

**STANDARD MEMORANDUM OF UNDERSTANDING (MOU) FOR
MULTI-DONOR TRUST FUNDS AND JOINT PROGRAMMES¹
USING PASS-THROUGH FUND MANAGEMENT²**

¹ This instrument will also be used for 'Delivering as One'/'One UN' Funds

² This Standard Administrative Arrangement has been agreed upon by the members of the United Nations Development Group (UNDG). Any substantial 'substantial' would imply changes that are linked to the legal relationships described in the Standard Administrative Arrangement, the governance mechanisms, reporting arrangements or equivalent) modification to the Standard Administrative Arrangement requires the prior written agreement of the Participating UN Organizations and Administrative Agent of the particular MDTF, and needs be cleared by the UMDG Advisory Group through the UN Development Operations Coordination Office (DOCO).

Memorandum of Understanding

between
Participating UN Organizations³ (UN Women and UNICEF),
and
UNFPA

regarding the Operational Aspects of a

Hemayati: Promoting women and girls health and well being - phase 2 in Jordan

WHEREAS, the Participating United Nations Organizations (UN Women and UNICEF) signing this Memorandum of Understanding (hereinafter referred to collectively as the "Participating UN Organizations") have developed a Joint Programme Hemayati: Promoting women and girls health and well being - phase 2 in Jordan starting on September 1, 2014 and ending on August 31, 2016 (hereinafter referred to as the "Fund/Programme"), as may be amended from time to time, as part of their respective development cooperation with the Government of Jordan (if applicable), as more fully referred to as the "TOR/Joint Programme Document"⁴, a copy of which is attached hereto as ANNEX A, and have agreed to establish a coordination mechanism⁵ (hereinafter referred to as the "Steering Committee")⁶ to facilitate the effective and efficient collaboration between the Participating UN Organizations and the host Government (if applicable) for the implementation of the Fund/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 Fund/Programme and have developed a TOR/Joint Programme Document to use as the basis for mobilising resources for the Fund/Programme, and have further agreed that they should offer donors the opportunity to contribute to the Fund/Programme and receive reports on the Fund/Programme through a single channel; and

WHEREAS, the Participating UN Organizations have further agreed to ask UNFPA (which is also a Participating UN Organization in connection with this Fund/Programme)⁷ to serve as the administrative interface between the donors and the

³ As indicated in the signature blocks.

⁴ The Joint Programme Document contains at a minimum a common work plan, a budget, the coordination and management mechanism and signature of all participants to the document. In the case of MDTF, the TOR will be used as a base document for the establishment of the Fund.

⁵ The Participants to the Fund/Programme will decide what is the most appropriate coordination mechanism, for example a theme group, steering committee, management committee etc. For case of reference, this mechanism is referred to as the "Steering Committee" in this document.

⁶ The composition of the Steering Committee or other body will include all the signatories to the Memorandum of Understanding, representative(s) from the host Government (if applicable), and may include donors, in accordance with UNDG approved Generic MDTF Steering Committee Terms of Reference dated 20 September 2007.

⁷ In most cases the Administrative Agent will also be a Participating UN Organization. However, where the Administrative Agent is not a Participating UN Organization, this provision can be deleted.

Participating UN Organizations and for these purposes UNFPA has agreed to do so in accordance with this Memorandum of Understanding.

NOW, THEREFORE, the Participating UN Organizations and the UNFPA (hereinafter referred to collectively as the "Participants") hereby agree as follows:

Section I

Appointment of Administrative Agent; its Status, Duties and Fee

1. The Participating UN Organizations hereby appoint UNFPA (hereinafter referred to as the "Administrative Agent") to serve as their Administrative Agent in connection with the Fund/Programme, in accordance with the terms and conditions set out in this Memorandum of Understanding. The Administrative Agent accepts this appointment on the understanding that the Participating UN Organizations assume full programme and financial accountability for the funds disbursed to them by the Administrative Agent. This appointment will continue until it expires, or is terminated, in accordance with Section VIII below.

2. On behalf of the Participating UN Organizations, the Administrative Agent will:

- (a) Receive contributions from donors that wish to provide financial support to the Fund/Programme;
- (b) Administer such funds received, in accordance with this Memorandum of Understanding including the provisions relating to winding up the Fund/Programme Account and related matters;

- (c) Subject to availability of funds, disburse such funds to each of the Participating UN Organizations in accordance with instructions from the Steering Committee, taking into account the budget set out in the approved programme document⁸/Joint Programme Document, as amended in writing from time to time by the Steering Committee;

- (d) Consolidate statements and reports, based on submissions provided to the Administrative Agent by each Participating UN Organization, as set forth in the TOR/Joint Programme Document, and provide these to each donor that has contributed to the Fund/Programme Account and to the Steering Committee;

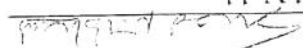
- (e) Provide final reporting, including notification that the Fund/Programme has been operationally completed, in accordance with Section IV below;

- (f) Disburse funds to any Participating UN Organization for any additional costs of the task that the Steering Committee may decide to allocate (as

⁸ As used in this document, an approved programme document refers to an annual work plan or a programme/project document, etc., which is approved by the Steering Committee for fund allocation purposes.

For the Administrative Agent

UNFPA

Signature: 

Name: Soud Nabhan

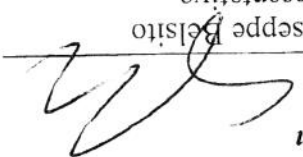
Title: Assistant Representative

Place: Amman

Date: 14 September 2014

For Participating UN Organization

UN Women

Signature: 

Name: Giuseppe Belisio

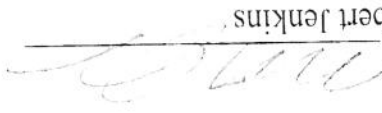
Title: Representative

Place: Amman

Date: 22/9/2014

UNICEF

For Participating UN Organization

Signature: 

Name: Robert Jenkins

Title: Representative

Place: Amman

Date: 16 September 2014

For Participating UN Organization [name]

Signature: _____

Name: _____

Title: _____

Place: _____

Date: _____

ANNEX A: TOR/Joint Programme Document

ANNEX B: Standard Administrative Arrangement between the Donor and the

Administrative Agent

ANNEX C: Notices

⁹ Additional signatories can be included through addendum

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Final Standard MOU for MDTFs and JPs

10.30.2008

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10.30.2008

FINANCIAL MATTERS

The Administrative Agent

NOTICES

For the Administrative Agent:

Name: _____
Title: _____
Address: _____
Telephone: _____
Facsimile: _____
Electronic mail: _____

For Participating UN Organization [name]

Name: _____
Title: _____
Address: _____
Telephone: _____
Facsimile: _____
Electronic mail: _____

For Participating UN Organization [name]

Name: _____
Title: _____
Address: _____
Telephone: _____
Facsimile: _____
Electronic mail: _____

For Participating UN Organization [name]

Name: _____
Title: _____
Address: _____
Telephone: _____
Facsimile: _____
Electronic mail: _____

For Participating UN Organization [name]

Name: _____
Title: _____
Address: _____
Telephone: _____
Facsimile: _____
Electronic mail: _____

