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To: UNDP Contributions Unit  
 304 East 45<sup>th</sup> street 4<sup>th</sup> floor  
 New York NY10017  
 USA

e-mail addresses: gertrude.cruz@undp.org and copy to claude.graham@undp.org

**UNDP PAYMENTS**

Telegraphic Transfer or  
 Draft or BACS (TT or D or  
 BACS

BACS

Currency

STERLING

Amount in Figures (currency)

Amount in words

Bank Name  
 Bank Address

**BANK OF AMERICA N.A – LONDON BRANCH**

**1 ALIE STREET  
 LONDON E1 8DE  
 ENGLAND  
 SWIFT: BOFAGB22**

Beneficiary A/C  
 Bank A/C No

**UNITED NATIONS DEVELOPMENT PROGRAMME –  
 CONTRIBUTIONS ACCOUNT  
 6008-62722-030**

Beneficiary Name

**UNITED NATIONS DEVELOPMENT PROGRAMME**

Beneficiary  
 Address

**UNITED NATIONS DEVELOPMENT PROGRAMME  
 ONE UNITED NATIONS PLAZA, NEW YORK  
 NY 10017  
 USA**

Reason for  
 Payment

Payment Date

**Form of Administration Arrangement for Cost-sharing or Trust Fund between  
the Department for International Development and  
the United Nations Development Programme**

1. I am pleased to inform you of the intention of the United Kingdom to make available a contribution ("the Contribution") of £800,000 (eight hundred thousand pounds sterling) as a grant, to be administered by UNDP for 'Scaling Up the Response Against HIV/AIDS Through Support to Institutional Mechanisms for Co-ordinated and Sustainable Delivery'. The terms of the Framework Arrangement will apply to the Contribution. UNDP will administer the Contribution in accordance with the provisions of the Framework Arrangement, except as otherwise provided herein.
2. The Contribution will be used exclusively for the following purposes: Scaling Up the Response Against HIV/AIDS Through Support to Institutional Mechanisms for Co-ordinated and Sustainable Delivery' as laid out in the attached proposal.
3. The Contribution will be charged the following support costs: 3 per cent for the additional cost incurred by UNDP in providing administration and handling services of the Contribution;
4. The United Kingdom will deposit the Contribution as a grant with UNDP, upon request from UNDP, in UNDP's Bank Account:

Name: UNDP Contributions GBP Account  
No. 6008-6272-2030  
Bank of America – London,  
1 Alie Street , London E1 8DE  
SWIFT code BOFAGB22

in accordance with the following schedule:

£200,000.. by ...1<sup>st</sup> January 2005,  
£200,000.. by... 1<sup>st</sup> July 2005,  
£200,000.. by... 1<sup>st</sup> January 2006,  
£200,000.. by... 1<sup>st</sup> July 2006.

The above schedule may be amended by mutual consent of UNDP and the United Kingdom dependent upon actual and estimated expenditure and need. DFID will notify UNDP Headquarters of each payment using the attached form.

5. UNDP will provide to DFID with each request for payment, presented in accordance with this Section, a financial utilisation report of:
  - a) all amounts previously received under the Administration Arrangement;
  - b) prior year's expenditure, current year's expenditure to date and unutilised budget to-date under the Administration Arrangement; and
  - c) the balance on the Programme Budget Allotment.

6. It is expected that the Contribution funds will be fully utilised in accordance with the provisions of this Administration Agreement by **31<sup>st</sup> December 2006**. UNDP will only disburse the funds for the purpose of this Administration Agreement after such date upon the approval of the United Kingdom.

7. If at any time, either Participant determines that the purposes of this Administration Arrangement can no longer be effectively or appropriately carried out, or if the Framework Arrangement is terminated, this Administration Arrangement may be terminated at the initiative of either Participant by giving three (3) months' written notice. Such termination will not oblige UNDP to repay any funds until satisfaction of all commitments and liabilities.

8. The offices responsible for co-ordination of all matters relating to this Administration Arrangement are:

**For the United Kingdom**

Diana Webster  
Head, DFID Lesotho Field Office  
c/o BHC  
Linare Road  
Maseru

**For UNDP**

Ernest Fausther  
Acting Resident Representative  
UNDP  
UN House  
Maseru

9. I would like to propose that this letter will, upon your confirmation in the manner indicated below, constitute an Arrangement between the United Kingdom and UNDP for 'Scaling Up the Response Against HIV/AIDS Through Support to Institutional Mechanisms for Co-ordinated and Sustainable Delivery'.

10. Three originals of the text of this Arrangement, written in the English language, have been signed by the Parties

Yours sincerely,



Diana Webster  
DFID Lesotho Field Office

Date: 17/12/04

Confirmed  
UNDP



Authorised Representative

Date: 17/12/2004