**UNITED NATIONS NATIONS UNIES**

**AMENDMENT TO THE AGREEMENT**

**between**

**THE UNITED NATIONS**

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

**[Name of Recipient UN Agency]**

**Whereas** the United Nations Office for the Coordination of Humanitarian Affairs (hereinafter referred to as “OCHA”) and **[Name of Recipient Agency],** on the basis of mutual trust and in a spirit of friendly cooperation, have agreed to amend the Original Agreement governing funding for **[OCHA project reference number]** and **[Title of Project]** as follows:

# Article I. Project Summary

1. **[Name of Recipient Agency]** will ensure that the Grant under the present Agreement shall not be used for purposes other than those described in Annex A hereinafter. **[Name of Recipient Agency]**  shall administer the funds received under this Agreement in accordance with its regulations, rules, policies, procedures and directives.

**Project Validity**

This amendment changes the duration of the project and reporting timeline indicated in Article I, Article III and Annex B attached with this amendment.

The terms of the present Agreement shall stand changed from the approved dates as per Article 1 of the signed Grant Agreement. Revised end date of the project will be [**Enter project end date**], extending the during of the present validity of the Grant Agreement by [**Enter number of months and days**] months. Revised reporting requirements are captured as per Annex B of this Amendment.

**Grant Amount**

1. 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.
2. 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.
3. This amendment increases the total approved budget from the present amount of US$ [**Enter Amount**] to US$ [**Enter Amount**], which is an increase of US$ [**Enter Amount**] from earlier approved budget as per Article 1 of the Grant Agreement. New approved budget is attached to this amendment document.
4. 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$ [**Enter Amount**] for the duration of the Agreement.

# Article III. Reporting

The Implementing Partner shall provide OCHA with up to **1 (up to 1)** Substantive Progress 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).

**Article IV. Payment Instructions**

The Grant will be disbursed by OCHA, to the following **[Name of Recipient Agency]** account:

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| --- | --- |
| **Name of Bank:** |  |
| **Address of Branch:** |  |
| **Full Account Number:** |  |
| **Precise Denomination of the Account Holder:** |  |
| **Account Title:** |  |
| **IBAN:** |  |
| **SWIFT:** |  |

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

**AGREEMENT BY [NAME OF RECIPIENT AGENCY]**

**[Name of Recipient Agency]** certifies that the Project Proposal and its budget (see Annex A) are an accurate description of the proposed activities. **[Name of Recipient Agency]**, through the duly authorized signature below, accepts the terms of this Agreement.

Humanitarian Coordinator:

Signature:

Name:

Title:

Place:

## Date:

For **[Name of Recipient Agency]:**

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 (Budget and Financial Reporting Tool) for the project as submitted by the Recipient Agency and approved by the Humanitarian Coordinator are an integral part of this agreement and shall be annexed herewith.**

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| **Annex B** |
| **Implementation and Reporting Schedule** For **[Organization name]** for the implementation of the Project **[OCHA Project Reference Number and Project Title]** |
| **Project Start Date: DD.MM.YYYY****Project Duration: XX months****Project End Date: DD.MM.YYYY** |

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| **Interim Financial Statement(s) and Disbursement Request(s)**  | **Interim Financial Statement as of 31 December** | **Final Financial Statement**  | **Progress Narrative Report** | **Final Report** |
| *To be submitted to OCHA to release the disbursement of the second instalment at any time once 70% of the previous instalment has been spent* | *Due by 31 January each year covering expenditures up to 31 December (unless waived according to Article X paragraph 3).* | *Due no later than 30 June of the following year.* | *Depending on the start date and the risk rating of the Implementing Partner, no later than* **DD.MM.YYYY.** | *Due within three (3) months of the completion of the Project, no later than* **DD.MM.YYYY.** |
| *To be submitted to OCHA to release the disbursement of the third instalment at any time once 70% of the previous instalment has been spent* |  |  | *Depending on the start date and the risk rating of the Implementing Partner, no later than* **DD.MM.YYYY.** |  |

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| For the Implementing PartnerSignature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name: Title: Place:Date: |

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