|  |
| --- |
| Note to UNICEF user: How this form should be used   1. This Small-Scale Funding Agreement (“SSFA”) is used to provide cash transfers to a civil society organisation (“CSO”) for activities within a UNICEF country programme that build the CSO’s capacity to be an effective implementing partner of UNICEF’s for this country programme cycle; Government counterparts and other CSOs could also participate in those activities. It should be read in conjunction with FRG/PROCEDURE/2019/001 UNICEF Procedure For Country And Regional Office Transfer Of Resources To Civil Society Organizations. 2. This form can be used when the total cash transfers to the CSO in question, from all sections and units in the UNICEF country office, are to be equal to or less than USD 50,000 for the year. For humanitarian response, this form can also be used to transfer up to 3 months of supplies for immediate distribution for the affected population to meet UNICEF’s Core Commitment to Children. 3. The UNICEF user must fill in all blanks contained in this form (square brackets, “[…]”) prior to providing a copy of the draft form to the CSO. 4. The SSFA consists of three parts: (1) the model form; (2) the General Terms and Conditions for Small-Scale Funding Agreements; and (3) the Terms of Reference. Changes to the text of the model form may be made solely with the written approval of the Field Results Group (FRG), NYHQ. FRG will consult as necessary with the Comptroller, Director Supply Division, and the Legal Adviser OED. Absolutely no changes, deletions or revisions may be made to the General Terms and Conditions. 5. Two original copies of the SSFA are to be signed. One copy is retained by UNICEF and one by the CSO. All signed SSFA are maintained in a central location (usually the Secretary of the Partnership Review Committee) with scanned copies available to all staff in the offices shared drives. 6. All grey information boxes must be deleted prior to signing. 7. For countries where eTools is mandatory, the recorded and managed in Partnership Management Portal (PMP) upon signature by both parties. |

*(This page is kept blank intentionally to facilitate back to back printing.)*

SSFA Reference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**UNICEF Country/Regional Office Letterhead**

*Note: Use the snipping tool to copy paste the office letterhead in this field.*

[Date]

[Name of authorized officer]

[Title]

[Email address]

[Name of organization]

[CO – city]

[CO – country]

Re: [Name of collaboration with organization]

Dear [ ]:

1. I am writing on behalf of the United Nations Children’s Fund (“UNICEF”) to confirm UNICEF’s agreement to make available cash assistance to [long-form name of organisation] ([“Organisation”]) in an amount not exceeding [amount in words] [currency in words] ([currency amount in figures]) and supplies as outlined in the Terms of Reference (the “Resources”). The Resources are to strengthen the Organisation’s capacity to implement the activity (the “Activity”) detailed in the Terms of Reference attached to this letter agreement as Annex I. The Resources are governed by this letter agreement, the Terms of Reference attached as Annex I, and the General Conditions that are found on the public internet at <https://www.unicef.org/about/partnerships/files/SSFA_Terms_n_Conditions.docx> (hereinafter “Small-Scale Funding Agreement” or “SSFA”).
2. Transfer of Resources. UNICEF will transfer the amount of the cash assistance as soon as possible after it receives a copy of this SSFA signed by both Parties and the FACE form as per terms agreed in the Terms of Reference. The Implementing Partner understands that the amount of the cash assistance will not be increased by UNICEF under any circumstances, including in cases of currency fluctuations or price increase. UNICEF will transfer the cash assistance to Organisation by cheque or wire transfer to the following bank account:

Bank name:

Bank address:

Account title:

Account No.:

Account Currency:

Routing No.:

Bank contact person:

1. Subject to availability, UNICEF will transfer any supplies as outlined in the Terms of Reference. The Implementing Partner will become owner of the supplies when it receives them. If UNICEF agrees to store the supplies for the Implementing Partner or hold them on the Partner’s behalf, the Implementing Partner will become owner of those supplies as agreed between UNICEF and the Implementing Partner. Exceptionally, UNICEF may decide in writing that UNICEF shall remain the owner of the supplies transferred to the Implementing Partner.
2. Implementation and Monitoring of the Activity. Implementing Partner will implement the Activity in conformity with the terms of this SSFA, in particular, Implementing Partner will: (a) display the highest standard of conduct in ensuring that the core values of the United Nations, the Conventions on the Rights of the Child, Elimination of All Forms of Discrimination Against Women and Rights of Persons with Disabilities are respected; (b) undertake the Activity in accordance with the budget, schedule and other details set out in the Terms of Reference; (c) make any designated contribution listed in the Terms of Reference; (d) undertake the Activity with diligence and efficiency; (e) procure any goods or services using the Funding with due consideration to “best value for money” and in agreement with UNICEF; (f) exercise the highest standard of care when administering the Resources. UNICEF will monitor the implementation of the Activity, in accordance with UNICEF’s standard procedures for monitoring and evaluating activities it funds. Implementing Partner will provide full cooperation to UNICEF for such monitoring and evaluation and will require to its employees and personnel to fully cooperate with UNICEF in connection with such monitoring and evaluation.
3. Managing the Resources. Implementing Partner will maintain clear, accurate, complete and up-to-date books and records showing the funds received from UNICEF under this SSFA, as well as disbursements made by the Implementing Partner, including any unspent balance. Implementing Partner will cooperate with UNICEF with any review of the way the cash assistance was administered and spent and how supplies were stored and utilized, and will require its employees and personnel to fully cooperate with UNICEF with such a review.
4. Reports; Returning Unspent Balance. Implementing Partner will provide UNICEF with reports, and frequency of such reporting will be done, in accordance with the requirements in the Terms of Reference. Implementing Partner will return to UNICEF any unspent balance of the cash assistance at the expiration or early termination of this SSFA.
5. Other Matters. This SSFA becomes effective when UNICEF receives a copy duly signed by both Parties. It will be valid until the end date detailed in Annex I. If the Parties have disagreements about the project or the implementation of this SSFA, they will use their best efforts to settle those disagreements amicably. If a disagreement cannot be settled amicably it will be decided finally by the UNICEF respective Regional Director and the Organisation will respect and implement that decision. UNICEF’s privileges and immunities are not waived.

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| *Note to UNICEF user: Replace with “Deputy Executive Director Field Results Group” in UNICEF New York Headquarters in case the form is used by Regional Office* |

1. Please confirm your agreement with the foregoing, on behalf of Organisation, by signing, dating, and returning to us the enclosed copy of this Letter Agreement.

Very truly yours,

United Nations Children’s Fund

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

[name]

[title]

AGREED ON BEHALF OF [The Implementing Partner]:

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

[name]

[title]

SSFA Reference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Annex-1

Terms of Reference

SSFA Reference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Start date:** |  | | | **End date:** | |  | |
| **Title and purpose of the partnership** | | | | | | | |
| **Title of the collaboration:** [10 to 15 words]  **Brief description of the collaboration:** [1 to 3 paragraphs] | | | | | | | |
| **Expected results** | | | | | | | |
| ***Country Programme Output:***  Corresponding result from country programme | | | ***Country Programme Indicator:***  Corresponding indicator from country programme | | | | |
| *[*Brief description of expected results. (ex: xx,xxx affected people will have access to sufficient quantity of safe drinking water during x months until the situation stabilize ; yy,yyy families are equipped with basic hygiene items for the period of x months ; etc …)] | | | | | | | |
| ***Specific Implementation Arrangements or Conditions*** | | | | | | | |
| [This is optional, enter “Not Applicable” if not relevant. Specify any additional conditions or considerations of the collaboration with the partner. List any attached documents that specify additional considerations for the collaboration] | | | | | | | |
| **Budget** | | | | | | | |
| Name/description of activity | | | | | | | UNICEF cash contribution *[currency]* |
| Activity 1.1 | | | | | | | 0 |
|  | | | | | | |  |
| Total cash contribution | | | | | | |  |
| **Additional resources contributed by UNICEF** | | | | | | | |
| Supplies | | | | | Units | | Total valuein *[currency]* |
| Supply Item 1 | | | | | 0 | | 0 |
|  | | | | |  | |  |
| Other inputs | | | | | | | |
| [Specify any other inputs from UNICEF, such as technical assistance] | | | | | | | |
| **Contribution of the partner** | | | | | | | |
| [A partner contribution is not required for SSFAs. However, if the partner is making a contribution (cash or in-kind) then it should be noted] | | | | | | | |
| **Monitoring and Reporting** | | | | | | | |
| FACE form | | [specify dates or frequency] | | | | | |
| Performance reporting | | [If required, specify dates or frequency and content of the **brief** report] | | | | | |
| Other reporting, if applicable | | [Any other reporting and/or monitoring requirements. Ex. reference to any third-party monitoring that may be planned or pictures of intervention required etc…] | | | | | |
| Partner focal point | | [Name, title, e-mail] | | | | | |
| UNICEF focal point | | [Name, title, e-mail] | | | | | |