

FAO Budget Code: OSRO/GAZ/406/CAN

GRMS Supplier Number:

PO Number: XXXX

LETTER OF AGREEMENT

Between

the Food and Agriculture Organization of the United Nations (“FAO”)

and

[Service Provider Name]

Address

Tel:

Fax:

E-mail:]

For provision of

“Capacity enhancement, operational follow up and coaching services to farmer cooperatives in the West Bank”

1. Introduction

The Food and Agriculture Organization of the United Nations (hereinafter referred to as “FAO”) and XXXXXXXXXX (together hereinafter referred to as the “Parties”) have agreed that the Service Provider will provide capacity enhancement in business, marketing and financial management (defined in detail in this agreement under Annex I) which forms an integral part of this Letter of Agreement (hereinafter the “Agreement”). The Agreement comes in support of the project **“Support economic growth through optimized agricultural value chains in the West Bank (OSRO/GAZ/406/CAN)”** that aims to increase the competitiveness of Palestinian farmers in the West Bank. The main outcome the project aims to achieve is “increased value and profitability of land and crops as well as improved effectiveness of cooperatives and women’s associations to provide quality services to their members”. The funds that will be provided by FAO under this agreement shall be used for improving the capacity of the targeted 25 farmer cooperatives in order to increase access and competitiveness of their food products in local, regional and international markets. To enable the Service Provider to provide the Services, FAO will pay the Service Provider a total amount not exceeding **USD XXXXX (XXXXXXXXXX United States Dollars)**, which represents FAO’s maximum financial liability, into the Service Provider’s account specified in paragraph 2 below.

2. Detailed Banking Instructions

Bank name:

Account name:

Bank country and city:

Bank branch address:

Account number:

Exact bank account holder’s name:

Account currency: US Dollar

Bank branch code or sort code:

Bank No.:

IBAN number:

3. Designation of the FAO Responsible Officer:

Mr. Azzam Saleh, Head of Programme for FAO WBGS, is designated the officer responsible for the management of this Agreement ("Responsible Officer") on behalf of FAO.

4. Entry into force and period of validity:

The Agreement will enter into force upon the date of signature by the Service Provider, by FAO or on **XXXXXXXXXX**, whichever of the three dates is the latest and will terminate on **XXXXXXXXXX**.

5. Purpose

- a) The purpose for which the funds provided by FAO under this Agreement shall be used are the following:

i) Objective. The Services will contribute to the following Organizational objective:

- Strategic Objective 5-Increase the resilience of livelihoods to threats and crises

ii) Specific Objective.

The objective of the agreement is to improve the capacity of the targeted 25 farmer cooperatives in order to increase access and competitiveness of their food products in local, regional and international markets.

iii) Outputs. The Service Provider will produce, achieve or deliver the following outputs:

- 1. At least 25 community mobilization and informational campaigns are organized;*
- 2. 2,500 qualified and committed farmers are selected within the members of 25 targeted farmers cooperatives;*
- 3. A detailed list of in-kind and capacity development needs for 2,500 farmers and their 25 farmers' cooperatives is developed following a consultative needs assessment process. Additionally, detailed and well formulated bills of quantities, technical specifications and capacity development programs are developed;*
- 4. At least 2,500 farmers in 25 farmer cooperatives have received technical trainings to improve their capacities and knowledge for the adoption and efficient application of improved and innovative practices;*
- 5. At least 2,500 farmers in 25 farmer cooperatives received continued and tailored technical support through extension and technical support field visits, resulting in the adoption of improved agricultural practices by the targeted farmers and their cooperatives;*
- 6. 30 knowledge transfer and experience exchange visits to innovative production and post-harvest businesses, pilots and other technology transfer events inside the West Bank are organized.*

Activities. The Service Provider will undertake the following activities:

- b) A detailed description of the Services including technical and operational requirements, budget, work plan and timeframe, performance indicators and means of verification, as well as inputs to be provided free-of-charge by the Service Provider and FAO, if any, are set out in detail in Annex I.

6. General Conditions

- a) Funds provided by FAO under this Agreement are to be used by the Service Provider exclusively for the provision of the Services in accordance with the budget set out in Annex I. Neither the Service Provider nor its personnel nor any other persons providing the Services on its behalf, will incur any additional commitment or expense on behalf of FAO.
- b) The Service Provider will be responsible for all activities related to the provision of the Services and the acts or omissions of all employees, agents or other representatives, and authorized subcontractors providing the Services on its behalf. FAO will not be held responsible for any accident, illness, loss or damage which may occur during the provision of the Services or any claims, demands, suits, judgements, arising there from, including for any injury to the Service Provider's employees, or to third parties, or any loss of, damage to, or destruction of property of third parties, arising out of or connected to the Service Provider's work or performance under this Agreement.
- c) The Service Provider shall not utilize funds received under this Agreement to subcontract services or procure items except as specifically provided for in the Annex or as specifically approved in writing by FAO. Any subcontracting arrangement shall in no way relieve the Service Provider of the responsibility for the provision/delivery of the Services required under this Agreement. Subcontracts or procurement of the items set forth in the Annex shall be procured in conformity with the Service Provider's own procurement rules and procedures. The Service Provider confirms that its procurement rules and procedures, and their implementation, ensure that the procurement process is transparent and consistent with generally-accepted principles governing public sector procurement to obtain best value for money. The Service Provider will ensure that its agreements with any subcontractor include the obligation to maintain appropriate records for a period of five years and FAO's right to review, audit and have access to all documentation and sites related to the activities carried out in connection with this Agreement.
- d) The Service Provider shall make and thereafter maintain, in compliance with national legislation, provision for adequate insurance to cover such risks as damage to property and injuries to persons, as well as third party liability claims.
- e) The personnel assigned by the Service Provider to provide the Services are not considered in any respect as being employees or agents of FAO. Nothing in this Agreement or in any document or arrangement relating thereto shall be construed as conferring any privileges or immunities of FAO on the Service Provider, its personnel or any other persons providing the Services on its behalf.
- f) Nothing in this Agreement or in any document relating thereto, shall be construed as constituting a waiver of privileges or immunities of FAO, or as its acceptance of the jurisdiction of the courts of any country over disputes arising out of this Agreement.
- g) The present Agreement shall be governed by general principles of law, to the exclusion of any single national system of law. General principles of law shall be deemed to include the UNIDROIT Principles of International Commercial Contracts of 2010.
- h) In providing the Services, the Service Provider shall conform to all national laws applicable to its activities and its relations to third parties, including employees. The Service Provider shall promptly correct any violations thereof and shall keep FAO informed of any conflict or problem arising in relation to national authorities.

- i) The Service Provider shall observe the highest standard of ethics in providing the Services and agrees to adhere to the UN Supplier Code of Conduct, which can be viewed at http://www.un.org/depts/ptd/pdf/conduct_english.pdf.
- j) The Service Provider confirms that it has not engaged in, nor will engage in, any corrupt, fraudulent, collusive, coercive, unethical or obstructive practices in entering into or implementing this Agreement. If FAO determines that the Service Provider has engaged in such practices, it may impose sanctions, including termination of the Agreement, as provided by FAO's Sanctions Procedures (http://www.fao.org/fileadmin/user_upload/procurement/docs/FAO_Vendors_Sanctions_Policy_-_Procedures.pdf). In addition, information on sanctioned Service Providers and other third parties may be shared with other Intergovernmental or UN Organizations. This provision must be included in all subcontracts, sub-agreements or assignments entered into by the Service Provider under this Agreement.
- k) For the purpose of this Agreement, the following terms shall have the following meanings:
- (i) *"Fraudulent practice" is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain, financial and/or other benefit and/or to avoid an obligation.*
 - (ii) *"Coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party.*
 - (iii) *"Collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party.*
 - (iv) *"Corrupt practice" is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value whether tangible or intangible to improperly influence the actions of another party.*
 - (v) *"Unethical practice" is an act or omission contrary to the conflict of interest, gifts and hospitality or post-employment FAO policy (<http://www.fao.org/unfao/procurement/codedeconduitethique/en/>), as well as any provisions or other published requirements of doing business with FAO, including the UN Supplier Code of Conduct; and*
 - (vi) *"Obstructive practice" is an act or omission by the Service Provider or its affiliates, successors or assigns that may prevent or hinder the work of the Investigation Unit of the FAO Office of the Inspector General.*
- l) The Service Provider shall take all reasonable precautions to avoid any conflict of interest in the implementation of the Services and shall inform FAO without delay of any situation constituting or likely to entail a conflict of interest including any FAO personnel having an interest of any kind in the Service Provider's activities.
- m) In order to enter into an agreement with FAO, the Service Provider, and any of its agents or authorized subcontractors, should not be suspended, debarred or otherwise identified as ineligible by any Intergovernmental or UN Organization, including any organization within the World Bank Group or any multi-lateral development bank, or by the institutions and bodies of economic integration organizations (e.g., the European Union). The Service Provider is required to disclose to FAO whether it, or any of its agents or authorized subcontractors, is subject to any sanction or

temporary suspension imposed by any such organization or National Authority at any time during the three years prior to this Agreement or at any time throughout the execution of this Agreement. The Service Provider recognizes that a breach of this provision will entitle FAO to terminate its Agreement with the Service Provider immediately upon notice to the Service Provider, without any liability for termination charges or any other liability of any kind of FAO.

- n) Unless authorized in writing by FAO, the Service Provider shall not advertise or otherwise make public that it has a contractual relationship with FAO, nor shall the Service Provider, in any manner whatsoever use the name or emblem of FAO, or any abbreviation of the name of FAO.
- o) All intellectual property rights, including copyright, in the outputs produced under this Agreement are vested in FAO, including, without any limitations, the right to use, publish, translate, sell or distribute, privately or publicly, any item or part thereof. Neither the Service Provider nor its personnel will communicate to any other person or entity any confidential information made known to it by FAO nor will they use this information for private or corporate advantage. This provision will survive the expiration or termination of this Agreement.
- p) To comply with disclosure requirements and enhance transparency, FAO may release and/or publish the following information about this Agreement: (i) the name and nationality of the Service Provider; (ii) a brief description and location of the Services provided; and (iii) the amount of this Agreement. The Service Provider specifically consents to the release and/or publication of such information. FAO will not release or publish information that could reasonably be considered confidential or proprietary.
- q) The Service Provider shall return to FAO any unexpended funds budgeted and paid by FAO under this Agreement.
- r) This Agreement is not subject to payment by FAO of any levies, taxes, registration duties or any other duties or charges whatsoever. The Service Provider shall duly pay taxes, duties and other charges in accordance with prevailing laws and regulations applicable to the Service Provider.
- s) The Service Provider agrees to undertake all reasonable efforts to ensure that none of the funds received from FAO under this Agreement are used to provide support to individuals or entities i) associated with terrorism, as included in the list maintained by the Security Council Committee established pursuant to its Resolutions 1267 (1999) and 1989 (2011) or ii) that are the subject of sanctions or other enforcement measures promulgated by the United Nations Security Council. This provision must be included in all subcontracts, sub-agreements or assignments entered into under this Agreement. The Service Provider acknowledges and agrees that this provision constitutes an essential term of this Agreement and any breach of these obligations and warranties shall entitle FAO to terminate this Agreement immediately upon notice to the Service Provider, without any liability for termination charges or any other liability of any kind of FAO.
- t) The Service Provider shall take all appropriate measures to prevent sexual exploitation or abuse of any beneficiary of the services provided under this Agreement, or to any persons related to such beneficiaries, by its employees or any other persons engaged and controlled by the Service Provider to perform any services under this Agreement. For these purposes, sexual activity with any person less than eighteen years of age shall constitute the sexual exploitation and abuse of such person. In addition, the Service Provider shall refrain from, and shall take all reasonable and appropriate measures to prohibit its employees or other persons engaged and controlled by it from exchanging any money, goods, services, or other things of value, for sexual favours or activities, or from engaging in any sexual activities that are exploitive or degrading to any beneficiary of the services

provided under this Agreement or to any persons related to such beneficiaries. The Service Provider acknowledges and agrees that the provisions hereof constitute an essential term of this Agreement and that any breach of these provisions shall entitle the Organization to terminate this Agreement immediately upon notice to the Service Provider, without any liability for termination charges or any other liability of any kind.

7. Reporting and Record Maintenance Requirements

- a) The Service Provider shall submit to the Responsible Officer named in paragraph 3, the Reports listed in Annex I on the dates set forth therein, including interim reports and a final report consisting of a narrative report and financial report. The reports must be sufficiently detailed to allow certification of deliverables and of expenditures. The financial report shall be signed and certified as to its correctness by a duly designated representative of the Service Provider (e.g. executive officer, chief financial officer, chief accountant or similar).
- b) The Service Provider shall keep accurate financial records and maintain supporting documentation showing the utilization of inputs and funds under this Agreement and any other documentation related to the Services for a period of five years following termination or expiry of the Agreement, during which period FAO, or a person designated by FAO, or the relevant auditing authority (e.g. national audit office) shall have the right, at any time, to conduct reviews and/or audits relating to any aspect of this Agreement. The Service Provider shall provide its full and timely cooperation with any such review or audit. Full and timely cooperation shall include, but not be limited to, making available employees or agents and granting to FAO or other designated person or relevant authority, access at reasonable times and conditions to the Service Provider's premises or other sites where documentation related to this Agreement is kept or activities related to this Agreement are carried out.

8. Delays and Termination

- a) The Agreement shall enter into force upon signature by both Parties and shall remain in force until the Services have been satisfactorily provided or until otherwise terminated in accordance with the provisions herein.
- b) The Service Provider will carry out the Services in accordance with the work plan and within the timeframe set forth in the Annex and shall notify FAO of any delays that will prevent delivery of the Services in accordance with the work plan and within the timeframe set forth in the Annex.
- c) FAO may suspend or cancel all or part of this Agreement, obtain the Services elsewhere and make corresponding adjustments to any payments that may be due to the Service Provider, if the Service Provider fails to make delivery, or perform to a standard considered acceptable to FAO. Subject to consultation with the Service Provider, the determination of FAO, relating to this provision, shall be binding.
- d) If at any time during the course of this Agreement it becomes impossible for the parties to perform any of their obligations for reasons of Force Majeure, that party shall promptly notify the other in writing of the existence of such Force Majeure. The party giving notice is thereby relieved from such obligations as long as Force Majeure persists. For the purpose of this Agreement, the term "Force Majeure" shall mean any unforeseeable exceptional situation or event beyond the Parties' control which prevents either

of them from fulfilling any of their obligations under this Agreement, was not attributable to error or negligence on their part (or of their personnel, agents, or other representatives, or authorized subcontractors), and proves insurmountable in spite of all due diligence.

- e) FAO shall have the right to terminate this Agreement, by written notice to this effect, if it considers that continued implementation of the Agreement is impossible or impractical:
 - (i) for unforeseen causes beyond the control of FAO;
 - (ii) in the event of a default or delay on the part of the Service Provider after written notice by FAO which provides a reasonable period to remedy the default or delay.
- f) In the event of termination as per 8e) above, the following shall apply:
 - (i) termination for unforeseen causes beyond its control, FAO shall complete all payments for expenses which have been incurred by the Service Provider up to the effective date of termination.
 - (ii) termination due to the Service Provider's default or delay, the Service Provider shall refund to FAO any payment already received in respect of Services that have not been performed to a standard considered acceptable to FAO.
- g) FAO shall have the right to terminate this Agreement, by written notice to this effect, if FAO establishes in accordance with its administrative procedures:
 - (i) irregularities, including any corrupt, fraudulent, collusive, coercive, unethical or obstructive practices in paragraphs 6i)-p) on the part of the Service Provider in relation to this Agreement; or
 - (ii) a breach of the reporting requirements in paragraph 7 above.
- h) In the event of termination as per g) above, the Service Provider shall refund to FAO all payments that were made on the basis of the irregularity or corrupt, fraudulent, collusive, coercive, unethical or obstructive practices, or as otherwise determined by FAO to be equitable and take other action as deemed appropriate by FAO.

9. Terms of Payment

- a) The payments will be made after certification by the Responsible Officer of the request(s) for payment as follows:

- (i) 1st payment not to exceed 30% of the total LOA amount and upon signature of the present agreement and the approval of the work plan;
 - (ii) 2nd payment not to exceed 25% of the total LOA amount and upon acceptance by FAO of:
 - a. An official request for payment.
 - b. The receipt and clearance of due interim report 1 and 2 as per Annex I.
 - c. A statement of expenditure covering the first year of activities.
 - d. An updated work plan.
 - (iii) 3rd payment not to exceed 25% of the total LOA amount and upon acceptance upon acceptance by FAO of:
 - a. An official request for payment.
 - b. The receipt and clearance of due interim report 3 and 4 as per Annex I.
 - c. A statement of expenditure covering the second year of activities.
 - d. An updated work plan.
 - (iv) Final payment of 20% of the total LOA amount and conditional upon:
 - a. An official request for payment
 - b. The receipt and clearance of due interim report 5 as well as the Final Report mentioned under Section 7a) above.
 - c. A statement of expenditure covering the entire period of the signed LoA
- b) The payments will be made in the currency stated in paragraph 1, in accordance with the detailed banking instructions provided by the Service Provider and defined in paragraph 2.
- c) The Service Provider shall submit each request for payment to the address indicated below:

Ciro Fiorillo
FAO Head of Office
26 Mount of Olives Street, Sheikh Jarrah,
P.O.Box 22246, Jerusalem

- d) FAO enjoys certain privileges and immunities which include exemption from payment of Value Added Tax ("VAT" or "IVA"), customs duties and importation restrictions.
- e) If the Service Provider fails to submit the Final Report mentioned in 7a) above no later than 30 days following completion, expiry or termination of this Agreement, FAO may, after provision of due notice of the default, terminate this Agreement without making the final payment.

10. Settlement of Disputes

- a) Any dispute between the parties arising out of the interpretation or execution of this Agreement, if not settled by negotiation between the parties or by another agreed mode of settlement, shall be submitted at the request of either party, to one conciliator. Should the parties fail to reach agreement on the name of a sole conciliator, each party shall appoint one conciliator. The conciliation shall be carried out in



accordance with the Conciliation Rules of the United Nations Commission on International Trade Law, as at present in force.

- b) Any dispute not resolved by conciliation shall, at the request of either party, be settled by arbitration in accordance with the Arbitration Rules of the United Nations Commission on International Trade Law, as at present in force. The arbitral tribunal shall have no authority to award punitive damages. FAO and the Service Provider agree to be bound by any arbitration award rendered in accordance with this article, as the final adjudication of any such dispute.
- c) The parties may request conciliation during the execution of this Agreement and in the period not to exceed twelve months after the completion, expiry or termination of this Agreement. The parties may request arbitration not later than ninety days after the termination of the conciliation proceedings. All dispute resolution proceedings shall be conducted in the language in which the agreement is drafted provided that it is one of the six official languages of FAO (Arabic, Chinese, English, French, Russian and Spanish). In cases where the language of the agreement is not an official language of FAO, the conciliation or the arbitration proceedings shall be conducted in English.

11. Amendments.

Any changes or amendments to this Agreement shall be made in writing and on the basis of mutual consent of the signatories to this Agreement.

Signed on behalf of the Food and Agriculture Organization of the United Nations:

Signature:_____

Date:_____

Ciro Fiorillo
FAO Head of Office
West Bank and Gaza Strip

Signed on behalf of XXXXXX

Signature:_____

Date:_____

Name
Address

The Service Provider will sign two copies of this Agreement and return one to the Responsible Officer.

ANNEX I TERMS OF AGREEMENT

1. Background

FAO is currently implementing the project “Support Economic Growth through Optimized Agricultural Value Chains in the West Bank (OSRO/GAZ/406/CAN)”, funded by the Canadian Government through the Global Affairs Canada (GAC). The project's overall objective is to increase the competitiveness of Palestinian farmers in the West Bank, while the main outcome of the project is “Increased value and profitability of land and crops as well as improved effectiveness of farmer cooperatives associations to provide quality services to their members”. FAO seeks to achieve the overall project objective and main outcome through achieving the following planned outputs:

- Output 1: Increased access to quality land and sustainable water re-sources.
- Output 2: Enhanced capacity of farmers to apply climate smart, cost-effective, market oriented and quality-based production practices.
- Output 3: Improved access to and use of energy efficient post-harvest infrastructure.
- Output 4: Strengthened capacity of coop members to develop business plans and apply their own Quality Management Systems to their farming operations.
- Output 5: Strengthened capacity of cooperative members and cooperative boards to apply international cooperative practices to their businesses as well as the capacity of cooperative umbrella company to provide services to its members.

Within its commitment and responsibility to ensure efficient and timely implementation of project activities and achievement of planned outputs, FAO seeks to partner with a competent local NGO to complement FAO's role and support the implementation of project activities specifically under outputs 2 and 4 mentioned above, in the targeted farming communities in the West Bank governorates. This will require the partner NGO to work closely with the project beneficiaries and other related stakeholders to achieve the intended project outputs. The specific activities to be assigned to the partner NGO are described in detail in section 2.2 (*Description of services*) of this TOR.

2. Terms of Reference

2.1 Definition of deliverables

The agreement will aim to achieve the following deliverables:

- 1) At least 25 community mobilization and informational campaigns are organized;
- 2) 2,500 qualified and committed farmers are selected within the members of 25 targeted farmers cooperatives (See *Annex II the Geographical Distribution of the targeted cooperatives*);
- 3) A detailed list of in-kind and capacity development needs for 2,500 farmers and their 25 farmers' cooperatives is developed following a consultative needs assessment process. Additionally, detailed and well formulated bills of quantities, technical specifications and capacity development programs are developed;
- 4) At least 2,500 farmers in 25 farmer cooperatives have received technical trainings to improve their capacities and knowledge for the adoption and efficient application of improved and innovative practices;
- 5) At least 2,500 farmers in 25 farmer cooperatives received continued and tailored technical support through extension and technical support field visits, resulting in the adoption of improved agricultural practices by the targeted farmers and their cooperatives;

- 6) 30 knowledge transfer and experience exchange visits to innovative production and post-harvest businesses, pilots and other technology transfer events inside the West Bank are organized.

2.2 Description of Services

The Service Provider will work under the direct supervision of FAO management team to implement its mandated activities which will include:

- 1- **Mobilizing targeted communities and potential beneficiaries.** The NGO will conduct community mobilization workshops to ensure the proper communication of project information including the project support modalities and objectives to potential beneficiaries as well as to other related local stakeholders.
- 2- **Selecting project beneficiaries mainly small and medium scale farmers in the targeted communities and within the targeted farmers' cooperatives.** The NGO will select qualified, committed and responsible project beneficiaries within the targeted farmers' communities/cooperatives based on a clearly defined eligibility and selection criteria agreed upon by FAO in coordination with the NGO.
- 3- **Identifying and prioritizing the in-kind and technical capacity development needs for the selected beneficiaries as individuals and as groups/cooperatives.** This will consist of a needs assessment followed by developing the related bills of quantities, technical specifications and capacity development programmes for the identified needs. The NGO will supervise the delivery and distribution of the in-kind support to the selected farmers and cooperatives, and ensure that this support is properly and efficiently used by the beneficiaries to achieve the intended purpose and objective. This includes conducting regular supervision, follow-up field visits and providing continuous support and technical advice to the beneficiaries.
- 4- **Providing capacity development to the target beneficiaries through field extension, training and coaching.** The NGO will provide technical support, supervision and follow-up, training and coaching to the beneficiaries through:
 - Transferring knowledge to the selected farmers and their cooperatives through regular and tailored field extension visits that focus mainly on providing group extension and field coaching related to improved and innovative agricultural practices and technologies as well as strengthening water and crop management capacities of the formulated water user committees;
 - Delivering training to the selected farmers and their cooperatives to improve their capacities for the adoption and efficient application of improved and innovative practices in water use optimization, production, post-harvest, processing, quality control and assurance, etc.;
 - Organizing knowledge transfer and experience exchange visits to innovative production and post-harvest businesses, pilots and other technology transfer events inside the West Bank (exhibitions, field days, etc.). This also includes the organization of experience and knowledge exchange visits among the farmers' cooperatives themselves.

Additionally, the NGO will be a member of the Joint Technical Committee (JTC) of the overall project, whose main function is to inform and coordinate technical and operational aspects of project implementation.

FAO will directly follow up and supervise activities of the implementing NGO; procure inputs which will be delivered to selected beneficiaries; supervise and monitor field activities as well as provide technical, operational, financial and managerial services to the farmers cooperatives based on the needs identified by the NGO and within the framework of the project.

3. Workplan and Timeframe (Duration)

Expected deliverables to be achieved (please provide description)	Expected implementation timeframe (please indicate with an x)												
	2016	2017				2018				2019			
	Q4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
Deliverable 1													
Activity 1.													
Sub-activity 1.1													
Sub-activity 1.2													
...													
Activity 2.													
Sub-activity 2.1													
....													
Activity 3.													
Deliverable 2													
Activity 1.													
Sub-activity 1.1													
...													
Deliverable 3													
...													

4. Monitoring Mechanisms and Reporting Requirements

Progress report will include details on the achievement mentioned in the table below. The Service Provider shall submit to the Responsible Officer (through the FAO Deputy Project Manager) one comprehensive report consisting of a narrative and financial status. The report must be sufficiently detailed to allow certification of deliverables and of expenditures. The financial report shall be signed and certified as to its correctness by a duly designated representative of the Service Provider (e.g. executive officer, chief financial officer, chief accountant or similar). While the final report will be cumulative of all the activities implemented during the period of the agreement and will include a financial expenditure report as well.

Report	Requested Due Date	Proposed due date if different from requested	Received for	Main deliverables
Interim report 1 (narrative report)	Within 6.5 months from signature of LoA		The second payment	25 community mobilization and informational campaigns are organized 2500 qualified farmers are selected to receive the project support and engage in the project activities 50 tailored extension visits are delivered to the targeted beneficiaries are conducted 50 training days are delivered to the targeted beneficiaries
Interim report 2 (narrative and financial report)	Within 12.5 months from signature of LoA		The second payment	100 tailored extension visits are delivered to the targeted beneficiaries are conducted 50 training days are delivered to the targeted beneficiaries 5 knowledge transfer and experience exchange visits are organized
Interim report 3 (narrative report)	Within 18.5 months from signature of LoA		The third payment	150 tailored extension visits are delivered to the targeted beneficiaries are conducted 100 training days are delivered to the targeted beneficiaries 5 knowledge transfer and experience exchange visits are organized
Interim report 4 (narrative and financial report)	Within 24.5 months from signature of LoA		The third payment	100 tailored extension visits are delivered to the targeted beneficiaries are conducted 100 training days are delivered to the targeted beneficiaries 5 knowledge transfer and experience exchange visits are organized
Interim report 5 (narrative report)	Within 30.5 months from signature of LoA		The final payment	100 tailored extension visits are delivered to the targeted beneficiaries are conducted 100 training days are delivered to the targeted beneficiaries 10 knowledge transfer and experience exchange visits are organized
Final report (narrative and financial report)	Within 36.5 months from signature of LoA		The final payment	5 knowledge transfer and experience exchange visits are organized

5. Detailed budget

	BUDGET FOR LETTER OF AGREEMENT WITH:				
	PROJECT/REFERENCE CODE:				
	Items Description	Unit of measurement	Qty (no. of units)	Unit Cost (USD)	Total Cost (USD)
1	HUMAN RESOURCE INPUTS (staff, consultants, advisor...)				
1.1	Project Coordinator				
1.2	...				
....	...				
	<i>Sub-total Category Human resource costs</i>				
2	TRAVEL (inland travel, transport.....)				
2.1	Transport				
2.2	...				
....	...				
	<i>Sub-total Category Travel</i>				
3	INPUTS AND SERVICES				
3.1	...				
3.2	..				
....	...				
	<i>Sub-total Category Inputs and Services</i>				
4	OTHER (Communication, ...)				
4.1	...				
4.2	..				
.....	...				
	<i>Sub-total Category Other</i>				
	TOTAL COSTS				
	FAO'S MAXIMUM FINANCIAL LIABILITY	GRAND	TOTAL		

6. Responsible Officer

The Responsible Officer named in the Agreement has been designated by the Budget Holder responsibility to manage and monitor the proper implementation of the Agreement on behalf of FAO and to certify to the Budget Holder that the terms of the Agreement have been satisfactorily met and that appropriate payments can be made.

7. Reimbursements

The service provider will reimburse of any overpayments that may have been effected or excess funds, which may remain after completion of the services.



ANNEX II

Geographical distribution of the targeted cooperatives

Governorate	Number of targeted cooperatives	Main products
Jenin	6	Vegetables, strawberry
Tulkarem	4	Vegetables, fruit trees, strawberry
Qalqilia	4	Vegetables, fruit trees, strawberry, fresh herbs
Tubas (including North Jordan Valley)	4	Vegetables, fruit trees, fresh herbs
Jericho	2	Dates, vegetables, fruit trees
Nablus	2	Vegetables, fruit trees
Hebron	3	Grape, stone fruits
Total	25	



ANNEX III

Sample of Self-declaration letter

(TO BE TRANSCRIBED ON THE ORGANIZATION'S OFFICIAL STATIONERY)

Date: / /

To: FAO Representation Office in
[Office Address]

Dear Sir,

We, the undersigned, hereby offer required services in accordance with your call for proposals for provision of “.....”. We accept the importance of a free, fair and competitive procurement process that precludes fraudulent use. We have no conflict of interest on the procurement proceeding.

We hereby declare that:

- a) All the information and statements made in this Proposal are true and we accept that any misrepresentation contained in it may lead to our disqualification
- b) We are currently not on the removed disbarred or suspended vendor list of any UN agencies, nor in the list of persons and entities associated that is maintained by the Security Council Committee established pursuant to resolution 1267 (1999) located at <http://www.un.org/sc/committees/1267/consolist.shtml>
- c) We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern

We confirm that we have read, understood and hereby fully accept the terms and conditions of FAO that will apply to any Letters of Agreement signed for the provision of the services described in the call for proposal mentioned above. We undertake, if our proposal is accepted, to initiate the services as per the requirement of the Organization. We are fully aware that FAO reserves the right to accept or reject in part or whole, any or all of the proposals at any time without assigning any reason whatsoever.

Yours sincerely

.....

Signature

.....

(Name and designation)

Date and Stamp



ANNEX IV:
ADM 230 Supplier Record Update Request Form



Supplier Record Update Request Form

INSTRUCTIONS: Complete or update the information in this form to request update action for a supplier in Oracle or to provide/change payment instructions. Use this form for all supplier types other than staff members, consultants and non-staff travelers. The requester should retain a copy of this request. If a supplier has more than one site, complete a separate update request form for each site.

For the attention of (select all that apply):

- ☐ 1 – Vendors Group for updating or activating banking instruction (Global-Banking-Maintenance@FAO.org) "pay-site" details including supplier records other than staff members, consultants and non-staff travelers (Global-Vendor-Management@FAO.org).
- ☐ 2 – Vendor Management Unit (Regional Offices and Operating Support Units) for third-party suppliers including suppliers of goods or services, organizations/institutions (for Letters of Agreement), institutions (for study tours) and library vendors and non-staff travelers.

From: (Name, Div, Ext.)

Action requested (select all that apply):

- ☐ 1 – Update address/contact information ☐ 3 – Enable Purchasing Site ☐ 5 – Enable new OU ☐ 7 – Update banking information
☐ 2 – Create new address/new contact ☐ 4 – Enable Pay Site ☐ 6 – Update payment details ☐ 8 – Create new supplier ☐ 9 Other Actions

Other instructions:

Name of Supplier		Supplier number	
Site Name		Operating Unit	
Address Line 1			
Address Line 2			
Address Line 3			
City		Postal Code	
State		Country	
Email Address		Internet site	
Telephone Number (Incl. area code)	Telex	Fax Number (Incl. area code)	
Type of Organization Non-Governmental Organization ▼		Nature of Business Developmental ▼	
Payment Method: <i>Please tick only one of the following boxes:</i> <input type="checkbox"/> 1 – Funds transfer <input type="checkbox"/> 2 – Cheque		Payment Terms (for suppliers only): <input type="checkbox"/> 30 days receipt of invoice <input type="checkbox"/> Other (attach justification) Agreed Discount (for suppliers only):	
<i>If Payment Method is transfer or payment instruction, fill in the following boxes</i>			
Bank Name		Bank Routing Sort Code and/or Branch Code	
Exact bank account holder name (account must be held in the name of the supplier, FAO cannot make payments to third parties)		Account Number	
Swift/BIC Code	IBAN	Account currency	
Bank Address (must be physical address, no PO boxes)			
Bank City		Bank Country	
For sophisticated banking instructions that may require an intermediary bank, please attach these details to this document.			
Signature		Date	