



**AMENDMENT #1 TO THE RESPONSIBLE PARTY AGREEMENT
BETWEEN
UNITED NATIONS DEVELOPMENT PROGRAMME (UNDP)
AND
THE INSTITUTE FOR DEVELOPMENT OF FREEDOM OF INFORMATION (IDFI) ("CSO")**

Project: 00111651. Consolidating Parliamentary Democracy in Georgia

Reference is made to the Responsible Party Agreement dated 11 November 2019 signed between the UNITED NATIONS DEVELOPMENT PROGRAMME (UNDP) and the INSTITUTE FOR DEVELOPMENT OF FREEDOM OF INFORMATION (IDFI) (Civil Society Organization), with respect to the scope of the Responsible Party Agreement (Description of Activities), and as per article 32.2 of this Agreement, any modification to this Agreement shall require an amendment in writing between both parties and duly signature by the authorized representatives of the Civil Society Organization and UNDP.

Therefore, Parties hereby agree on the following;

WHEREAS CSO and UNDP now wish to amend said Responsible Party Agreement in order to reflect the changes in the Budget (Annex B – 5) and Schedule of Activities, Facilities and Payments (Annex B – 14);

WHEREAS such Amendment will not result in an increase or decrease of Responsible Party Agreement Budget total 322,222.22 USD

NOW THEREFORE, the relevant Responsible Party Agreement provisions indicated below are hereby amended to read as follows:

- The tables in paras 5. Budget and 14. *Schedule of Activities, Facilities and Payments* (attached) of the **Description of Activities** (Annex B) have been amended to reflect the changes in actual spending in 2019 and 1 quarter of 2020 and respectively the budget for the remaining period of the agreement which will replace respective paras of the Annex B of the Responsible Party Agreement.

NEVERTHELESS, all other terms and conditions of the Responsible Party Agreement, except as amended herein, shall remain unchanged and shall continue in full force and effect.

IN WITNESS WHEREOF THE UNDP AND THE CIVIL SOCIETY ORGANIZATION HAVE SIGNED THIS AMENDMENT

For UNDP:

By 

(signature)

Name: Louisa Vinton

Title: Resident Representative

Date: _____



For IDFI:

By 
(signature)

Name: Giorgi Kldiasvili

Title: Director

Date: _____



ANNEX B - 5/ Budget (USD)

Activities/sub-activities	Atlas activity	Account	Unit	Unit rate	# of Units	TOTAL USD	Total 2019 USD	Total budget 2020	2020				Total budget 2021	Total budget 2022	Total budget	
									Q1	Q2	Q3	Q4				
Output 1: Enhanced public engagement in parliamentary processes																
Activity 1.1. Support the operation of the Permanent Parliamentary Council on Open Governance																
1.1.1 Expenses related to meetings/workshops/presentations/trainings/conferences (Parliament)	1	72120	Per event	2,148.72	6.50	13,966.67	-	2,557.78	-	1,542.22		1,015.56	9,358.89	2,050.00	13,966.67	
1.1.2 Interpretation	1	74220	Per day	372.22	8.00	2,977.78	-	617.44	-	312.78		304.67	2,258.77	-	2,876.22	
Activity 1.2. Support the Council in monitoring the implementation progress of Open Parliament Action Plans																
1.2.1 Written Translation services	1	74220	Per Page	16.67	70.00	1,166.67	-	333.34	-	166.67	166.67		833.33	-	1,166.67	
Activity 1.3. Support the Parliament in raising public awareness on openness reforms and promote citizen participation in legislative processes																
1.3.1 Expenses related to public awareness: contests, production of videos, social promos/boosts, designing Action Plans, leaflets, brochures, infographics, guides, reports, banners, posters (including in Braille), e-dashboard, promo desks, etc.	1	74205	Per month	1,829.88	13.00	23,788.47	-	8,888.45		4,888.45	2,000.00	2,000.00	12,912.97	1,986.61	23,788.03	
1.3.2 Local Consultants (2) fee (study on citizens' usage of different legislative engagement/GeoParl guide about content generation)	1	71305	Per day	222.22	10.00	2,222.22	-	-					2,222.22	-	2,222.22	
1.3.3. International Consultants (2) fee to contribute (with study and/or trainings) to project planned actions.	1	71205	Per day	333.33	6.00	2,000.00	-	-					2,000.00	-	2,000.00	
1.3.4. Written Translation services	1	74220	Per Page	16.67	90.00	1,500.00	-	490.00	-	490.00			916.67	-	1,406.67	
1.3.5. International Consultants air fare costs	1	71205	Per flight	666.67	1.00	666.67	-	-					666.67	-	666.67	
1.3.6. International Consultants per diem	1	71205	Per Person/day	188.89	7.50	1,416.67	-	-					1,416.67	-	1,416.67	
1.3.7 Expenses related to meetings/workshops/presentations/trainings/conferences (Parliament)	1	72120	Per event	2,021.30	6.00	12,127.78	-	2,557.78	-		1,542.22	1,015.56	9,570.00	-	12,127.78	
1.3.8 Interpretation	1	74220	Per day	377.78	5.00	1,888.89	-	304.67	-		304.67		1,584.22	-	1,888.89	
Activity 1.4. Build the capacity of the Communications Teams of the Parliament on social network content management and tools																0
1.4.1. International Consultants (2) fee to contribute (with study and/or trainings) to project planned actions.	1	71205	Per day	333.33	6.00	2,000.00	-	-					2,000.00	-	2,000.00	
1.4.2. Interpretation	1	74220	Per day	377.78	5.00	1,888.89	-	-					1,888.89	-	1,888.89	
1.4.3. Written Translation services	1	74220	Per Page	16.67	15.00	250.00	-	-					250.00	-	250.00	
1.4.4. International Consultants air fare costs	1	71205	Per flight	666.67	1.00	666.67	-	-					666.67	-	666.67	
1.4.5. International Consultants per diem	1	71205	Per Person/day	188.89	7.50	1,416.67	-	-					1,416.67	-	1,416.67	
1.4.6. Expenses related to meetings/workshops/presentations/trainings/conferences (Parliament)	1	72120	Per event	2,050.00	1.00	2,050.00	-	-					2,050.00	-	2,050.00	
Activity 1.5. Support the building and reinforcing partnerships between the Parliament and other OGP member parliaments																0
1.5.1. Per diem international travel (including accommodation and meals)	1	71615	Per person/night	222.22	7.00	1,555.56	-	-					1,555.56	-	1,555.56	
1.5.2. International travel-airport transfer	1	71635	Per transfer	55.56	3.00	166.67	-	-					166.67	-	166.67	
1.5.3. International travel-air fare	1	71605	Per flight	666.67	3.00	2,000.00	-	-					2,000.00	-	2,000.00	

Activities/sub-activities	Atlas activity	Account	Unit	Unit rate	# of Units	TOTAL USD	Total 2019 USD	Total budget 2020	2020				Total budget 2021	Total budget 2022	Total budget
									Q1	Q2	Q3	Q4			
Output 2- SCA's Increased institutional openness, transparency and citizen engagement															
Activity 2.1. Facilitate the Institutionalization of a legislative openness mechanism in the SCA															
2.1.1. Per Diem local travel (including accommodation and meals)	2	71620	Per person/night	155.56	15.00	2,333.33	-	-	-				2,177.78	155.56	2,333.33
Activity 2.2. Provide support to the SCA's working group on legislative openness															
2.2.1. Per Diem local travel (including accommodation and meals)	2	71620	Per person/night	155.56	9.00	1,400.00	-	700.00	-	233.33	233.33	233.33	700.00	-	1,400.00
2.2.2. International travel - Visas	2	71635	Per visa/person	55.56	4.00	222.22	-	-					222.22	-	222.22
2.2.3 Per diem international travel (including accommodation and meals)	2	71615	Per person/night	222.22	13.00	2,888.89	-	-					2,888.88	-	2,888.88
2.2.4. International travel-airport transfer	2	71635	Per transfer	55.56	5.00	277.78	-	-					277.78	-	277.78
2.2.5. International travel-air fare	2	71605	Per flight	666.67	5.00	3,333.33	-	-					3,333.34	-	3,333.34
Activity 2.3. Support the SCA's working group in developing and monitoring the implementation of openness action plans															
2.3.1. Expenses related to meetings/workshops/presentations/trainings/conferences (including Parliament & SCA)	2	72120	per event	1,977.78	6.50	12,855.56	-	4,630.17	17.67	1,537.50	1,537.50	1,537.50	8,243.06	-	12,873.23
2.3.2. Local Consultants (2) fee (study on citizens' usage of different legislative engagement/GeoParl and baseline study on SC of Adjara; and guide about content generation)	2	71305	Per day	222.22	20.00	4,444.44	-	1,112.85		600.00	512.85		2,888.89	444.44	4,446.18
2.3.3. Interpretation	2	74220	Per day	400.00	2.00	800.00	-	377.78		188.89		188.89	422.22	-	800.00
2.3.4. Written Translation services	2	74220	Per Page	16.67	25.00	416.67	-	300.00		150.00	150.00		116.67	-	416.67
2.3.5. Per Diem local travel (including accommodation and meals)	2	71620	Per person/night	155.56	16.00	2,488.89	-	1,423.48	253.48	400.00	400.00	370.00	1,277.77	-	2,701.26
2.3.6. Expenses related to public awareness: contests, production of videos, social promos/boosts, designing Action Plans, leaflets, brochures, infographics, guides, reports, banners, posters (including in Braille), e-dashboard, promo desks, etc.	2	74205	Per month	728.63	7.00	5,100.42	-	4,828.66		1,609.55	1,609.55	1,609.55	7,493.08	1,112.00	13,433.74
3. Activity Management															
Personnel															
3.1 Project Director	3	71810	Per month	1,222.22	30.00	36,666.67	2,444.44	14,666.67	2,569.68	4,763.66	3,666.67	3,666.67	14,666.67	4,888.89	36,666.67
3.2 Project Coordinator	3	71810	Per month	1,333.33	30.00	40,000.00	2,666.67	16,000.00	2,803.28	5,196.72	4,000.00	4,000.00	16,000.00	5,333.33	40,000.00
3.3 Analyst/Assistant	3	71810	Per month	811.11	30.00	24,333.33	1,622.22	9,733.33	1,705.35	3,161.31	2,433.33	2,433.33	9,733.33	3,244.44	24,333.33
Equipment and supplies7															
3.4 Computer equipment	3	72210	Per item	805.56	2.00	1,611.11	-	1,214.82	-	807.41	207.41	200.00	333.33	55.56	1,603.71
Local office															
3.5 Transportation costs	3	71635	Per month	422.22	30.00	12,666.67	844.44	5,066.67	887.70	1,645.64	1,266.67	1,266.67	5,066.67	1,688.89	12,666.67
3.6 Office rent	3	73105	Per month	277.78	30.00	8,333.33	-	-	-	-	-	-	-	-	-
3.7 Consumables - office supplies	3	72505	Per month	55.56	30.00	1,666.67	-	1,525.87	347.29	392.86	392.86	392.86	1,333.32	222.22	3,081.41
3.8 Other services (tel/fax, electricity/heating, maintenance)	3	73120	Per month	111.11	30.00	3,333.33	-	777.75		259.25	259.25	259.25	666.68	444.44	1,888.87
Other costs, services8															
3.9 SCA Consultant	3	71810	Per month	1,025.64	26.00	26,666.67	-	10,256.41		4,102.56	3,076.92	3,076.92	12,307.69	4,102.56	26,666.67
3.10 Accounting and Finances	3	71810	Per month	577.78	30.00	17,333.33	1,155.56	6,933.33	1,214.77	2,251.89	1,733.33	1,733.33	6,933.33	2,311.11	17,333.33
3.11 Communications/Visibility services	3	71810	Per month	1,133.33	30.00	34,000.00	2,266.67	13,600.00	2,382.80	4,417.20	3,400.00	3,400.00	13,600.00	4,533.33	34,000.00
Miscellaneous															
3.12 Miscellaneous	3	74525	Per month	111.11	30.00	3,333.33	3.71	1,183.58	11.69	390.63	390.63	390.63	1,702.29	444.44	3,334.02
GRAND total						322,222.22	11,003.71	110,080.80	12,193.70	39,508.52	29,283.86	29,094.71	168,119.87	33,017.84	322,222.22

ANNEX B - 14/ Schedule of Activities, Facilities and Payments (USD) *

EXPECTED CP OUTPUTS	Atlas Activity	Planned budget			Schedule of payments by UNDP														
		Budget Description	Amount	2019	2020	2020				2021	2021				2022	2022			
				Q4		Q1	Q2	Q3	Q4		Q1	Q2	Q3	Q4		Q1	Q2		
Output 1: Enhanced public engagement in parliamentary processes	Activity 1 - Strengthened parliamentary performance in the new context of constitutional and legislative framework (including RPA activities 1.1 -1.5)	72120	Svc Co-Trade and Business Serv	28,144.45	1,666.67	5,115.56		1,542.22	1,542.22	2,031.11	20,978.89	8,808.05	4,056.95	4,056.94	4,056.94	2,050.00	-	2,050.00	
		71205	Intl Consultants-Sht Term-Tech	8,166.67	-	-		-	-	-	-	8,166.67	4,083.34	4,083.33	-	-	-	-	-
		71305	Local Consult.-Sht Term-Tech	2,222.22	-	-		-	-	-	-	2,222.22	-	-	-	2,222.22	-	-	-
		71605	Travel Tickets-International	2,000.00	-	-		-	-	-	-	2,000.00	-	1,117.11	882.89	-	-	-	-
		71615	Daily Subsistence Allow-Intl	1,555.56	-	-		-	-	-	-	1,555.56	-	844.67	710.89	-	-	-	-
		71635	Travel - Other	166.67	-	-		-	-	-	-	166.67	-	83.33	83.33	-	-	-	-
		74205	Audio Visual Productions	23,788.47	7,222.22	8,888.45		4,888.45	2,000.00	2,000.00		12,912.97	3,228.24	3,228.24	3,228.24	3,228.24	1,986.61	-	1,986.61
		74220	Translation Costs	9,672.22	333.33	1,745.45		969.44	471.34	304.67		7,731.89	3,181.44	2,100.44	1,225.00	1,225.00	-	-	-
Output 2- SCA's Increased Institutional openness, transparency and citizen engagement	Activity 2 - Improved institutional performance of the SCA (including RPA activities 2.1 - 2.3)	71305	Local Consult.-Sht Term-Tech	4,444.44	2,222.22	1,112.85		600.00	512.85	-	2,888.89	1,111.11	-	-	1,777.78	444.44	-	444.44	
		71605	Travel Tickets-International	3,333.33	-	-		-	-	-	-	3,333.34	1,666.67	1,666.67	-	-	-	-	-
		71615	Daily Subsistence Allow-Intl	2,888.89	-	-		-	-	-	-	2,888.88	1,444.44	1,444.44	-	-	-	-	-
		71620	Daily Subsistence Allow-Local	6,222.22	933.33	2,123.48		633.33	633.33	603.33		4,155.55	1,938.88	738.89	738.89	738.89	155.56	-	155.56
		71635	Travel - Other	500.00	-	-		-	-	-	-	500.00	250.00	250.00	-	-	-	-	-
		72120	Svc Co-Trade and Business Serv	12,855.56	555.56	4,630.17		1,537.50	1,537.50	1,537.50		8,243.06	3,630.56	1,537.50	1,537.50	1,537.50	-	-	-
		74205	Audio Visual Productions	5,100.42	-	4,828.66		1,609.55	1,609.55	1,609.55		7,493.08	3,080.43	1,470.88	1,470.88	1,470.88	1,112.00	555.56	556.44
		74220	Translation Costs	1,216.66	-	677.78		338.89	150.00	188.89		538.88	327.78	-	-	211.11	-	-	-
3. Activity Management																			
	Activity 3 - Project Management	71810	Personnel costs	179,000.00	11,933.33	55,784.56		19,164.05	18,310.26	18,310.26	73,241.03	18,310.26	18,310.26	18,310.26	18,310.26	24,413.68	18,310.26	6,103.42	
		71635	Travel - Other	12,666.67	844.44	1,214.82		807.41	207.41	200.00		333.33	-	166.67	166.67	-	55.56	-	-
		72210	Machinery and Equipment	1,611.11	833.33	4,178.97		1,645.64	1,266.67	1,266.67		5,066.67	1,266.67	1,266.67	1,266.67	1,266.67	1,688.89	1,266.67	422.22
		72505	Stationery & other Office Supp	1,666.67	111.11	-		-	-	-		-	-	-	-	-	-	-	-
		73105	Rent	8,333.33	555.56	1,178.58		392.86	392.86	392.86		1,333.32	333.33	333.33	333.33	333.33	222.22	166.67	55.56
		73120	Utilities	3,333.33	222.22	777.75		259.25	259.25	259.25		666.68	166.67	166.67	166.67	166.67	444.44	333.33	111.11
		74525	Sundry	3,333.33	222.22	1,171.88		390.63	390.63	390.63		1,702.29	702.29	333.33	333.33	333.33	444.44	333.33	111.11
			Total		322,222.22	27,655.56	93,428.95		34,779.22	29,283.86	29,094.71	168,119.87	53,530.17	43,199.38	34,511.50	36,878.82	33,017.84	21,021.37	11,996.47

- Since the budget for 4Q 2019, 1Q and 2Q 2020 has been amended to make retrofitting per actual (4Q 2019 and 1Q 2020) and planned (Q2 2020) expenditures, and in the schedule of payments, the first transferred installment for 4Q 2019 remains unchanged, this results in the difference between the budget and schedule of payments per mentioned quarters. However, in the 3Q and 4Q 2020, schedule of payments (installments) are based on the budget's quarterly breakdown.
- No new advances will be approved/transferred before **at least 80%** of the previous advance and 100% of all earlier advances have been liquidated.