

**MOU for grant No: ECE/GC/2015/09/023
in the amount of US\$ 21,980
(Twenty one thousand nine hundred eighty United States dollars)**

MEMORANDUM OF UNDERSTANDING

BETWEEN

UNITED NATIONS ECONOMIC COMMISSION FOR EUROPE (UNECE)

AND

**THE SCIENTIFIC INFORMATION CENTRE, INTER-STATE COMMISSION
FOR WATER COORDINATION, UZBEKISTAN, (SIC-ICWC)**

**Project Title: Support to the network of Russian speaking water management
organizations and organization of a water information conference in Almaty,
February 2016**

IMIS BAC: 2015-ECE-0872-E221-2142-220100

This Memorandum of Understanding done in duplicate

BETWEEN: The United Nations as represented by the United Nations Economic Commission for Europe, Geneva (hereafter referred to as "UNECE"),

AND: The Scientific Information Centre, Inter-state Commission for Water Coordination, Uzbekistan (hereafter referred to as "SIC-ICWC").

WHEREAS SIC-ICWC and the UNECE have agreed to establish a Memorandum of Understanding providing for a grant from the UNECE for the purposes outlined in the attached "Terms of Reference", incorporated herein and forming an integral part hereof, setting out the terms and conditions governing the use of such grant and the implementation of the Project:

The UNECE and SIC-ICWC agree as follows:

A. Grant

1. UNECE shall, in the manner provided below and for the purpose of **Support to the network of Russian speaking water management organizations and organization of a water information conference in Almaty, February 2016** described in the budget contained in the attached "Terms of Reference" place at the disposal of SIC-ICWC a maximum amount **US\$ 21,980**.
2. Payments shall be deposited by the UNECE into bank account of **SIC-ICWC** as follows:

Bank Name: [REDACTED]

Address: [REDACTED]

Account Title: [REDACTED]

Account number: [REDACTED]

Bank SWIFT: [REDACTED]

IBAN: [REDACTED]

Bank account currency: [REDACTED]

B. Purpose and Use of the Grant

1. The Grant shall be received and utilized by SIC-ICWC to pay the costs of the Project outlined in the attached "Terms of Reference". In implementing the project, SIC-ICWC will be responsible for the following activities:
 - (a) The organisation of a conference, tentatively to be held in Almaty, Kazakhstan for water management organisations from the countries of Eastern Europe, Caucasus and Central Asia;
 - (b) Exchange of knowledge and experience from existing water information systems and organizations in Russia, Ukraine, Moldova, Belarus, Central Asia, South Caucasus; and

- (c) Preparation and publishing of collection of scientific papers on the theme "Cultural and educational aspects of water management in EECCA countries" with contributions from network participants.
2. The Grant and the activities financed therefore shall be administered and accounted for by **SIC-ICWC** with due diligence, efficiency, and in conformity with sound administrative, financial and technical practices;
 3. Financial accounts and statements by the Recipient with respect to the Grant and the Project should be expressed in **United States dollars**.

C. Auditing Procedures

The Grant shall be subject to the internal and external auditing procedures of **SIC-ICWC**. In addition, **SIC-ICWC** will allow access of all grant records and accounts to the United Nations Office of Internal Oversight Services (OIOS), the United Nations Board of Auditors (BOA) or other persons duly authorised by the United Nations and at all times facilitate inspections and audits performed by them. Upon request, the **SIC-ICWC** shall provide an audited financial statement by an independent and reputable audit firm within six months after the end date of the Grant. **SIC-ICWC** shall be responsible for payment of any amount, as incorporated in the budget, representing any fees, expenses or financial costs in connection with such audit.

D. Reports

Reports and supporting documentation shall be provided by "**SIC-ICWC**" as specified for in the same format and details as the approved attached "Terms of Reference" under the heading "Conditions for payment" and should contain a written certification by authorised officials that "Funds were used for the purpose for which they were given".

An interim financial report will be required as at 30 November should the grant period end or continue beyond 31 December of any year.

E. Duration of Agreement

1. This Agreement shall enter into force upon the signature by both Parties concerned and shall remain valid until 31 May 2016 (by which date **SIC-ICWC** should have submitted all necessary reports as specified in "Terms of Reference"), unless terminated earlier by either of the parties with one month's prior written notice.
2. In the case of termination by **SIC-ICWC**, **SIC-ICWC** shall be obliged to reimburse UNECE for the irrevocably uncommitted funds on the date of notice of termination.

F. Responsibility for Claims

SIC-ICWC shall be responsible for the provision of the assignment and shall handle any dispute or claim arising from or in connection with the provision of the assignment, including disputes or claims from third parties, and shall indemnify the UNECE for any loss or expense arising out of such dispute or claim unless such dispute or claim arises from the willful negligence of the UNECE.

G. Suspension and Early Termination

1. This Agreement may, at any time, be terminated by either party by written notice to the other, if, in its reasonable opinion, an event beyond its reasonable control occurs which makes it impossible to carry out its obligations under this agreement. Termination shall be effective thirty days after receipt of the above notice.
2. The obligations assumed by the parties under this Agreement shall survive the termination of the Agreement to the extent necessary to permit the orderly conclusion of activities, the withdrawal of personnel, funds and property, the settlement of accounts between the parties hereto and the settlement of contractual liabilities that are required in respect of personnel, contractors, consultants or suppliers.

H. Settlement of Disputes

The UNECE and SIC-ICWC shall use their best efforts to promptly settle through direct negotiations any dispute, controversy or claim arising out of or in connection with this Agreement or any breach thereto. Any such dispute, controversy or claim which is not settled within thirty days from the date either party has notified the other party of the nature of the dispute, controversy or claim and of the measures which should be taken to rectify, shall be referred to the Executive Secretary of the UNECE and the Director of SIC-ICWC.

Any dispute not capable of an amicable settlement pursuant to the foregoing shall be settled through arbitration, which shall take place in accordance with the UNCITRAL Arbitration Rules then obtaining. Nothing contained in this Memorandum of Understanding shall be deemed a waiver, express or implied, of any of the respective privileges and immunities of the United Nations or its subsidiary organs.

Amendments

Any amendment to this Agreement or any Annex hereto shall be effected by mutual agreement signed by both parties through an appropriate supplementary Letter of Agreement.

I. Notices

Any correspondence or notice to the UNECE shall be sent by registered mail or facsimile to:

Name of Institution: UN Economic Commission for Europe
Address: Palais des Nations
CH-1211 Geneva 10
Switzerland
Tel: 0041-22-917 23 96
Fax: 0041-22-917-06 21
E-mail: Bo.Libert@unece.org
Attention: Mr. Bo Libert, Regional Adviser on Environment
Environment Division

Any correspondence or notice to **SIC-ICWC** shall be sent by registered mail or facsimile to:

Name of Institution: The Scientific Information Centre, Inter-state Commission for
Water Coordination, Uzbekistan, (SIC-ICWC)
Address: 11, Karasu-4, Tashkent, 100 187, Republic of Uzbekistan
Tel: +998 71 265 92 95, 266 41 96
Fax: +998 71 265 27 97
E-mail: dukh@icwc-aral.uz
Attention: Prof. Victor Dukhovny, Director

J. Entire Agreement

This Agreement together with the attached "Terms of Reference", which forms an integral part thereof, shall constitute the entire Agreement between the UNECE and **SIC-ICWC** with respect to the Grant.

K. General Provisions

This Memorandum of Understanding shall not be assigned by **SIC-ICWC** without the prior consent of the UNECE

1.

IN WITNESS THEREOF, the undersigned, being duly authorized, have signed the present Memorandum of Understanding in duplicate.

For the UNITED NATIONS as represented by the United Nations Economic Commission for Europe (UNECE), Geneva, Switzerland

For the Scientific Information Centre, Inter-state Commission for Water Coordination, Uzbekistan, (SIC-ICWC)



BD

Name: Mr. Michael Sylver
Title: Acting Executive Officer, UNECE

Name: Prof. Victor A. Dukhovny
Title: Director

Date: 11 Dec 2015

Date: 21.12.15



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United Nations
ECE

Terms of Reference

I. COVER PAGE

1	GRANT NUMBER	ECE/GC/2015/09/023
2	RELATED PROJECT NUMBER	E221
3	PROJECT TITLE	Support to the network of Russian speaking water management organizations and organization of a water information conference in Almaty, February 2016
4	IMIS BAC	2015-ECE-0872-E221-2142-220100
5	GRANT RECIPIENT'S DETAILS:	
	Name of Institution	The Scientific Information Centre, Inter-state Commission for Water Coordination, Uzbekistan, (SIC-ICWC)
	Address	11, Karasu-4, Tashkent, 100 187, Republic of Uzbekistan
	Telephone	+(998 71) 265 92 95, 266 41 96
	Fax	+(998 71) 265 27 97
	Full banking details	Account number: SWIFT: Account holder: Account holder's address: Bank's name: Bank's address: Corresponding Bank: Corresponding account: SWIFT:
	Contact Name & Position Title	Director: Prof. Victor A. Dukhovny
	E-mail	dukh@icwc-aral.uz

II. BACKGROUND

The grant supports the implementation of the UNECE project "Support to the Network of Russian-speaking Water Management Organizations". The project is part of the work programme of the UNECE Water Convention. Activities under this grant build on the achievements under previous project activities.

Activities under this grant aim to strengthen an information exchange network that brings together more than 80 water management organizations. Exchange of information is taking place at the web page www.eecca-water.net established with the support of the UNECE grants.

The grant has direct relevance to the objectives of the ECE Strategic Framework for 2014–2015 and its Environment sub-programme, specifically: To safeguard the environment and health, improve environmental management throughout the region and further promote integration of environmental policies into sectoral policies and of environmental concerns into the economy.

III. DETAILED DESCRIPTION OF THE ASSIGNMENT

The grantee will responsible for the following tasks:

1. Organization of a two-day conference of EECCA WMOs on the theme "Cultural and educational aspects of water management in EECCA countries" with participation of experts from Russia, Belarus, Ukraine, Moldova, Caucasian and Central Asian countries including regional water management organizations (in Almaty, tentatively February 2016)

SIC-ICWC will:

- a. Assist sponsored participants with travel arrangements from participants' points of origin by reimbursing participants for self-purchased tickets which should be based on the cheapest direct economy class flight or train.
- b. Assist participants with reservation and payment of hotel accommodation.
- c. Pay reduced DSA to cover for miscellaneous expenditure.
- d. Arrange for coffee breaks and lunch during the conference.

Only selected participants (see budget) will be funded by this grant while other participants will be co-funded from other sources.

The output of this task will be a conference report to be produced in two weeks after the conference.

The programme and list of invitees for the conference and the conference report are to be finalized in close cooperation with UNECE.

2. Exchange of knowledge and experience from existing water information systems and organizations in Russia, Ukraine, Moldova, Belarus, Central Asia, South Caucasus

Activities will include:

- a. Support of network web site – collection and dissemination of information products (publications, databases, the knowledge bases, etc.) developed by the organizations participating in the network
- b. Issue and distribution of network bulletins.

The output of this task will be a report on the exchange of knowledge and experience to be submitted by 30 May 2016.

3. Preparation and publishing of collection of scientific papers on the theme “Cultural and educational aspects of water management in EECCA countries” with contributions from network participants

The output of this task will be a collection of scientific papers printed in hard-copy (180 pages, 100 copies) and digital format to be ready by 30 May 2016.

All activities will be implemented and documents developed in close consultation with UNECE.

The grantee will endeavor to strengthen the participation of women in conformity with the UNECE Gender Action Plan aiming to achieve 40% women participation in the conference.

The grantee will make efforts to reduce the use of paper and encourage the use of electronic tools during the implementation of assignments under this grant.

IV. PERIOD OF COLLABORATION

The duration of the agreement is from the date of signature of the Memorandum of Understanding (MOU) by both Parties from 15 November 2015 until 31 May 2016.

V. PERFORMANCE INDICATORS

Work implemented by SIC-ICWC will be evaluated based on the following criteria:

- Information as specified above under detailed description of tasks is satisfactory as determined by the UNECE Secretariat in terms of:
 - The continued work of a functioning network of EECCA WMOs
 - The conference organized according to terms of reference, and
 - Satisfactory receipt of project reports including the outputs as described above.

VI. CONDITIONS FOR PAYMENT

First payment of **US\$ 10,000** should be made upon signature of agreement in order to provide an opportunity to a grant recipient to do all necessary preparatory work, including for the conference in February 2016. The payment should be made available to the grant recipient as indicated in the MOU.

A second payment **US\$ 5,000** will be made by beginning of 2016 upon the delivery by the grantee of a report on the preparations for the regional conference.

The final payment, based on actual expenditures incurred, but up to a maximum of **US\$ 6,980** will be made available to the grant recipient as indicated in the MOU upon receipt and approval by the UNECE secretariat of the following:

- A. A financial report consistent with the attached cost plan on actual expenditures incurred for each of the specified budget lines and containing a written certification by an authorized official that "Funds were used for the purpose for which they were given";
- B. If resources are provided for in the budget of the grant to cover an audited financial report, a reputable third party audit firm should duly audit the final financial statement of the grant
- C. Invoice/payment request; and
- D. The necessary supporting documentation including:
 - i. Accounts for staff time;
 - ii. Copies of photograph/signature page(s) of passport and of tickets or boarding passes of participants;
 - iii. Copies of receipts of logistical support for the Conference, and
 - iv. Project report on the outputs under this grant defined in the Terms of reference.

VII. ESTIMATED INDICATIVE BUDGET

Item	Amount in US\$
2015	
SIC ICWC staff costs: staff time in supporting the portal, servicing the network and organization of the conference¹ (includes preparation and subsequent translation of documents, work on the dedicated web page, substantive work and logistics for workshop, etc.)	4,560
2016	
Conference (Almaty ² , 2 days, February)	6,640
1 participants from Belarus Cost per participant: (travel - US\$ 500, hotel - US\$ 80 x 3 nights = US\$ 240, reduced DSA of US\$ 25 x 3 days= US\$ 75) = US\$ 815	815
1 participants from Ukraine Cost per participant: (travel - US\$ 500, hotel - US\$ 80 x 3 nights = US\$ 240, reduced DSA of US\$ 25 x 3 days= US\$ 75) = US\$ 815	815
2 participants from Russia Cost participant 1: (travel - US\$ 600, hotel - US\$ 80 x 3 nights = US\$ 240, reduced DSA of US\$ 25 x 3 days= US\$ 75) = US\$ 915 Cost participant 2: (hotel - US\$80 x 3 nights = US\$ 240, reduced DSA of US\$ 25 x 3 days = US\$ 75) = US\$ 315	1,230
1 participants from BWO Amudarya (Urgench, Uzbekistan) Cost per participant: (travel - US\$ 470, hotel - US\$ 80 x 3 nights = US\$ 240, reduced DSA of US\$ 25 x 3 days= US\$ 75) = US\$ 785	785
1 participants from BWO Syrdarya (Tashkent) Cost per participant: (travel - US\$ 350, hotel - US\$ 80 x 3 nights = US\$ 240, reduced DSA of US\$ 25 x 3 days= US\$ 75) = US\$ 665	665
2 participants from SIC ICWC (Tashkent) Cost per participant: (travel - US\$ 350, hotel - US\$ 80 x 3 nights = US\$ 240, reduced DSA of US\$ 25 x 3 days = US\$ 75) = US\$ 665	1,330
Other workshop costs (meals ³ = US\$ 1,000 [lunch - 40 persons x US\$ 15 = US\$ 600; coffee break - 40 persons x US\$ 10 = US\$ 400])	1,000

¹ Approximate total work time by staff:

- (project manager, internet portal expert; All tasks: organisation and participation in workshop, development of network's web site)
- (technical and administrative staff; support in the organisation of the workshop. Coordination with participants of the network in EECCA countries.)
- (web design expert; tasks: support with portal development, portal management, distribution of material to the network)
- (web design expert; tasks: support with portal development, portal management, distribution of material to the network)
- (financial manager; all tasks: book keeping)
- (translation; all tasks: translation of reports, materials for portal, etc.)

² Full DSA for Almaty is US\$ 307.

³ Lunches on the second day will be funded from other sources.

SIC ICWC staff costs: staff time in supporting the portal, servicing the network and organization of the workshop (includes preparation and subsequent translation of documents, work on the dedicated web page, substantive work and logistics for workshop, etc.)	7,515
Publication⁴ (design, proof-reading, publishing; mailing; number of printed copies 100)	1,020
Contingency (bank fees)	2,245
TOTAL	21,980

VIII. PROVISION FOR REIMBERSEMENT BY THE GRANT RECIPIENT

The grant recipient undertakes, upon request, to reimburse without delay any part of the advance payment which remains unused or which have not been used according to the approved cost plan, unless justified and approved by UNECE.

Programme officer

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⁴ The publication will be produced in-house. SIC-ICWC is well equipped and is regularly producing printed material with a good quality at competitive costs.