

STANDARD ADMINISTRATIVE ARRANGEMENT FOR THE

“Rapariga Biz – Canada Joint Programme”

to complement the

**“ACTION FOR GIRLS’ AND YOUNG WOMEN’S SEXUAL AND
REPRODUCTIVE HEALTH AND RIGHTS IN MOZAMBIQUE”**

USING PASS-THROUGH FUND MANAGEMENT¹

¹ 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 Joint Programme, and needs be cleared by the UNDG Advisory Group through the UN Development Operations Coordination Office (DOCO).
EDRMS# 8489908 / Project P002804 / L.L. / 2019.06.28 / PO# 7403758

Standard Administrative Arrangement

Between

Department of Foreign Affairs, Trade and Development (DFATD)

and

United Nations Development Programme (UNDP)

WHEREAS, Participating United Nations Organizations that have signed a Memorandum of Understanding (hereinafter referred to collectively as the “Participating UN Organizations”) have developed a Joint Programme “**Rapariga Biz – Canada Joint Programme**” initiative in Mozambique (hereinafter referred to as the (“Programme”) starting on 1 July 2019 and ending on 30 June 2023² (hereinafter “End Date”), as may be amended from time to time, as part of their respective development cooperation with the Government of Mozambique (hereinafter referred to as the “Host Government”), as more fully described in the Joint Programme Document (hereinafter referred to as the “Joint 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 “Steering Committee”)³ to facilitate the effective and efficient collaboration between the Participating UN Organizations and the Host Government for the implementation of the Programme: The “**Rapariga Biz – Canada Joint Programme**” will complement the existing “**Action for Girls and Young Women’s Sexual and Reproductive Health and Rights Joint Programme**” as set out in Annex A.1⁴;

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

WHEREAS, the Participating UN Organizations have appointed UNDP’s **Multi Partner Trust Fund (MPTF) Office** (hereinafter referred to as the “Administrative Agent”) (which is also a Participating UN Organization in connection with “Programme) in a Memorandum of Understanding (hereinafter referred to as the “MoU”) concluded between, the Administrative Agent and Participating UN Organizations on 26 June 2019, attached hereto for informational purposes as Annex C to serve as their administrative interface between donors and the Participating UN Organizations for these purposes. 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 Programme through the Administrative Agent (hereinafter referred to as the “Programme Account”);

WHEREAS, the Participating UN Organizations have appointed **United Nations Population Fund (UNFPA)** which is also a Participating UN Organization in connection with this Joint Programme, in the MoU concluded between the Convening Agent, Administrative Agent and the Participating UN Organizations on 26 June 2019 to coordinate the programmatic aspects among the Participating UN Organizations;

WHEREAS, the **Department of Foreign Affairs, Trade and Development** (hereinafter referred to as the “Donor”) wishes to provide financial support to the Programme on the basis of the Joint Programme Document as part of its development cooperation and wishes to do so through the Administrative Agent as proposed by the Participating UN Organizations; and

² This is the date that the Programme is expected to come to operational closure as stipulated in the Joint Programme Document and all programmatic activities are expected to be completed.

³ The composition and role of the Steering Committee will be determined in line with the applicable UN rules and policies, and guidance for the Programme, namely the UNDG Guidance Note on Joint Programmes,

⁴ In 2020, Annex A (Project Document 2016-2019) will be updated with a new document to reflect the second phase of the project (2020-2023).

WHEREAS, this Standard Administrative Arrangement between the Donor and the Administrative Agent stipulates the terms and conditions of the financial support to the Programme, and is not considered an international treaty and is not enforceable under international law;

NOW, THEREFORE, the Donor and the Administrative Agent (hereinafter referred to collectively as the "Participants") hereby decide as follows:

Section I
Disbursement of Funds to the Administrative Agent
and the Programme Account

1. Subject to annual parliamentary appropriation, the Donor makes a contribution of **ten million Canadian dollars (CAN\$10,000,000)** and such further amounts (hereinafter referred to as the "Contribution") to support the Programme. The Contribution will enable the Participating UN Organizations to support the Programme in accordance with the Joint Programme Document, as may be amended from time to time. The Donor authorizes the Administrative Agent to use the Contribution for the purposes of the Programme and in accordance with this Standard Administrative Arrangement (hereinafter referred to as "Arrangement"). The Donor acknowledges that the Contribution will be co-mingled with other contributions to the Programme 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:

Name of Account:	UNDP Multi-Partner Trust Fund Office (USD) Account
Account Number:	36349626
Name of Bank:	Citibank, N.A.
Address of Bank:	111 Wall Street, New York, New York 10043
SWIFT Code:	CITIUS33
ABA:	021000089
Reference:	JP Rapariga Biz-Canada

3. When making a transfer to the Administrative Agent, the Donor will notify the Administrative Agent's Treasury Operations of the following: (a) the amount transferred, (b) the value date of the transfer; and (c) that the transfer is from DFATD in respect of the "**Rapariga Biz – Canada Joint Programme**" in Mozambique pursuant to this Arrangement. The Administrative Agent will promptly acknowledge receipt of funds in writing indicating the amount received in United States dollars and the date of receipt of the Contribution.

4. All financial accounts and statements related to the Contribution will be expressed in United States dollars.

5. The United States dollar value of a Contribution payment, if made in a currency 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.

6. The Programme Account will be administered by the Administrative Agent in accordance with the regulations, rules, policies and procedures applicable to it, including those relating to interest.

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

8. The Steering Committee may request any of the Participating UN Organizations, to perform additional tasks in support of the Programme not related to the Administrative Agent functions detailed in Section I, paragraph 2 of the MoU and subject to the availability of funds. In

this case, costs for such tasks will be decided in advance and with the approval of the Steering Committee be charged to the Programme as direct costs.

9. The Administrative Agent will be entitled to charge to the Programme Account a direct cost charge in an amount(s) consistent with then-current UNDG guidance to cover the cost of continuing to render Administrative Agent functions if and when the Steering Committee agrees to extend the Programme beyond the End Date with no further contribution(s) to the Programme.

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

1. The Administrative Agent will make disbursements from the Programme Account in accordance with decisions from the Steering Committee, in line with the approved Joint Programme Document. The disbursements to the Participating UN Organizations will consist of direct and indirect costs as set out in the 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 Programme 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, policies and procedures, including those relating to interest⁵.

3. Where the balance in the Programme Account on the date of a scheduled disbursement is insufficient to make that disbursement, the Administrative Agent will consult with the Steering Committee and make a disbursement, if any, in accordance with the Steering Committee's decisions.

4. The Donor reserves the right to discontinue future deposits of its Contribution further to Annex B if there is: (i) failure to fulfil any obligations under this Arrangement; (ii) if there are substantial revisions of the Joint Programme Document; or (iii) if there are credible allegations of improper use of the funds in accordance with Section VIII of this Arrangement; provided however that before doing so, the Administrative Agent, the Convening Agent, the Steering Committee and the Donor will consult with a view to promptly resolving the matter.

Section III **Activities of the Participating UN Organization**

Implementation of the Programme

1. The implementation of the programmatic activities 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 those relating to procurement as well as the selection and assessment of implementing partners. 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, policies and procedures. The Donor will not be responsible or liable for the activities of 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 approved Joint Programme Document. Any modifications to the scope of the approved Joint Programme Document, including as to its nature, content, sequencing or the duration thereof by the concerned Participating UN Organization(s), will be subject to the approval of the Steering Committee. The Participating UN Organization will promptly notify the Administrative Agent through the Steering Committee of any change in the budget as set out in the approved Joint Programme Document.

⁵ Where the Administrative Agent is also a Participating UN Organization, it will need to open its own separate ledger account and transfer funds from the Programme Account to its separate ledger account.

3. Indirect costs of the Participating UN Organizations recovered through programme support costs will be seven percent (7%). All other costs incurred by each Participating UN Organization in carrying out the activities for which it is responsible under the Programme will be recovered as direct costs.
4. The Participating UN Organizations will commence and continue to conduct operations for the Programme activities only upon receipt of disbursements as instructed by the Steering Committee.
5. The Participating UN Organizations will not make any commitments above the budgeted amounts in the approved Joint Programme Document.
6. If unforeseen expenditures arise, the 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 approved Joint Programme Document may be reduced or, if necessary, terminated by the Participating UN Organizations.
7. As an exceptional measure, particularly during the start-up phase of the Programme, subject to conformity with their financial regulations, rules and policies, Participating UN Organizations may elect to start implementation of Programme activities in advance of receipt of initial or subsequent transfers from the Programme Account by using their own resources. Such advance activities will be undertaken in agreement with the Steering Committee on the basis of funds it has allocated or approved for implementation by the particular Participating UN Organization following receipt by the Administrative Agent of signed Administrative Arrangements from donors contributing to the Programme. Participating UN Organizations will be solely responsible for decisions to initiate such advance activities or other activities outside the parameters set forth above.
8. Each Participating UN Organization will establish appropriate programmatic safeguard measures in the design and implementation of its Programme activities, thereby promoting the shared values, norms and standards of the United Nations system. These measures may include, as applicable, the respect of international conventions on the environment, on children's rights, and internationally agreed core labour standards.

Special Provisions regarding Financing of Terrorism

9. Consistent with UN Security Council Resolutions relating to terrorism, including UN Security Council Resolution 1373 (2001) and 1267 (1999) and related resolutions, the Participants are firmly committed to the international fight against terrorism, and in particular, against the financing of terrorism. Similarly, the Participants and the Participating UN Organizations recognize their obligation to comply with any applicable sanctions imposed by the UN Security Council. Each of the Participating UN Organizations will use all reasonable efforts to ensure that the funds transferred to it in accordance with the MoU are not used to provide support or assistance to individuals or entities associated with terrorism as designated by any UN Security Council sanctions regime. If, during the term of this Arrangement, a Participating UN Organization determines there are credible allegations that funds transferred to it in accordance with this Arrangement have been used to provide support or assistance to individuals or entities associated with terrorism as designated by any UN Security Council sanctions regime, it will as soon as it becomes aware of it inform the Steering Committee, the Administrative Agent and the Donor and, in consultation with the donors as appropriate, determine an appropriate response.

Section IV **Equipment and Supplies**

Ownership of equipment and supplies procured, and intellectual property rights associated with works produced, using funds transferred to the Participating UN Organization under the MoU, will be determined in accordance with the regulations, rules, policies and procedures applicable to such Participating UN Organization, including any agreement with the relevant Host Government, if applicable.

Section V **Reporting**

1. The Administrative Agent will provide the Donor and the Steering Committee with the following statements and reports, based on submissions provided to the Administrative Agent by each Participating UN Organization and the Convening Agent prepared in accordance with the accounting and reporting procedures applicable to it, as set forth in the Joint Programme Document:

- (a) Annual consolidated narrative progress reports, to be provided no later than five months (31 May) after the end of the calendar year;
- (b) Annual consolidated financial reports, as of 31 December with respect to the funds disbursed from the Programme Account, to be provided no later than five months (31 May) after the end of the calendar year;
- (c) Final consolidated narrative report, after the completion of the activities in the approved Joint Programme Document, including the final year of the activities in the approved Joint Programme Document, to be provided no later than six months (30 June) after the end of the calendar year in which the operational closure of the Programme occurs;
- (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 activities in the approved Joint Programme Document, including the final year of the activities in the approved /Joint Programme Document, to be provided no later than five months (31 May) after the end of the calendar year in which the financial closing of the Programme occurs.

2. Annual and final reporting will be results-oriented and evidence based. Annual and final narrative reports will compare actual results with expected results at the output and outcome level, and explain the reasons for over or underachievement. The final narrative report will also contain an analysis of how the outputs and outcomes have contributed to the overall impact of the Programme. The financial reports will provide information on the use of financial resources against the outputs and outcomes in the agreed upon results framework.

3. The Administrative Agent will provide the Donor, 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”) as defined by UNDG guidelines) 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 five months (31 May) after the end of the calendar year in which the financial closing of the Programme occurs.

4. Consolidated reports and related documents will be posted on the websites of the UN in Mozambique <http://www.mz.undp.org/> and the Administrative Agent <http://mptf.undp.org>.

Section VI **Monitoring and Evaluation**

Monitoring

1. Monitoring of the Programme will be undertaken in accordance with the Joint Programme Document. The Donor, the Administrative Agent and the Participating UN Organizations will hold consultations at least annually, as appropriate, to review the status of the Programme. In addition, the Donor, the Administrative Agent and the Participating UN Organizations will discuss any substantive revisions to the Programme, and promptly inform each other about any significant circumstances and major risks, which interfere or threaten to interfere with the successful achievement of the outcomes outlined in the Joint Programme Document, financed in full or in part through the Contribution.

Evaluation

2. Evaluation of the Programme including, as necessary and appropriate, joint evaluation by the Participating UN Organizations, the Administrative Agent, the Donor, the Host Government (if applicable) and other partners will be undertaken in accordance with the Joint Programme Document.

3. The Steering Committee and/or Participating UN Organizations will recommend a joint evaluation if there is a need for a broad assessment of results at the level of the Programme or at the level of an outcome within the Programme. The joint evaluation report will be posted on the website of the UN in Mozambique <http://www.mz.undp.org/> and the Administrative Agent <http://mptf.undp.org>.

4. In addition, the Donor may, separately or jointly with other partners, take the initiative to evaluate or review its cooperation with the Administrative Agent and the Participating UN Organizations under this Arrangement, with a view to determining whether results are being or have been achieved and whether contributions have been used for their intended purposes. The Administrative Agent and the Participating UN Organizations will be informed about such initiatives, will be consulted on the scope and conduct of such evaluations or reviews and will be invited to join. Participating UN Organizations will upon request assist in providing relevant information within the limits of their regulations, rules, policies and procedures. All costs will be borne by the respective Donor, unless otherwise agreed. It is understood by the Participants that such evaluation or review will not constitute a financial, compliance or other audit of the Programme including any programmes, projects or activities funded under this Arrangement.

Section VII Audit

External and Internal Audit

1. The activities of the Administrative Agent and each Participating UN Organization in relation to the Programme will be exclusively audited by their respective internal and external auditors in accordance with their own financial regulations and rules. The corresponding external and internal audit reports will be disclosed publicly unless the relevant policies and procedures of the Administrative Agent or each Participating UN Organization provide otherwise.

Joint Internal Audits

2. The Internal Audit Services of the UN organizations involved in the Programme may consider conducting joint internal audits thereof in accordance with the Framework for Joint Internal Audits of UN Joint Activities, including its risk-based approach and provisions for disclosure of internal audit reports related to the Programme. In doing so, the Internal Audit Services of the Administrative Agent and the Participating UN Organizations will consult with the Steering Committee.

Cost of Internal Audits

3. The total costs of internal audit activities in relation to the Programme will be borne by the Programme.

Audits of Implementing Partners

4. The part of the Contribution transferred by a Participating UN Organization to its implementing partners for activities towards the implementation of the Programme will be audited as provided under that Participating UN Organization's financial regulations and rules, as well as its policies and procedures. The disclosure of the corresponding audit reports will be made according to the policies and procedures of that Participating UN Organization.

Section VIII

Fraud, Corruption and Unethical Behaviour

1. The Participants are firmly committed to take all necessary precautions to avoid and address corrupt, fraudulent, collusive, coercive, unethical, or obstructive practices. The

Administrative Agent and the Participating UN Organizations recognize that it is important that all United Nations staff, individual contractors, implementing partners, vendors and any third parties which are involved either in joint activities or in those of the Administrative Agent or Participating UN Organization (such individuals and entities being hereinafter referred to, together as the “Individuals/Entities”, and individually as the “Individual/Entity”) must adhere to the highest standard of integrity as defined by each relevant UN organization. To this end, the Administrative Agent and each Participating UN Organization will maintain standards of conduct that govern the performance of the Individuals/Entities, to prohibit practices which are contrary to this highest standard in any activity related to the Programme. If an Individual/Entity is a UN organization, the Participating UN Organization engaging that Individual/Entity will rely upon that Individual’s/Entity’s standard of integrity. The Individuals/Entities must not engage in corrupt, fraudulent, collusive, coercive, unethical, or obstructive practices, as defined below.

2. In this Arrangement,

(a) “Corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another individual or entity;

(b) “Fraudulent practice” means any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, an individual or an entity to obtain a financial or other benefit, or to avoid an obligation;

(c) “Collusive practice” means an arrangement between two or more individuals and/or entities designed to achieve an improper purpose, including influencing improperly the actions of another individual or entity;

(d) “Coercive practice” means impairing or harming, or threatening to impair or harm, directly or indirectly, any individual or entity or the property of the individual or entity to influence improperly the actions of an individual or entity;

(e) “Unethical practice” means the conduct of behavior that is contrary to staff or supplier codes of conduct such as those relating to conflict of interest, gifts and hospitality, and post-employment provisions; and

(f) “Obstructive practice” means acts or omissions intended to materially impede the exercise of contractual rights of audit, investigation and access to information, including destruction, falsification, alteration or concealment of evidence material to an investigation into allegations of fraud and corruption.

Investigations

3. (a) Investigations of allegations of wrongdoing by Individuals/Entities involved in the Programme which are contracted by the Administrative Agent or a Participating UN Organization will be carried out by the Investigation Service of the UN organization with which the potential subject of investigation is contracted (Administrative Agent or Participating UN Organization), in accordance with that UN organization’s internal policies and procedures.

(b)

(i) In the event that the Investigation Service of the Administrative Agent determines that an allegation in relation to the implementation of the activities for which the Administrative Agent is accountable is credible enough to warrant an investigation, the Administrative Agent will promptly notify the Steering Committee to the extent that such notification does not jeopardize the conduct of the investigation, including but not limited to the prospects of recovery of funds or the safety or security of persons or assets.

(ii) In the event that the Investigation Service of a Participating UN Organization determines that an allegation in relation to the implementation of the activities for which that Participating UN Organization is accountable is credible enough to warrant an investigation, it will promptly notify the Steering Committee and the Administrative Agent of the Programme, to the extent that such notification does not jeopardize the conduct of the investigation, including but not limited to the prospects of recovery of funds or the safety or security of persons or assets.

(iii) In the case of such notification, it is the responsibility of the Steering Committee and the Administrative Agent to communicate promptly with the relevant anti-fraud offices (or equivalent) of the Donor.

(iv) In case of a credible allegation, the relevant UN organization(s) will take timely and appropriate action in accordance with its regulations, rules, policies and procedures, which may include withholding further disbursements to the Individual(s)/Entity(ies) allegedly involved in the corrupt, fraudulent, collusive, coercive, unethical or obstructive practices as defined above.

(c)

(i) The UN organization's Investigation Service reviewing the credibility of an allegation or conducting the investigation will share information as appropriate with counterpart Investigation Services of the other UN organizations involved in the Programme (Administrative Agent or Participating UN Organization) to determine the best path towards resolution of the investigation and whether the alleged wrongdoing is limited to such UN organization or whether one or more other UN organizations involved in the Programme (Administrative Agent or one or more Participating UN Organizations) may also be affected. If the relevant Investigation Services determine that more than one UN organization could be affected by the alleged wrongdoing, they will follow the procedure described below in clause (ii).

(ii) Where a potential subject of an investigation is contracted by more than one UN organization involved in the Programme, the Investigation Services of the UN organizations concerned (Administrative Agent or Participating UN Organization) may consider conducting joint or coordinated investigations, determining which investigation framework to use.

(d) Upon completion of the internal reporting on their investigation by the Participating UN Organization(s) concerned as established in their respective internal policies and procedures, the Participating UN Organization(s) will provide information on the results of their investigation(s) to the Administrative Agent and the Steering Committee. In the case of the Administrative Agent, upon completion of its internal reporting, it will provide the information on the results of its investigation to the Steering Committee. Following such receipt of information on the results of the investigation(s), it is the responsibility of the Steering Committee and the Administrative Agent to communicate promptly with the relevant anti-fraud offices (or equivalent) of the Donor.

(e) Each UN organization(s) concerned (Administrative Agent or Participating UN Organization) will determine what disciplinary and/or administrative measures, including referral to national authorities, may be taken as a result of the investigation, according to its internal policies and procedures on disciplinary and/or administrative measures, including vendor sanction mechanism, as appropriate. The Participating UN Organization(s) concerned will share information on measures taken as a result of the investigation(s) with the Administrative Agent and the Steering Committee of the Programme. The Administrative Agent will share information on measures taken as a result of its own investigation with the Steering Committee. Following such receipt of information on measures taken as a result of the investigation(s), it is the responsibility of the Steering Committee and the Administrative Agent to communicate promptly with the relevant anti-fraud offices (or equivalent) of the Donor.

Recovery of Funds

4. If there is evidence of improper use of funds as determined after an investigation, the UN organization(s) concerned (Administrative Agent or Participating UN Organization) will use their best efforts, consistent with their respective regulations, rules, policies and procedures to recover any funds misused. With respect to any funds recovered, the Participating UN Organization will consult with the Steering Committee, the Administrative Agent and the Donor. The Donor may request that such funds be returned to it in proportion to its Contribution to the Programme, in which case the Participating UN Organization would credit that portion of the funds so recovered to the Programme Account and the Administrative Agent would return that portion of such funds to the Donor in accordance with Section X, paragraph 6. For any such funds the Donor does not

request to be returned to it, such funds will either be credited to the Programme Account or used by the Participating UN Organization for a purpose mutually agreed upon.

5. The Administrative Agent and the Participating UN Organizations will apply the provisions of Section VIII, paragraphs 1 to 4 above in accordance with their respective accountability and oversight framework as well as relevant regulations, rules, policies and procedures.

Section IX **Communication and Transparency**

1. Subject to the regulations, rules, policies and procedures of the Participating UN Organization, information given to the press, to the beneficiaries of the Programme, all related publicity material, official notices, reports and publications, will highlight the results achieved and acknowledge the role of the Host Government, the Donor, the Participating UN Organizations, the Administrative Agent 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 Programme as well as periodic reports on the progress of implementation of the Programme are posted, where appropriate, for public information on the websites of the UN in Mozambique <http://www.mz.undp.org/> and the Administrative Agent <http://mptf.undp.org>. Such reports and documents may include Steering Committee approved programmes and programmes awaiting approval, fund level annual financial and progress reports and external evaluations, as appropriate.

3. The Donor, the Administrative Agent and the Participating UN Organizations are committed to principles of transparency with regard to the implementation of the Programme, consistent with their respective regulations, rules, policies and procedures. The Donor, the Administrative Agent, Participating UN Organizations and the Host Government, if applicable, will endeavor to consult prior to publication or release of any information regarded as sensitive.

Section X **Expiration, Modification, Termination and Unspent Balances**

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 approved Joint Programme Document have been completed and the Programme is operationally closed.

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 written notice to the other Participant, subject to the continuance in force of paragraph 4 below for the purpose therein stated.

4. Notwithstanding the termination of this Arrangement, the amount of the Contribution transferred to the Administrative Agent up to and including the date of termination of this Arrangement will continue to be used to support the Programme until completion of the Programme, at which point, any remaining balances will be dealt with according to paragraph 5 below.

5. Any balance remaining in the Programme Account upon completion of the Programme will be used for a purpose mutually agreed upon or returned to the Donor in proportion to its contribution to the Programme as decided upon by the Donor and the Steering Committee.

6. When returning funds to the Donor in accordance with paragraph 5 above or Section VIII, paragraph 4, the Administrative Agent will notify the Donor of the following: (a) the amount transferred, (b) the value date of the transfer, and (c) that the transfer is from Multi-Partner Trust Fund Office in respect of the Programme in Mozambique pursuant to this Arrangement. The Donor will promptly acknowledge receipt of funds in writing.

7. This Arrangement will expire upon the delivery to the Donor of the certified final financial statement pursuant to Section V, paragraph 3(b).

Section XI **Notices**

1. Any action required or permitted to be taken under this Arrangement may be taken on behalf of the Donor, by Caroline Delany, Director, Mozambique Program or his or her designated representative, and on behalf of the Administrative Agent, by the Executive Coordinator of the Multi-Partner Trust Fund Office or his or her 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 Participant to which it is required to be given or made, at such Participant's address specified below or at such other address as the Participant will have specified in writing to the Participant giving such notice or making such request.

For the Donor [all issues except those related to fraud and investigation]:

Name: Catherine Bérard
Title: First Secretary, Mozambique Program
Address: Canadian High-Commission, 1138 Av. Kenneth Kaunda
Maputo, Mozambique
Telephone: +258 21 49 2623
Electronic mail: catherine.berard@international.gc.ca

For the Administrative Agent:

Name: Jennifer Topping
Title: Executive Coordinator, MPFT Office, UNDP
Address: 304 East 45th Street, 11th Floor New York, NY 10017, USA
Telephone: +1 212 906 6880
Facsimile: +1 212 906 6990
Electronic mail: executivecoordinator.mptfo@undp.org

Section XII **Entry into Effect**

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

Section XIII **Settlement of Disputes**

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

Section XIV **Privileges and Immunities]**

Nothing in this Standard Administrative Arrangement will be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, the Administrative Agent, or each Participating UN Organization.

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

For the Donor:

Signature: _____

Name: Marc-Andre Fredette

Title: Director General, Southern and Eastern Africa Bureau

Place: Ottawa, Ontario

Date: _____

For the Administrative Agent:

Signature: _____

Name: Jennifer Topping

Title: Executive Coordinator, MPTFO

Place: New York _____

Date: _____

ANNEX A: Rapariga Biz – Canada Joint Programme.

ANNEX A.1: Action for Girls and Young Women’s Sexual and Reproductive Health and Rights Joint Programme.

ANNEX B: Schedule of Payments.

ANNEX C: Standard MOU between Participating UN Organisations, Administrative Agent and Convening Agent.

ANNEX A⁶

Rapariga Biz – Canada Joint Programme Document

Background

65% of the population in Mozambique is younger than 25 years. Young people are the fastest growing segment of Mozambique's population, and their welfare is fundamental for advancing the human and economic development of the country. A safe passage from childhood into adulthood is the right of every person; however, adolescents and youth in Mozambique continue to face various challenges in making this transition. Adolescent girls face even additional disadvantages, related to gender inequality and discrimination.

They generally experience lower social and economic status, lower education rates and poorer health than their male peers. They are at higher risk of sexual and gender-based violence and cultural and social norms limit their power to control their sexual and reproductive health and rights, exposing them to harmful traditional practices and human rights violations, as early marriage, with negative consequences on their health and wellbeing. Once girls are married in Mozambique, only a few of them use contraception.

Target zone

The project will be expanded to the following urban and rural areas where Rapariga BIZ is not yet active:

- Nampula Province, at least 4 districts among the 13 districts not yet covered by the program (Memba, Malema, Lalaua, Ribaue, Mecuburi, Murrupula, Erati, Nacaroa, Liapo, Larde, Nacala Velha, Mogincual and Mossuril)
- Zambézia Province, at least 4 districts among the 12 districts not yet covered by the program (Gurue, Molumbo, Namarroi, Lugela, Derre, Mopeia, Luabo, Gilé, Chinde, Inhassunge, Mocubela, Mulelava)

Beneficiaries & Targets ⁷

At least more 400,000 adolescent girls and young women (aged 10-24).

- 150,000 in Zambezia Province
- 250,000 in Nampula Province

⁶ Anti-Terrorism

Any payments to implementing partners by Participating UN Organizations will be made only to implementing partners listed in Annex A to the Joint Programme Document. If a Participating UN Organization wishes to work with an implementing partner that is not listed in this Annex A, that Participating UN Organization will inform the Joint Programme Steering Committee, the Convening Agent and the Administrative Agent in writing 30 days before signing any agreement with the proposed new implementing partner. The Administrative Agent will make sure the Donor is informed in writing, no later than 30 days before any funds are transferred to the proposed new implementing partner. The list of implementing partners above will be updated as necessary without a formal amendment to the Joint Programme Document.

The Donor will inform the Administrative Agent within 30 days in writing if it has identified specific concerns with implementing partners included in Annex A. The Donor and the Administrative Agent will discuss and determine in good faith an appropriate course of action, to ensure that none of the Donor's funds will benefit such implementing partners.

⁷ Sex and age-cohort disaggregation estimated/calculated based on the weights of 2007 Population Census Report and aggregate population of 2017 Population Census preliminary results under the following assumptions:

1. Base population is per 2017 Preliminary Census Results given in Aggregate per Province and District. The new district demarcations are included.
2. Establish the sex and age-cohorts weights of the Population based on the 2007 Population Census Results (INE official).
3. Calculate/Estimate/Project sex and age cohorts distribution at District level of the 2017 Preliminary Census results based on the weights in (2) above.
4. The Projected Population in (3) above must be equal to the base population as per (1) above.

The project will be based on the following approaches:

1. Health: improving adolescent girls and young women's sexual and reproductive health by providing mentorship opportunities for them based on the following components:
 - a. Safe space: this generally means a safe and girl-only space. This is important as public spaces are generally largely occupied by men. Various settings can be used as safe spaces, including dedicated program space, schools, youth centres, and even empty shipping containers.
 - b. Friends: in safe spaces social contacts and networks among girls are fostered. Many studies point to the importance of social networks for good health and as practical assets.
 - c. Mentor: mentors implement the curriculum and serve as role models for the girls. They are generally girls and young women slightly older than the girls in the program. They are selected from communities among those that provide good examples, who managed to overcome distressed events in life and to have gone further in school.
 - d. Mentorship curriculum: it will be professionalized, focuses on sexual and reproductive health, but also includes other types of life-skill development to strengthen girls' confidence, knowledge and ability to make decisions and claim their rights. It includes for example opportunities for social participation, leadership, literacy, economic empowerment and access to sexual and reproductive health services.
2. Education: provide support to adolescent girls to enrol, be retained or return to school, by paying their school fees, providing them with school materials and school uniforms. The roll out of CSE, the youth health strategy and greater understanding of mentorship by school staff.
3. Citizenship: support adolescent girls and young women to access civil registration services (for them and their children) as a right per se and as an instrument to enjoy other rights, and access to services.
4. Financial literacy: It will also build on the lessons learnt from UNFPA and the youth association Coalizão during the implementation of the economic empowerment component of Rapariga BIZ, as well as on experiences from other local CSO active in this field in Mozambique (Ahitipaluxeni) and from good practices from other countries in building economic assets for adolescent girls (Kenya and Uganda). Indicatively, it is expected that beneficiaries will be supported financially and technically for Microfinances (savings - *poupanca*), small business management, funds management, income generation interventions and vocational training (*ensino tecnico profissional*).

Budget: Key activities with budget (indicatives at the moment, the final version will come after the TAF discussion and decisions) Year 1:

	UN Agency	Key Activities	July 2019 - June 2020
Outcome 1 : Girls and Young women’s knowledge, agency and capacities strengthened to make informed decisions on their SRHR, demand for and uptake of essential SRH services			
GIRLS AND YOUNG WOMEN'S EMPOWERMENT AND AGENCY			
1.1.1	UNFPA	Establish the Mentoship system in the new Districts, including Mentors with disability, to facilitate the life skills, decision-making power, self-esteem, exercising of rights, citizenship (birth certification, ID cards) regarding their lives, including the: a) school re-integration; b) prevention and denounce of physical and sexual violence (updated training package); and c) psycho-social support (2 cycles of the mentorship system)	130,000
1.1.2	UNFPA	Establish the Boys Groups in the new Districts, to facilitate the awareness about the girls vulnerability, supporting the girls empowerment in the community, including the prevention of physical and sexual violence	45,000
1.1.3	UNICEF	Programming and production of new episodes of the Ouro Negro radio drama series (ASRH/GBV/HIV)	50,000
1.1.4	UNICEF	Develop a facilitators module for the mentors on how to use Ouro Negro and the SRPs in their sessions	10,000
1.1.5	UNICEF	Support capacity building and monitoring of use of Ouro Negro by mentors (1 person by province for 6 months initially to monitor and train the counterparts of mentorship on use of stories)	45,000
1.1.6	UNICEF	Production and broadcasting of multimedia package for out-of-school adolescents through ICS mobile units in new districts	25,000
1.1.7	UNICEF	Reinforce capacity building and monitoring of the rapariga biz mentors in facilitating discussions and feedback from the Ouro Negro listening sessions (8 districts, two workshops) outcome 1	40,000
1.1.8	UNICEF	Organize community theatre sessions with and for out-of-school adolescents in new districts	25,000

1.1.9	UNICEF	Create a U-Partners platform for Rapariga Biz to support continuous learning, conduct user satisfaction surveys and respond to RB mentor queries on SRH, HIV prevention, GBV and other second decade issues	6,000
1.1.10	UNICEF	Produce SMS BIZ/U-Report documentation video on the linkage with Ouro Negro and RB Mentorship	5,000
1.1.11	UNICEF	Maintain the Rapid pro platform through an institutional contract	20,000
1.1.12	UNICEF	Build capacity of school mentors (boys and girls) on prevention of GBV	45,000
Outcome 2: Universal access to integrated sexual and reproductive health services enhanced			
CAPACITY BUILDING FOR ASRH SERVICES			
2.1.1	UN Women	Conduct financial literacy sessions for girls and young women in the safe spaces and establish saving clubs (VSLA) with links with mobile money service providers and support entrepreneurial activities	81,351
2.1.2	UN Women	Engage with the private sector on economic opportunities and financial inclusion under the framework of Women's Empowerment Principles (WEPIs)	7,000
2.1.3	UNFPA	Training of trainers to PGB peer educators through schools, youth centres, and youth friendly health centres in the new Districts	60,000
Outcome 3: An enabling, free and safe environment for increased participation of girls and young women and the promotion of their SRH rights created			
COMMUNITY INVOLVEMENT FOR SRHR, HIV and GBV			
3.1.1	UNFPA	Training of trainers to obstetric fistula survivors beyond treatment to become community and school based activists to reach out and sensitize girls and young women at the community level in the new districts	15,000
COMMUNITY BASED INVOLVEMENT OF FAITH-BASED GROUPS			
3.2.1	UNFPA	Training of trainers to community religious and community leaders on ASRHR/HIV/GBV, child marriage and girls and young women empowerment, including involvement of men, boys and parents, in the new districts	30,000

Outcome 4 : Governance, Management and Coordination for integrated SRH programming at all levels strengthened			
CAPACITY BUILDING FOR SEXUAL AND REPRODUCTIVE RIGHTS			
4.1.1	UNFPA	Capacity building of provincial NGOs (to be able to establish, conduct and monitor the safe spaces) and provincial members of National Commission of Human Rights (so that they are able to support mentors and advocate at district and provincial levels their rights to communities and government institutions) in ASRHR/HIV/GBV towards expansion of the mentorship initiative	30,000
4.1.2	UNESCO	Alignment of CSE in the Curriculum through the integration into ICT platform and into "Open and distance Learning Programmes" + training of in-service teachers	45,000
4.1.3	UNICEF	Strengthen the institutional and technical capacity of the Police Department of Family and Children in target districts to respond to gender based violence and violence against children	50,000
4.1.4	UNFPA	Capacity building towards the strengthening of the Government multisectoral coordination mechanism on ASRH issues at provincial and districtal levels	30,000
POLICY ADVOCACY FOR SRHR			
4.2.1	UNESCO	High Level Advocacy Panel to strengthen and integrate the Comprehensive Sexuality Education into the education system (at central level)	20,000
4.2.2	UNESCO	Survey existing Sexuality Education IEC material to replicate	15,000
DATA AND RESEARCH			
4.3.1	UNFPA	Comprehensive Baseline survey for key outcome indicators target new districts	49,000
4.3.2	UNFPA	Update the Real Time Monitoring Systems to the new districts	20,000
4.3.3	UNICEF	Contribute to the implementation of the Social Norms Programming Baseline (Cross Regional Initiative) on child marriage in Nampula province	52,334
4.3.4	UNICEF	Develop an integrated SBCC Strategy for ASRH/GBV in Zambezia and Nampula in support of coordinated roll-out of second phase of Rapariga Biz Programme	70,000

4.3.5	UNESCO	Develop a database for Comprehensive Sexuality Education (themes, classes, teachers, students) at central level	25,000
COORDINATION, MANAGEMENT, MONITORING AND EVALUATION			
4.4.1	UNFPA	Ensure strategic coordination, program management, reporting and communication across the first phase of the implementation in the new districts, including operational costs	40,000
4.4.2	UNESCO	Supervision, Monitoring and Evaluation	25,000
4.4.3	UNESCO	Human Resources	59,802
4.4.4	UNICEF	Human Resources (staff to coordinate, implement and monitor UNICEF initial activities)	69,152
4.4.5	UN Women	Human Resources	49,672
4.4.6	UNFPA	Human Resources (staff to coordinate and lead the joint programme + UNFPA initial activities)	168,744
4.4.7	UNFPA	IPs vehicles (cars and motorcycles)	113,977
4.4.8	UNFPA	Joint monitoring visits to the different levels of program coordination from national, provincial to district level (UN agencies, government and CSOs)	20,000
4.4.9	UNFPA	Communications and Visibility	21,174
4.4.10	UNFPA	Organizational Development of IP's (Capacity Assessment + Capacity Development)	47,000
4.4.11	UNFPA	Strengthen the co-ordination mechanism of the Rapariga Biz implementation in the new districts	40,000
	UNESCO	189,802	
	UNICEF	512,486	
	UNFPA	859,895	

UNWomen	138,023
Sub-total	1,700,206
IC_7% UN	119,014
IC_1% RCO	17,002
IC_1% MPTF	17,002
TOTAL US\$	1,853,225

TOTAL CAD 2,500,000

ANNEX A.1
JOINT PROGRAMME DOCUMENT

Action for Girls and Young Women's Sexual and Reproductive Health and Rights Joint Programme.

With respect to the Annex A.1, it is recommended that we treat it similar to the way the MoU handled, whereas we know it is an active document for the SAA, but not included with the SAA, filed in the Project's Folder.

ANNEX B

SCHEDULE OF PAYMENTS

Schedule of Payments:

Amount: CDN\$10,000,000

1. Upon signature of this Standard Administrative Arrangement DFATD will make a payment of two million five hundred thousand Canadian dollars (CDN\$2,500,000) for the Donor's fiscal year 2019/2020;
2. A second instalment payment of two million five hundred thousand Canadian dollars (CDN\$2,500,000) for the Donor's fiscal year 2020/2021;
3. A third instalment payment of two million five hundred thousand Canadian dollars (CDN\$2,500,000) for the Donor's fiscal year 2021/2022;
4. A fourth instalment payment of two million five hundred thousand Canadian dollars (CDN\$2,500,000) for the Donor's fiscal year 2022/2023;

Any changes to the instalment schedule above, will be recorded in writing between the Donor and the Administrative Agent.

Any payment to be made under this Arrangement is subject to there being an appropriation by the Parliament of Canada for the fiscal year in which the payment is to be made. If Canada's appropriation is changed by the Parliament of Canada, Canada may reduce the Contribution, or terminate this Arrangement.

ANNEX C

MEMORANDUM OF UNDERSTANDING