**UNITED NATIONS NATIONS UNIES**

**AMENDMENT TO THE AGREEMENT**

## between

**THE UNITED NATIONS**

## Office for the Coordination of Humanitarian Affairs (OCHA) and

**[implementing partner name]**

**Whereas** the United Nations Office for the Coordination of Humanitarian Affairs (hereinafter referred to as “OCHA”) and **[partner name]** (hereinafter referred to as "the Implementing Partner”)**,** on the basis of mutual trust and in a spirit of friendly cooperation, have agreed to amend the Original Agreement governing funding for **[project code],** **[project title]** as follows:

#  Article I. Duration of Present Agreement

1. Duration Change: This amendment changes the duration of the Project and reporting timeline indicated in Article I Article IX and Annex B attached with this amendment.
2. The terms of the present Agreement shall stand changed from the approved dates as per Article 1 of the signed Grant Agreement. The revised end date of the project will be **[insert date]**, extending the duration of the present validity of the Grant Agreement by [#] **Months**. Revised reporting requirements are captured as per Annex B of this Amendment.

# Article VII. Financial and Operational Arrangements

This amendment adjusts the line items without increasing the previously approved total budget. These adjustments are reflected in the Annex A attached with this amendment.

This amendment adjusts the line items, along with increasing the previously approved total budget. These adjustments are reflected in the Annex A attached with this amendment.

Budget increase: This amendment increases the total approved budget from the previous amount of **US$ [#####]** to **US$ [#####]**, which is an increase of **US$ [#####]** from earlier approved budget as per Article 1 of the Grant Agreement. New approved budget is attached to this amendment document (Annex A).

The Project Budget for the proposed activities submitted by the Implementing Partner requests resources (hereinafter referred to as “the Grant”) up to the maximum amount of **US$ [#####]** for the duration of the Agreement.

The Implementing Partner shall utilise OCHA’s Grant towards the costs of implementing the Project in accordance with the Project proposal and budget (Annex A). OCHA shall not be liable for the payment of any expenses, fees, tolls, or any other financial cost not outlined in the Project proposal and budget (Annex A), unless OCHA has explicitly and formally accepted such liability prior to the expenditure by the Implementing Partner. OCHA shall not be liable for any expenditure or obligations made before the date of Implementing Partner’s signature of the Grant Agreement, or after the end date of the Grant Agreement, or in excess of the authorised project budget amount. Expenditure and obligations are eligible from the start to date to the end date of the project stated at Article I of the present amendment.

Additional Funds will be released to the Implementing Partner in # instalment of **US$ [#####]**.

# Article IX. Interim and Final Substantive Reports

The Implementing Partner shall provide OCHA with up to **#** Progress Narrative Report(s) using the template provided with regard to the implementation status of the Project following the timeline and the requirements as defined in the Reporting Schedule annexed to the present Agreement (Annex B).

**ALL OTHER TERMS AND CONDITIONS OF THE ORIGINAL AGREEMENT REMAIN UNCHANGED.**

**IN WITNESS WHEREOF** the undersigned, being duly authorized thereto, have on behalf of the Parties hereto signed the present Agreement at the place and on the day below written.

Humanitarian Coordinator:

Signature: Name:

Title: Humanitarian Coordinator

Place:

Date:

For the Implementing Partner:

Signature: Name:

Title:

Place:

Date:

Approved by:

Signature: Name:

Title: Executive Officer, OCHA

Place: New York

Date:

## Annex A

**The proposal (Project Proposal) and the budget (from the Budget and Financial Reporting Tool) for the project as submitted by the Implementing Partner and approved by the Humanitarian Coordinator are an integral part of this agreement and shall be annexed herewith.**

## Annex B

**Implementation and Reporting Schedule** For **[partner name]** for the implementation of the Project # **[project code], [project name]**

**Project Start Date:**

**Project Duration:**

**Project End Date:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Interim Financial Statement(s) and Disbursement Request (s)** | **Interim Financial Statement as of 31 December** | **Final Financial Statements** | **Progress Narrative Report** | **Final Narrative Report** |
| *To be submitted to the OCHA to release the disbursement of the second installment at any time once 70% of the previous installment has been spent* | *Due by 31 January each year covering expenditures up to 31 December (unless waived according to Article X paragraph 3).* | *Due within three (3) months of the completion of the Project, no later than 31.10.2020* | *Depending on the start date and the risk rating of the Implementing Partner, no later than 31.01.2020* | *Due within three (3) months of the completion of the Project, no later than 31.10.2020* |
|  |  |  | *Depending on the start date and the risk rating of the Implementing Partner, no later than 30.04.2020* |  |

For the Implementing Partner

Signature:

Name:

Title:

Place:

Date: