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United Nations Children's Fund | State Office for Assam
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AFO/WASH/2019/71

9th May 2019

To,
The Registrar,
Tezpur University
Napaam, Tezpur -784028
Assam

Dear Sir,

Sub: UNICEF support to Tezpur University to extend technical assistance to PHED: institutional strengthening and capacity building on monitoring WASH programs
Reference: 1. TU Letter No. F 27-1/97(GA-I)/VO.XIV/533 dated 08 May 2019
2. PHE letter no. PHE-2058/TB/2019/T-779 dt 25 April 2019

This has reference to your letter No. F 27-1/97(GA-I)/VO.XIV/533 dated 08 May 2019, with proposal and budget to "support PHED in institutional **Strengthening, Capacity Building and Program Monitoring of WASH".** Since the activities are mutually agreed, we are happy to confirm our support to the activities suggested in your proposal for the period 15th May – 31st December 2019 as per the approved budget up to a maximum of INR 72,81,750 (Rupees seventy-two lakhs eighty-one thousand seven hundred and fifty only).

Sl	Item	Amount (INR)
1.1	Monitoring and Evaluation for 20 Districts for 7.5 Months	5,700,000
1.2	Honorarium for Project Director	137,025
1.3	Honorarium for Faculty Coordinator	80,475
1.4	Program Coordinator 1 (based at Tezpur University)	337,500
1.5	Program Coordinator 2 (based at PHE, Guwahati)	375,000
1.6	Travel cost for Project Director (PD)	80,000
1.7	Travel cost for Faculty Coordinator (FC)	80,000
1.8	Travel cost for Project Coordinator (PC) 1	95,000
1.9	Food and accomodation for PD	174,000
1.10	Food and accomodation for FC	110,000
1.11	Food and accomodation for PC 1	76,000
2.1	Honorarium for Accounts Support	36,750
	TOTAL	72,81,750

On completion of the activity, we look forward to receiving the completed FACE form, detailed statement of expenditure showing approved budget vs actual expenditure, as well as the finalised report of the activity to enable us to liquidate this amount and release the balance amount, if any, up to the approved budgetary ceiling.

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Please take note of the following requirements with regard to management of funds released by UNICEF.

1. Fund should be utilised only for the purpose for which they are released as per the approved budget.
2. Advance cash assistance released has to be settled within four weeks of completion of the activities and in any case not later than four months from the date of release by submitting the following.
   - Statement of Expenditure(SOE) duly signed and stamped by the concerned official in UNICEF prescribed format
   - Funding Authorisation and Certification of Expenditure (FACE) form should be completed and submitted along with the Statement of Expenditure (SOE).

Please note that as per financial rules. UNICEF cannot release any further funds to recipients with accounts outstanding for more than six months.

3. If your department/organisation is not in a position to utilise UNICEF's cash assistance within a period of six months from the date of release of funds, the unutilised cash assistance should be refunded to UNICEF in the form of a cheque payable to 'UNICEF'.
4. Unutilised funds can't be retained by you or spent for any other activity without prior written approval of UNICEF.
5. Please note than deviation in any budget line item should not exceed 10%. Deviations, beyond that, if any, should be agreed in writing by UNICEF prior to expenditure and provided that the total approved budget is not exceeded.
6. A brief report on the activities and list of participants (trainings) is desirable.

Please be informed that our financial regulations require that all relevant vouchers be stamped 'PAID – CHARGED TO UNICEF ACCOUNT' and are retained in your files for four years.

We would like to inform that periodic on-site reviews in the form of "spot checks" of the cash assistance will be conducted by UNICEF staff and they may be conducted and documented on a routine basis. This will involve review of books of accounts, vouchers, bills and other related financial documents. Monitoring visits will be also be conducted time to time during the implementation of the activities by Programme Specialists/Officers from UNICEF and a monitoring finding report will be submitted to UNICEF by the visiting officers.

Looking forward to a strong partnership to address safely managed water supply in Assam, under your able supervision and guidance.

With best regards,

Ms. Chhaya Kunwar
OIC, Field Office
UNICEF, Guwahati, Assam

Enclosed: Approved budget

BUDGET

Cooperation Agreement Title	Institutional Strengthening Capacity Building and Programme Monitoring of WASH
	Tezpur University, Napaam, Tezpur
Responsible Officer(s)	Dr. Chandana Goswami
Implementing Partner	Tezpur University
Project Period	15 May - 31 December 2019

Programme Costs								Amount in Indian Rupees*			
No	Items	Unit	Quantity	Unit cost	Total budgeted (INR)	Partner's contribution	Total UNICEF Contribution	UNICEF Contribution			Remarks
								15 May-30 June	1 July -30 September	01 Oct - 31 Dec	
A	B	C	D	E	F	G	H	I	M	N	O
1											
1.1	Monitoring and Evaluation for 20 Districts for 7.5 Months (Honorarium to 19 Persons * 7.5 Months * 40000)	Reports	142.5	40000	5,700,000		5,700,000	1,110,000	2,280,000	2,280,000	
1.2	Honorarium for Project Director (10% of Basic Pay)	Months	7.5	18270	137,025		137,025	27,405	54,810	54,810	
1.3	Honorarium for Faculty Coordinator (10% of Basic Pay)	Months	7.5	10730	80,475		80,475	16,095	32,190	32,190	
1.4	Program Coordinator 1 (based at Tezpur University)	Months	7.5	45000	337,500		337,500	67,500	135,000	135,000	
1.5	Program Coordinator 2 (based at PHE, Guwahati)	Months	7.5	50000	375,000		375,000	75,000	150,000	150,000	
1.6	Travel cost for PD	Days	20	4000	80,000		80,000	16,000	32,000	32,000	As per Actuals
1.7	Travel cost for FC	Days	20	4000	80,000		80,000	16,000	32,000	32,000	As per Actuals
1.8	Travel cost for PC 1	Days	38	2500	95,000		95,000	20,000	37,500	37,500	As per Actuals
1.9	Food and accomodation for PD	Days	20	8700	174,000		174,000	34,800	69,600	69,600	As per Actuals
1.10	Food and accomodation for FC	Days	20	5500	110,000		110,000	22,000	44,000	44,000	As per Actuals
1.11	Food and accomodation for PC 1	Days	38	2000	76,000		76,000	16,000	30,000	30,000	As per Actuals
	Subtotal				7,245,000		7,245,000	1,448,900	2,897,100	2,897,100	
	Total				7,245,000		7,245,000	1,448,900	2,897,100	2,897,100	

Program Efficiency and Effectiveness											
No	Item	Un	Quantity	Unit cost	Total budgeted	Partner's contribution	UNICEF Contribution	UNICEF Contribution			
								MM MM YYYY	DD MM YY	DD MM YY	
								1st tranche	2nd tranche	3rd tranche	
1	2	3	4	5	6	7	8	9	9	9	
1.1	Honorarium for Accounts Support (10% of Basic Pay)	Months	7.5	1900	36,750		36,750	7,350	14,700	14,700	
	Sub Total				36,750.00		36,750.00	7,350.00	14,700.00	14,700.00	

Budget Summary				
Budget Items	Total Budget	Partner's contribution	Total UNICEF Contribution	UNICEF Contribution
				May 19
				1st tranche
[illegible]	7,281,750.00		7,281,750.00	1,456,350.00
[illegible]	6,750.00		6,750.00	1,350.00
[illegible]	91,000.00		7,281,750.00	1,456,350.00

	DD MM YY	DD MM YY	
	2nd tranche	3rd tranche	
	2,897,100.00	2,897,100.00	
	11,700.00	11,700.00	
	2,911,800.00	2,911,800.00	

[illegible]

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AFO/WASH/2019/172

6th August 2019

To,
Prof. Biren Das,
The Registrar,
Tezpur University
Napaam, Tezpur -784028
Assam

Dear Prof. Biren Das,

Sub: UNICEF support to Tezpur University, "Proposal for collaboration with UNICEF to support PHED in Water Quality Lab Strengthening in 10 selected districts of Assam".
Reference: 1. TU Letter dated 06 August 2019

This has reference to your letter dated 06 August 2019, with "**Proposal for collaboration with UNICEF to support PHED in Water Quality Lab Strengthening in 10 selected districts of Assam**". Since the activities are mutually agreed, we are happy to confirm our support to the activities suggested in your proposal for the period 16th August – 31st December 2019 as per the approved budget up to a maximum of INR 12,31,860 (Rupees twelve lakh thirty-one thousand eight hundred and sixty only).

Sl	Item	Amount (INR)
1.1	Honorarium for Project Director	87,210
1.2	Honorarium for Program Coordinator	2,25,000
1.3	Research Associate 1	1,35,000
1.4	Research Associate 2	1,35,000
1.5	Travel cost for Project Director (PD)	60,000
1.6	Travel cost for Project Coordinator (PC)	50,000
1.7	Travel cost for RA 1	50,000
1.8	Travel cost for RA 2	12,500
1.9	Food and accomodation for PD	1,30,500
1.10	Food and accomodation for PC	40,000
1.11	Food and accomodation for RA 1	40,000
1.12	Food and accomodation for RA 2	10,000
1.13	Capacity building and training of lab personnel	2,40,000
2.1	Honorarium for Accounts Support	16,650
	TOTAL	12,31,860

On completion of the activity, we look forward to receiving the completed FACE form, detailed statement of expenditure showing approved budget vs actual expenditure, as well as the finalised report of the activity to enable us to liquidate this amount and release the balance amount, if any, up to the approved budgetary ceiling.