available to the UN Partner by the Government during this Agreement shall remain the property of the Government.

**INSURANCE**

1. The Parties note that the UN Partner, unless it is self-insured, will ensure that appropriate insurance coverage is maintained in accordance with its regulations, rules, policies and procedures. Without prejudice to the foregoing, throughout the execution of this Agreement the UN Partner shall:

(a) ensure that appropriate insurance coverage with respect to third-party motor vehicle liability insurance is maintained, if applicable, purchased in whole or in part with funds provided under this Agreement;

(b) ensure that appropriate cargo insurance against loss of or damage to Supplies and Equipment is maintained, if applicable, purchased in whole or in part with funds provided under this Agreement until transferred to the Government;

(c) with regard to Staff, maintain appropriate health insurance scheme, whether such scheme is offered by the UN Partner or otherwise; provide for compensation in respect of injury, sickness or death while performing official duties of the UN Partner; and maintain malicious acts insurance;

(d) with regard to Consultants, the UN Partner will ensure that Consultants are enrolled in an appropriate health insurance scheme or require in their contracts with the Consultants that they carry their own insurance with respect to injury, sickness or death while performing services on behalf of the UN Partner, as well as that they maintain malicious acts insurance.

1. The cost of insurance is deemed included in the Total Funding Ceiling.

**REPORTING**

1. The UN Partner will keep accurate accounts and records in respect of the funds made available under this Agreement, in accordance with the UN Partner’s financial regulations and rules and in such form and detail as will clearly identify all relevant charges and costs for corresponding deliverables.
2. The UN Partner will provide written Progress Reports to assist the Government in monitoring implementation progress towards provision of the Technical Assistance, and the remaining balance under the Total Funding Ceiling. The frequency of the reporting and the reporting template are set out in **Annex III**.
3. Upon request from the Government and, following consultations between the UN Partner and the Government, the UN Partner may, subject to the UN single audit principle, furnish supplemental information or documentation to provide additional details.

**Force Majeure**

1. Either Party prevented by force majeure from fulfilling its obligations shall not be deemed in breach of such obligations. The said Party shall use all reasonable efforts to mitigate the consequences of force majeure. At the same time, the Parties shall consult with each other on modalities of further execution of the Agreement. Force majeure as used in this Agreement is defined as natural catastrophes such as but not limited to earthquakes, floods, cyclonic or volcanic activity; war (whether declared or not), invasion, act of foreign enemies, rebellion, terrorism, revolution, insurrection, military or usurped power, civil war, riot, commotion, disorder; ionizing radiation or contaminations by radio-activity; and other acts of a similar nature or force.

**Fraud and Corruption Prevention**

1. In the event that the Government, the UN Partner, or the Bank becomes aware of information that indicates the need for further scrutiny of the implementation of the Technical Assistance or use of the funds provided by the Government pursuant to this Agreement (including non-frivolous allegations that indicate the possibility that corrupt, fraudulent, coercive or collusive practices may have occurred), the entity that has become aware of such information will promptly notify the other two.
2. In such case, this information will be brought promptly to the attention of the appropriate official or officials at the Government, the UN Partner, and the Bank.
3. After consultation with the Government and the Bank, the UN Partner will take timely and appropriate action in accordance with its regulations, rules, policies and procedures, to investigate this information. The Parties agree and acknowledge that the UN Partner shall have no authority to investigate information relating to possible corrupt, fraudulent, coercive or collusive practices by Government officials or by officials or consultants of the Bank.
4. To the extent that such an investigation confirms corrupt, fraudulent, collusive or coercive practices have occurred, the UN Partner will take timely and appropriate action in response to the findings of such an investigation, in accordance with its accountability and oversight framework, including regulations, rules, policies and procedures.
5. For the purposes of this Agreement, the following definitions shall apply:

(i) “corrupt practice” is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;

(ii) “fraudulent practice” is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;

(iii) “collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;

(iv) “coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party.

1. In the event that the Government or the Bank reasonably believes that the UN Partner has not complied with the requirements of this section , the Government or the Bank may request direct consultations at a senior level between the Bank, the Government and the UN Partner in order to obtain assurances, in a manner consistent with the UN Partner’s oversight and accountability framework and respecting appropriate confidentiality, that the UN Partner’s oversight and accountability mechanisms have been or will be fully applied. Such direct consultations may result in an understanding between the Government, the Bank, and the UN Partner, on any further actions to be taken and the timeframe for such actions. The Parties take note of the relevant provisions on external audit in the regulations, rules, policies and proceduresof the UN Partner.
2. The Parties agree and acknowledge that nothing in this section shall be deemed to waive or otherwise limit any right or authority of the Bank or any other entity of the World Bank Group under the Financing Agreement or otherwise, to investigate allegations or other information relating to possible corrupt, fraudulent, coercive, collusive or obstructive practices by any third party, or to sanction or take remedial action against any such party which the World Bank Group has determined to have engaged in such practices; provided however that in this section, “third party” does not include the UN Partner. To the extent consistent with the UN Partner’s oversight framework and established procedures, and if requested by the Bank, the UN Partner shall cooperate with the Bank or such other entity in the conduct of such investigations.

**Settlement of Disputes between the Parties**

1. This Agreement shall be governed by general principles of international law, which shall be deemed to include the UNIDROIT General Principles of International Commercial Contracts (2016). Any dispute, controversy or claim arising out of or relating to this Agreement, if not settled by negotiation or other agreed mode of settlement, shall be submitted to arbitration at the request of either Party and in accordance with UNCITRAL arbitration rules. Each Party shall appoint one arbitrator, and the two arbitrators so appointed shall appoint a third, who shall be the chairperson. If within thirty days of the request for arbitration either Party has not appointed an arbitrator or if within fifteen days of the appointment of two arbitrators the third arbitrator has not been appointed, either Party may request the President of the International Court of Justice to appoint an arbitrator. The procedure of the arbitration, to the extent not set out by UNCITRAL arbitration rules, shall be fixed by the arbitrators, and the expenses of the arbitration shall be borne by the Parties as assessed by the arbitrators. The location of the arbitration shall also be determined by the arbitrators. The arbitral award shall contain a statement of the reasons on which it is based and shall be accepted by the Parties as the final adjudication of the dispute.

**Early Termination**

1. This Agreement may be terminated prior to the Completion Date (“Early Termination”) by either Party upon thirty (30) calendar days’ written notice to the other in the following circumstances:
2. The UN Partner is unable to perform a material portion of the Agreement for a period of sixty (60) calendar days as the result of force majeure; or if the UN Partner determines that under the prevailing circumstances related to the worsened security situation in the country it can no longer implement the activities under the Agreement;
3. The UN Partner does not receive payment of the full amount set forth in the payment request submitted in accordance with **Annex II** and that is not disputed by the Government, within thirty (30) calendar days of the date of such payment request;
4. Either Party is in material breach of any of its material obligations under this Agreement and has not remedied the same within sixty (60) calendar days (or such longer period as the other Party may have subsequently agreed to in writing) following the receipt of the notice specifying such breach.
5. Upon receipt by one Party of the other Party’s written notice of termination of this Agreement, the Parties shall agree on the exit strategy to minimize any negative impact that can arise from an Early Termination of this Agreement and take all reasonable and necessary measures to complete as much of the activities as possible. In the case of Early Termination, the Parties shall agree on the deadline for the UN Partner to submit the last Progress Report and the Final Certified Financial Report, and to settle any outstanding payments.
6. The obligations assumed by the Parties under this Agreement will survive Early Termination or completion to the extent necessary to permit an orderly conclusion of all activities and settlement of accounts between the Parties. Upon receipt by one Party of the other Party’s written notice of Early Termination of this Agreement, the Parties shall agree on the exit strategy to minimize any negative impact that can arise from an Early Termination of this Agreement and take all reasonable and necessary measures to complete as much of the activities as possible. In the case of Early Termination, the Parties shall agree on the deadline for to submit the final Progress Report and the Final Certified Financial Report and settle any outstanding payments by not later than the Financing Agreement Closing Date.”

**MISCELLANEOUS**

1. ***Records Keeping.*** The UN Partner shall retain all records (contracts, reports, invoices, bills, receipts and other documentation) relating to this Agreement in accordance with the UN Partner’s documents retention policy.
2. ***Relationship between the Parties.*** Nothing contained in this Agreement will be construed as establishing a relation of principal and agent between the Government and the UN Partner. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein.
3. ***Headings.*** The headings contained in this Agreement are for reference purposes only, and will not limit, alter or affect the meaning or interpretation of this Agreement.
4. ***Notices.*** Notices will be deemed “received” as follows:
5. in the case of personal delivery, on delivery as per date of the written acknowledgement;
6. in the case of registered mail, fourteen (14) days after being sent;
7. in the case of facsimiles, forty-eight (48) hours following confirmed transmission.
8. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent to such Party at the address specified in the Form of Agreement.
9. ***Modifications.*** Modifications to this Agreement may be done for immaterial revisions or clarifications through a written exchange of correspondence between the Parties.
10. ***Amendments.*** Any substantial revisions regarding (a) the key deliverables (outputs) as set forth in **Annex I**, or (b) extension of the Completion Date or Early Termination, or (c) the Total Funding Ceiling, may be done only by a signed written amendment by the Parties.

ANNEX I

DESCRIPTION OF THE TECHNICAL ASSISTANCE AND WORK PLAN

*Notes: This Annex shall be based on the proposal, including the detailed costing, prepared by the UN Partner for the Government to facilitate the Parties’ discussion regarding entering into this Agreement.*

*Description of the Technical Assistance shall include the following:*

I. Objectives and Expected Outputs of the Technical Assistance

II. Agreed Activities and Deliverables to Achieve the Outputs

*Deliverable 1: [insert description]*

*Activity1.1* *[Description of main activities (or tasks) to be carried out by the UN Partner, i.e. content and duration, phasing and interrelations, milestones, and location of performance]*

*Activity 1.2*

*[Note: Reporting requirements for the activities described in this Annex I shall be included in Annex III]*

III. Work Plan and Timeline

*[Shall be consistent with the technical approach and methodology described above]*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **N°** | **Activity** | **Months** | | | | | |
| **1** | **2** | **3** | **4** | **…..n** | **Financial Completion** |
| 1 | Deliverable 1. Mobilization of the team (Inception Report, if applicable) |  |  |  |  |  | - |
| 1.1 |  |  |  |  |  | - |  |
| 1.2 | Activity 2 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 2. | Deliverable 2 |  |  |  |  |  |  |
| 2.1 | Activity 1 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| n | Progress Reports (per Annex III frequency) |  |  |  |  | Final |  |
| n | Final Certified Financial Report |  |  |  |  |  | Final |

IV. UN Partner Team

1. **Titles, time input and period of engagement**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | **Time input (in the form of a bar chart by month)** | | | | | | **Total Input (in months)** | | |
| **N°** | **Name and Functional Title[[8]](#footnote-8)** | **Area of Expertise** | **Activity/ Position Assigned** | **1** | **2** | **3** | **4** | **5** | **6** | **Home** | **Field** | **total** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

1. Brief description of each position listed in the table above
2. The CVs of Staff, Consultants or, as applicable, Contractor’s personnel *[or key qualification requirements for those who are not yet selected at the time of this Agreement signing]* shall be provided.

ANNEX II

TOTAL FUNDING CEILING AND PAYMENT SCHEDULE

I. Total Funding Ceiling

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Deliverables** | **Inputs/Activities** | **Estimates (US$)** | | **Notes** |
|  |  | *[for Agreements over 12 months, insert annual breakdown]* | **Total** |  |
| 1. Deliverable I | 1.1  1.2  1.3  1.4 |  |  |  |
| 2. Deliverable II | 2.1  2.2  2.3 |  |  |  |
| 3. Deliverable III | 3.1 |  |  |  |
|  |  |  |  |  |
| Sub-Total |  |  |  |  |
| Indirect Cost (%) |  |  |  |  |
| **Total Funding Ceiling** |  |  |  |  |
|  |  |  |  |  |

Notes:

1. All lump sum amounts and totals in this table are based on the detailed estimates, including quantities and units of measurement, that are discussed and agreed with the Government and the Bank prior to the signing of the Agreement.
2. 1% UN Coordination levy does not apply to this Agreement.
3. Under this Agreement, there can be no transfers to Government organizations.
4. The UN Partner shall indicate if implementation of any part of this Agreement is sub-contracted or outsourced to any entity outside of the UN partner: “Yes/No”. [If Yes, the UN Partner to provide the details] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Following the declaration by the World Health Organization (WHO) of coronavirus COVID-19 as a public health emergency of international concern, where UN Partner personnel or its Staff, Consultants, and Contractors is required to be deployed to carry out missions under this Agreement, any COVID-19 related expenses incurred as a result of such deployment shall be eligible for financing under the Agreement. Such expenses shall include, but not be limited to, expenses related to quarantine requirements or mandatory COVID-19 testing / certificates

II. PAYMENT SCHEDULE

*[insert payment schedule agreed by the Parties for the specific Agreement]*

*[Instruction to users:*

*1. For Agreements of short duration (for example, less than 12 months), the payment of the Total Funding Ceiling can be made in one lumpsum payment upon signing, if the signed Agreement includes a complete and agreed Work Plan and the UN partner’s Team is assigned and is ready to be mobilized.*

*2. For Agreements of longer than 12 months duration normally the following payment schedule is used (for exceptions, please seek advice from unagencies@worldbank.org):]*

1st payment – [US$.......] *[normally up to 20% of the Total Funding Ceiling upon signing, if Annex I (detailed list of activities and/or Annex II (Work Plan with the breakdown of budget by deliverables and activities) are not prepared in detail at the time of signature and are expected to be submitted in the Inception Report. If both Annex I and Annex II are sufficiently detailed, the budget estimate shown in Annex II for the first reporting period can be used as the first lump sum payment];* and

Subsequent payments for deliverables set up in Annex I *shall be based on the refined budget estimates for the next reporting period of Table I in Annex II minus any outstanding balances from the previous payments.*

All payments are made on the basis of the UN Partner’s invoice (payment request) to the Government with a copy to the Bank.

*3. Any advance payments will be deducted from the last payment.*

*4. All payments, reconciliations and refunds under this Agreement shall be made within the validity period of the Financing Agreement. Under no circumstances can payments be made after the Financing Agreement closing date.*

III. Instructions for authorizing electronic payments

1. The Director of Administration and Finance of the UN Partner has authorized the following staff of the UN Partner to submit electronic payment requests (disbursement requests):

|  |  |
| --- | --- |
| **Authorised Staff 1**  **Name**:[*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*]  **Title**:[*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*]  **Date**:[*date/month (in words)/year*] | **Authorized Staff 2**  **Name**: [*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*]  **Title**: [*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*]  **Date**: [*date/month (in words)/year*] |

1. *For Government users:*
2. *Upon signing this Agreement, the Government will submit to the Bank an application for issuance of a UN commitment, bearing the names of the two staff of the UN Partner who are authorized to submit payment requests through the Bank’s online disbursements system (“Client Connection”). The application shall include the same amount of the Total Funding Ceiling as stated in Annex II of this Agreement.*
3. *When preparing the application for issuance of a UN Commitment, the Government shall ensure that:*
   * *the UN Partner’s bank account and payment details provided in Client Connection match the payment instructions and details included in this Agreement.*
   * *The names and details of the two authorized UN Partner’s staff (stated in the authorization signature box above) are the same as in the application for a UN commitment.*
4. *The UN Commitment issuance application shall be submitted by the authorized government signatories for the Project, through Client Connection that is already established for the Project in accordance with the standard Disbursement Guidelines, and the Disbursement and Financial Information Letter to the Government. The Bank will then send a UN Commitment letter to the authorized staff of the UN Partner, specifying the terms and conditions of the issued UN commitment.*

***(c ) For the UN Partner users:***

1. *The Bank will process the request for issuing the UN commitment submitted by the Government after conducting regular due diligence, which includes the Bank’s Task Team Leader clearance.*
2. *Once the UN Commitment issuance request is approved by the Bank, the designated staff of the UN Partner will receive a notification of registration in Client Connection and specific instructions on how to access the system. The designated staff would then be able to log in to the Client Connection, submit payment requests and upload any documents required in Annex IV of this Agreement (e.g., progress and/or financial reports). The Bank’s Client Connection system is secured by two-factor authentication using a password and a PIN.*
3. *Upon receipt of the payment request, the Bank will conduct its regular due diligence, which includes clearance by the TTL, and will process the payment to the UN Partner’s bank account.*
4. *Upon completion of the Agreement, the UN Partner will upload the final financial statement through the Client Connection system for the Bank to reconcile the accounts and close the UN Commitment not later than by the Financing Agreement Closing Date.*

ANNEX III

REPORTING REQUIREMENTS

The UN Partner shall submit the following reports for the Deliverables agreed in Annex I with a copy to the Bank:

1. If the Inception Report is used, include:
2. Any information missing in Annex I at the time of Agreement signing and detail mobilization arrangements, complete description of activities required for the key deliverables, complete Work Plan to ensure timely start-up and on-time completion of the implementation of this Agreement.
3. The names and CVs of those Consultants and, as applicable, Contractor’s personnel, who were not selected or contracted at the time of the signing (and whose positions were listed in Annex I) and who shall be mobilized within the first reporting period months; and
4. The Payment Request that is based on the Payment Schedule of Annex II.
5. Progress Reports(s)

(a) Each report submitted on a *[insert frequency of reports ]* basis shall include: (i) a narrative and financial summary of the status of activities to demonstrate the progress towards the agreed deliverables and the linkage between the payments made under this Agreement and deliverables set out in **Annex I**; (ii) an interim financial report on the use of funds, and if relevant (iii) the Payment Request for the next installment signed by an authorized staff of the UN Partner in charge of the Technical Assistance (or processed through the Client Connection when relevant) ;

(b) The final Progress Report upon Completion or Early Termination shall include a consolidated financial summary on the use of funds for deliverables set forth in **Annex I**,

*Important Note to the UN Partner’s Staff:*

*The narrative of the Progress Report should include a section that reconciles the budget shown in the Total Funding Ceiling (Annex II) with the utilization of funds as follows:*

1. *Reconciliation of total amount received by the UN Partner during the reporting period, amount spent and the balance remaining alongside with the total financial commitments on a cumulative basis.*
2. *Highlights of expenditures related to each deliverable (in narrative form), linking them with the specific activities;*
3. *Technical progress against utilization of funds (budget versus actual) and identification of adjustments, including potential bottlenecks and specific needs for reallocation of funds within or across categories.*

*The interim financial report should be aligned [with the outputs and activities defined in Annex I] to this Agreement.*

Thefinal Progress Report shall include a financial report signed by an authorized official of theUN Partner:

“We hereby confirm to the best of our knowledge and based on the available records that the above amounts have been paid for the proper execution of the Agreement and in accordance with the terms and conditions thereof. We confirm that the share of supplies and equipment has not exceeded the share (percentage) approved for this Agreement. All documentation authenticating these expenditures has been retained by the UN Partner in accordance with its document retention policy and will be available to the UN Partner’s External Auditors for examination in the course of the audit of the UN Partner’s Financial Statement.

Signed by:

Name and Title: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. **Final Financial Report**

1. Upon Completion or Early Termination, the UN Partner will also provide the Final Financial Report issued by the UN Partner, signed by an authorized official of the UN Partner. The Parties shall plan accordingly in the Work Plan (**Annex I**) to ensure that the Final Financial Report is submitted prior to the Financing Agreement Closing Date.
2. The Final Financial Report shall present the use of funds for deliverables set forth in Annex I, offset by any paid advances, and any uncommitted balances to be refunded. The Government will consult with the Bank and will provide the UN Partner with the payment instructions.
3. All financial reports shall be expressed in United States dollars. The UN Operational Rate of Exchange shall be used for converting expenditures made by the UN Partner in other currencies to implement activities under this Agreement.

4. **Financial Report Format**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Country of implementation:** | | | |  |  |  |  |  |  |  |
| **Year:** | |  |  |  |  |  |  |  |  |  |
| **Project number:** | | |  |  |  |  |  |  |  |  |
| **Project title:** | |  |  |  |  |  |  |  |  |  |
|  |  |  |  | **Timeframe** |  | **Donor** | **Implementing Partner** | **Planned Budget** |  |  |
| **Expected Outputs** | | **Key Activities** | | **Start** | **End** | **Budget Description** | **Man/ month** | **(currency) Amount** |
| 1 | (Description output 1) | 1 | (Description activity 1) | dd/mm/yyyy | dd/mm/yyyy | Donor A |  | Personnel costs |  |  |
|  |  | Donor B |  | Supplies, commodities and material |  |  |
|  |  | Donor C |  | Equipment, vehicles and furniture |  |  |
|  |  |  |  | Contractual services |  |  |
|  |  |  | Imp. Partner A | Travel |  |  |
|  |  |  | Imp. Partner B | Transfers and grants to counterparts |  |  |
|  |  |  | Imp. Partner C | General operating and other direct costs |  |  |
|  | 2 | (Description activity 2) | dd/mm/yyyy | dd/mm/yyyy |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  | **Sub total** | |  |  |  |  |  |  | 0,00 |
| 2 | (Description output 2) | 1 | (Description activity 1) | dd/mm/yyyy | dd/mm/yyyy |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | 2 | (Description activity 2) | dd/mm/yyyy | dd/mm/yyyy |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  | **Sub total** | |  |  |  |  |  |  | **0,00** |
| **Total direct costs** | | | |  |  |  |  |  |  | **0,00** |
| **Indirect support cost** | | | |  |  |  |  |  |  | **0,00** |
| **TOTAL** | |  |  |  |  |  |  |  |  | **0,00** |

ANNEX IV

Counterpart Staff, Services, Facilities and Property to Be Provided by the Government

The Parties agree that the Government commits to provide, at its own expense and at no cost to the UN Partner, the following inputs and information to facilitate successful implementation of this Agreement:

1. Government Staff (qualified experts to work with the UN Partner’s team): *[include the list of names, titles, brief qualifications. Indicate “n/a” if none are provided]*
2. Surveys and Technical Inputs *[for example, surveys, drawings, files, maps, software, etc., or insert “n/a” if none are provided]*
3. Services *[for example, office cleaning, utilities, communication, etc. , or insert “n/a” if none are provided]*
4. Facilities *[for example, office space, meeting and conference rooms, etc., or insert “n/a” if none are provided]*
5. Property *[for example, office or computer equipment, materials, vehicles, etc.,* *or insert “n/a” if none are provided]*
6. Travel advice on any restrictions or exceptional travel requirements for the country *[for example, information on travel measures and restrictions in the country prior to the commencement of the UN Partner’s mission travel, information on any changes in such measures throughout the full duration of the mission, etc.* *or insert “n/a” if none are provided]*
7. *[Other – insert any other inputs by the Government that do not fall under any of the above categories but are required for successful implementation of the Technical Assistance]*

*The extent and timing of provision of counterpart staff and of facilities should be agreed upon and included in this Annex.*

ANNEX V

COSTS OF UNWTO SERVICES

1. Full cost comprises Direct Cost and Indirect Cost.

2. Direct Cost calculations are shown as line items in the Total Funding Ceiling calculations in Annex II.

3. The Indirect Cost rate is established at 7%[[9]](#footnote-9).

4. 1% Coordination UN levy does not apply to this Agreement.

1. References in this Agreement to the “World Bank” or “Bank” include both the International Bank for Reconstruction and Development (IBRD) and the International Development Association (IDA). [↑](#footnote-ref-1)
2. *[Note to Users: “Project Name” refers to the project title as stated in the legal agreement (Financing Agreement) between the World Bank and the Government. It should not be confused with the name of the UN Agency’s project or program financed from other sources* [↑](#footnote-ref-2)
3. *[Note to Users: “Project Closing Date” is stated in the Financing Agreement between the Bank and the Government.]*. [↑](#footnote-ref-3)
4. *[Note to Users: “Financing Agreement” is a legal agreement between the World Bank and the Government. Project Closing Date and Financing Agreement Closing Date are to be filled in by the Government.]* [↑](#footnote-ref-4)
5. References in this Agreement to the “World Bank” or “Bank” include both the International Bank for Reconstruction and Development (IBRD) and the International Development Association (IDA). [↑](#footnote-ref-5)
6. “Service Contract” means an individual hired by the UN Partner to provide administrative support services or specialist support, on a temporary and non-permanent basis. [↑](#footnote-ref-6)
7. “Expert Contract” means an individual hired to provide expertise, skills or knowledge for the performance of a specific task or piece of work, on a temporary and non-permanent basis, against the payment of an all-inclusive fee. [↑](#footnote-ref-7)
8. For Staff, Consultants or, as applicable, Contractor’s personnel whom the UN Partner can select only after the Agreement has been signed, position titles, brief summary describing each position and key qualification requirements will be included in this Annex. The UN Partner will provide the Government with the names of those Staff, Consultants or, as applicable, Contractor’s personnel promptly after they are selected/contracted by the UN Partner. [↑](#footnote-ref-8)
9. The rate may be updated annually or as needed based on discussions between the World Bank and UNWTO and consistent with the UN Partner’s financial rules [↑](#footnote-ref-9)