

**Memorandum of Understanding
between
UNICEF, UNDP, UNESCO, and ILO**

WHEREAS, UNICEF, UNDP, UNESCO, and ILO (hereinafter referred to collectively as the "Participating UN Organizations") have developed a joint programme (hereinafter referred to as the "Joint Programme") more fully described in the detailed Joint Programme document attached, and have agreed to establish a coordination mechanism (hereinafter referred to as the "Joint Programme Coordinating Committee")¹ to facilitate the effective and efficient collaboration between the Participating UN Organizations for the implementation of the Joint Programme;

WHEREAS, the Participating UN Organizations have further agreed that they will pool their existing or otherwise mobilized Regular and/or Other Resources for the Joint Programme and put such resources under management and administration by the Managing Agent;

NOW, THEREFORE, the Participating UN Organizations (hereinafter referred to collectively as the "Parties") hereby agree as follows:

Article I
Appointment of Managing Agent, its Status and Duties

1. The Participating UN Organizations hereby appoint UNESCO Office in Beirut as the "Managing Agent" or the "MA" to be responsible for the implementation of activities I and II set out in the Joint Programme Document, and for which funds totaling \$206,750 are being pooled by the participating UN Agencies. Managing Agent accepts this appointment and assumes full programmatic responsibility and financial accountability for the funds transferred to it by the Participating UN Organizations. This appointment shall continue until it terminates, or is terminated, in accordance with Article VIII below.

2. The Managing Agent shall perform the following duties:

- (a) Disburse funds and supplies in a timely fashion;
- (b) Coordinate technical inputs by all Participating UN Organizations;
- (c) Be accountable for narrative and financial reporting to the Joint Programme Coordination Committee;
- (d) Perform such other activities as the Participating UN Organizations and the Managing Agent may agree in writing.

¹ The Composition of the Joint Programme Coordinating Committee shall include all of the signatories to the Joint Programme Document. The Coordinating Committee also includes the remaining Youth Task Force members for technical feedback, advice and support

Article II
Financial Matters

1 The Participating UN Organizations shall contribute to the costs of activities I and II for which funds are being pooled, set out in the Joint Programme Document in accordance with the budget contained in ANNEX A.

2 The Managing Agent shall administer the funds received in a separate ledger account under its financial regulations and rules for the receipt and administration of the funds received by it pursuant to this Memorandum of Understanding (hereinafter, the "Joint Programme Account"). The Joint Programme Account shall be administered by the Managing Agent in accordance with the regulations, rules, directives and procedures applicable to it, including those relating to interest. The Joint Programme Account shall be subject exclusively to the internal and external auditing procedures laid down in the financial regulations, rules, directives and procedures applicable to the Managing Agent. The audit conducted by the Managing Agent's internal and/or external auditors shall be considered acceptable to the Participating UN Organizations.

3 The Participating UN Organizations shall transfer funds to the Managing Agent through wire transfer or otherwise according to their own rules and regulations. When making a transfer to the Managing Agent, each Participating UN Organization will notify the Managing 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 that Participating UN Organization in respect of the Joint Programme on Youth in Lebanon pursuant to this Memorandum of Understanding, for deposit to the Joint Programme Account as determined by the Managing Agent.

4 The Managing Agent shall not be required to commence or continue activities in connection with the Joint Programme if a scheduled contribution from a Participating UN Organization has not been paid.

5 The funds in the Joint Programme Account shall be accounted as income to the Managing Agent Regular Programme Activities.

Article III
Activities of the Managing Agent

1 Any modifications to the Joint Programme activities set out in the Joint Programme Document, including as to their nature, content, sequencing or the duration thereof, shall be subject to mutual agreement in writing between the Participating UN Organizations and the Managing Agent, following approval of the Joint Programme Steering Committee. Any change in the budget for the Joint Programme set out in the Joint Programme Document shall be subject to mutual agreement in writing between all parties to the Joint Programme Document.

2 Where the Managing Agent wishes to support the implementation of the Joint Programme activities through or in collaboration with a third party, it shall be responsible for discharging all commitments and obligations with such third parties, and no Participating UN Organization shall be responsible for doing so.

Article IV Reporting

1 The Managing Agent shall provide the Joint Programme Coordination Committee with the following statements and reports prepared in accordance with the regulations, rules and procedures applicable to it and as reflected in the Joint Programme Document. In line with the principle that there should be only one annual report, the reporting arrangements are recommended to be:

(a) Narrative progress reports for each twelve-month period, to be provided no later than one month after the end of the applicable reporting period;³

(b) Interim, locally-produced, annual financial reports as of 31 December each year with respect to the Joint Programme Account, to be provided no later than one month after the end of the applicable reporting period;⁴

(c) A final narrative report and uncertified financial report, to be provided no later than two months after the completion of the Joint Programme (in the case of the final report) and two months after the last 31 December during which funds disbursed from the Joint Programme Account;

(d) A final financial statement certified by an authorized person of the Managing Agent, to be provided three months after the completion of the Joint Programme.

2. Apart from the reports set further above, no other reports will be provided by the Managing Agent to the Participating UN Organizations or to the other contributors (if any) to the Joint Programme Account.

Article V Other Contributors to Support the Joint Programme

1 Where a funding gap exists over and above the commitments made by Participating UN Organizations, the Managing Agent can engage in resource mobilization for the additional necessary funds. Donors would normally be expected to contribute to the Joint Programme through the Managing Agent. The Managing Agent would inform the Participating UN Organizations of any such contributions through the Joint Programme Steering Committee

2 In cases where a Participating UN Organization commits existing or otherwise mobilized other resources to the Joint Programme, the agreement between the participating UN organization concerned, and the donor would govern the said contribution

³ The MA should insert the periods for issuance of the reports set forth in this Article IV, consistent with its usual reporting requirements.

⁴ The reports specified in Article IV (1) (b) and (c) are interim reports and are not certified. They are to be completed by the country or regional office, as appropriate.

Article VI
Monitoring and Evaluation

Monitoring and evaluation of the Joint Programme shall be undertaken exclusively in accordance with the Managing Agent's procedures and policy guidance and as reflected in the Joint Programme Document.

Article VII
Communication

Upon consultation with the Participating UN Organizations, the Managing Agent shall take appropriate measures to publicize the Joint Programme as a joint programme of all the Participating UN Organizations. Information given to the press, to the beneficiaries of the Joint Programme, all related publicity material, official notices, reports and publications, shall acknowledge the role of the host Government, the Managing Agent, all Participating UN Organizations and the other contributors (if any) to the Joint Programme Account.

Article VIII
Expiration, modification and termination of the Agreement

1 This Memorandum of Understanding shall expire upon completion of the Joint Programme, subject to the continuance in force of paragraph 5 below for the purposes therein stated.

2 This Memorandum of Understanding may be modified only by written agreement between the Parties.

3 Any of the Participating UN Organizations may withdraw from this Memorandum of Understanding upon giving thirty (30) days' written notice to all other parties to this Memorandum of Understanding that it has given notice, in accordance with the Joint Programme Document, of its withdrawal from the Joint Programme. In the event of any such withdrawal, the withdrawing Participating UN Organization shall only be eligible for a refund on contributions provided hereunder which have not yet been committed and/or disbursed.

4 The Managing Agent's appointment may be terminated by the Managing Agent (on the one hand) or by the mutual agreement of all Participating UN Organizations and the host Government (on the other) on thirty (30) days' written notice to the other party, subject to the continuance in force of paragraph 5 below for the purpose therein stated. In the event of such termination, the Parties shall agree on measures to bring all activities to an orderly and prompt conclusion so as to minimize costs and expense.

5 Obligations assumed by the Parties under this Memorandum of Understanding shall survive the expiration or termination of this Memorandum of Understanding to the extent necessary to permit the orderly conclusion of the Joint Programme and the completion of final reports, 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 any subcontractors, consultants or suppliers. Any balance remaining in the Joint Programme Account shall be used for a purpose mutually agreed upon by the Parties to this Memorandum of Understanding.

Article IX Notices

1 Any action required or permitted to be taken under this Memorandum of Understanding may be taken on behalf of the Managing Agent by Mr Ramzi Salamé or his or her designated representative and on behalf of a Participating UN Organization by the head of office in Lebanon, or his or her designated representative.

2 Any notice or request required or permitted to be given or made in this Memorandum of Understanding shall be in writing. Such notice or request shall be deemed to be duly given or made when it shall have been delivered by hand, mail, cable or telex to the party to which it is required to be given or made, at such party's address specified in ANNEX B to this Memorandum of Understanding or at such other address as the party shall have specified in writing to the party giving such notice or making such request.

Article X Entry into force

This Memorandum of Understanding shall enter into force upon signature by authorized officials of the Parties and shall continue in full force and effect until it is expired or terminated.

Article XI Settlement of disputes

The Parties shall use their best efforts to promptly settle through direct negotiations any dispute, controversy or claim arising out of or in connection with this Memorandum of Understanding or any breach thereof. Any such dispute, controversy or claim which is not settled within sixty (60) 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 it, shall be resolved through consultation between the Executive Heads of each of the Participating UN Organizations and of the Managing Agent

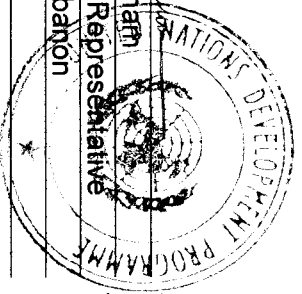
IN WITNESS WHEREOF, the undersigned, duly authorized representatives of the respective Parties, have signed this Memorandum of Understanding in English in 8 copies.

Resident Coordinator

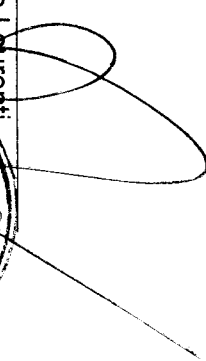
Signature: 
Name: Ms. Mona Hammam
Title: Resident Coordinator
Place: Beirut, Lebanon
Date:

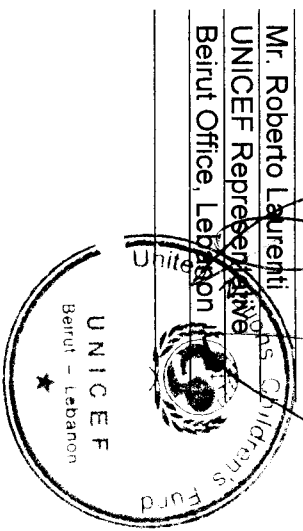


Signature: 
Name: Ms. Mona Hammam
Title: UNDP Resident Representative
Place: Beirut Office, Lebanon
Date:




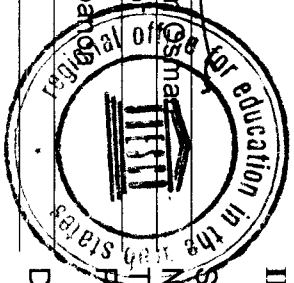
UNICEF

Signature: 
Name: Mr. Roberto Laurenti
Title: UNICEF Representative
Place: Beirut Office, Lebanon
Date:



UNESCO

Signature: 
Name: Mr. Abdel Moneim Ghannam
Title: UNESCO Director
Place: Beirut Office, Lebanon
Date:



Signature: 
Name: Ms. Nada A. Nashif
Title: Regional Director
Place: ILO Regional Office for Arab States
Beirut
Date:



ANNEX A:

Joint Programme Document Extract; Activates I and II

Work Plan August 2007 – July 2008

EXPECTED OUTPUTS	Key Activities/Output targets	TIMEFRAME	MANAGING AGENT	FOCAL POINT	PLANNED BUDGET	
I. National Youth Policy finalized and nationally adopted	A. Hire a consultant to oversee the process	August 2007 – July 2008	UNESCO	UNESCO	The consultant's Fees	\$42,000
	B. Finalize the Profile of Lebanese Youth ¹					
	1. Research on Youth Employment and Immigration	August-October 2007	UNESCO	ILO	1. Subcontract	\$12,000
	2. Assessment of Special needs of youth in the areas affected by the July 2006 war	August-October 2007	UNESCO	UNICEF	2. Hire staff to support principal consultant	\$6,000
	3. Production of a substantive directory of all youth NGOs	August-October 2007	UNESCO	UNESCO	3. Hire staff to support principal consultant	\$8,000
4. Updating the various chapters of the Profile	August- November 2007	UNESCO	UNESCO	4. Hire experts to update, revise, and finalize documents	\$6,000	
5. Production of the Profile and of the Policy preliminary orientations	November 2007	UNESCO	UNESCO	5. Printing of documents, and misc.	\$6,750	

WHO will be finalizing the near-in chapter of the National Youth Policy

C. Designing and implementing a communication plan, including the establishment of a youth interactive website	August-October 2007	UNESCO	UNDP UNICEF	Hire a consultant to design the plan. Rent website space. Hire assistant to feed the website. Implement the plan.	\$12,000
D. Consensus Building on the national Youth Policy Documents D1. Preparatory work: a. Simplify NYP documents b. Produce pamphlets c. Establish a High Level National Commission to oversee the process d. Establish a Youth Forum for National Youth Policy	October- November 2007 November 2007 November 2007 November 2007	UNESCO UNESCO UNRC UNESCO	UNESCO UNESCO UNRC UNESCO	a. Experts to summarize NYP documents for the field work of the consensus building. b. Printing c. Meetings expenses d. Meetings expenses	\$4,000 \$6,000 \$4,000 \$8,000
D2. Undertaking the consensus building process: a. 12 workshops with stakeholders throughout Lebanon b. Three consensus building workshops in Beirut targeting universities, schools, and stakeholders c. Experts thematic round tables presenting all findings from the consensus building, for a final round-up of feedback	December 2007 – April 2008	UNESCO	UNESCO In cooperation with UNDP regional antennas	Facilitators fees, transportation, cost of lunches, coffee breaks, and miscellaneous (Note: Most of the facilitators would provide their services as volunteers)	\$36,000

	E. Formulation and adoption of the National Youth Policy: 1. Finalization of the Youth Policy recommendations by principal consultant 2. National Conference on Youth Policy 3. Presentation of results to the Council of Ministers for adoption and decision on follow-up mechanisms	May-June 2008	UNESCO UNRC UNRC	UNESCO UNRC UNRC	The Conference expenses	\$10,000
	TOTAL					\$161,000

II. Youth Participation in Public Life piloted and demonstrated	A. Advocacy plans 1. Finalization of the plans 2. Presentation to the Line Ministries	July-August 2007	UNESCO	UNESCO	Facilitators' fees, Transportation, communication, and misc.	\$18,000
	B. The Youth Card 1. Production of a Concept Paper on the Youth Card 2. Identification of institutional and commercial partners 3. Media campaign to promote the Card among youth	August-September 2007 October-December 2007 December 2007 - March 2008	UNESCO	UNICEF	1. Consultant 2. Consultants for lobbying 3. Subcontract for the elaboration and implementation of the campaign 4. Self-financed	\$3,000 \$7,000 \$12,000
	4. Issuance and dissemination of the Card	February- May 2008			5. Consultants	\$6,000
	5. Monitoring the implementation of the Youth Card	May-June 2008				
	TOTAL					\$46,000

Annex B**Estimated Budget for Outputs 1 and 2 under
Pooling Funds Modality
2007 – 2008**

Agency	Pooled Funding (USD)
UNICEF	\$141,000
UNDP	\$41,750
UNESCO	\$20,000
ILO	\$4,000
Grand Total	\$206,750

ANNEX B:

Agencies Focal Points

UNICEF Focal Point

Name: Ms. Lubna H. Izziddin
Title: Programme Officer
Address: UN House, UNICEF
Telephone: 01-978634 / 03-451774
Facsimile: 01-983053/55
Electronic Mail: lizziddin@unicef.org

Managing Agent, UNESCO

Name: Dr Ramzi Salamé
Title: Senior Specialist of Higher Education
Address: UNESCO Office, Beirut Lebanon
Telephone: 01-850013/4
Facsimile: 01-824854
Electronic Mail: r.salame@unesco.org

UNDP Focal Point

Name: Ms. Mirna Sabbagh
Title: Programme Assistant
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Telephone: 01-978717
Facsimile: 01-981522
Electronic Mail: mirna.sabbagh@undp.org.lb

ILO Focal Point

Name: Mr. Tarek Haq
Title: Employment policies and strategies specialist
Address: Aresco Centre (11th floor), Justinien Street, Sanayeh
Telephone: 01-752400
Facsimile: 01-752406
Electronic Mail: haq@ilo.org