



Low Value Grant Agreement

1. Georgia							
2. Recipient Institution: Institute for Development of Freedom of Information (IDFI)							
3. Project Number and Title: UN JP Human Rights for All – Phase II; # 00118263							
4. Implementation Period: 24 March 2021 – 24 May 2021							
5. Budget: 8,060 USD							
6. Schedule of Disbursement of Funds to Recipient Institution:							
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">INSTALMENT/DATE</th> <th style="text-align: center;">AMOUNT</th> </tr> </thead> <tbody> <tr> <td>I Instalment – Upon Signature</td> <td style="text-align: center;">USD 6,135</td> </tr> <tr> <td>II Instalment – Within two weeks after submission and clearance of the Final Report;</td> <td style="text-align: center;">USD 1,925</td> </tr> </tbody> </table>		INSTALMENT/DATE	AMOUNT	I Instalment – Upon Signature	USD 6,135	II Instalment – Within two weeks after submission and clearance of the Final Report;	USD 1,925
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I Instalment – Upon Signature	USD 6,135						
II Instalment – Within two weeks after submission and clearance of the Final Report;	USD 1,925						
The transfers will be made in GEL per official UN Exchange Rate at the date of transfer (https://treasury.un.org/operationalrates/OperationalRates.php)							
7. Information for Recipient Institution Bank Account into Which Funds Will Be Disbursed: Account Name: Institute for Development of Freedom of Information (IDFI) Account Number: GE19BG000000138095003 Bank Name: Bank of Georgia Bank Address: 29a Gagarin street, Tbilisi 0160, Georgia Bank SWIFT Code: BAGAGE22							
8. Notices to Recipient Institution: Name: Giorgi Kldiashvili Executive Director, Institute for Development of Freedom of Information (IDFI) Address: 20,T. Shevchenko str. 0108, Tbilisi, Georgia Tel: +995 32 2 921514 Email: g.kldiashvili@idfi.ge	9. Notices to UNDP: Name: Louisa Vinton UNDP Resident Representative in Georgia Address: 9 Eristavi str. 0179, Tbilisi, Georgia Tel: +995 32 225 11 26 Email: louisa.vinton@undp.org						
10. Signed for the Institute for Development of Freedom of Information by its Authorized Representative							
Date: _____ Name: Giorgi Kldiashvili	Signature: _____ Title: Executive Director						
11. Signed for the United Nations Development Programme by its Authorized Representative							
Date: 23-Mar-2021 Name: Louisa Vinton	Signature:  Title: Resident Representative						
<p>The following documents constitute the entire Agreement between the Parties and supersedes all prior agreements, understandings, communications and representations concerning the subject matter:</p> <p>this face sheet (“Face Sheet”)</p> <p>Standard Terms and Conditions</p> <p>Annex A – Accepted Grant Proposal</p> <p>Annex B – Reporting Format</p> <p>Annex C – Project Document for the Project funding this Grant Agreement</p>							

STANDARD TERMS AND CONDITIONS

This **Low Value Grant Agreement** (hereinafter referred to as the “Agreement”) is made between the United Nations Development Programme, a subsidiary organ of the United Nations established by the General Assembly of the United Nations (hereinafter “UNDP”), and the Recipient Institution named in block 2 of the Face Sheet (the “Recipient Institution,” and together with UNDP, the “Parties”).

WHEREAS, UNDP provides support services to the Administration of the Government of Georgia, the Implementing Partner of the project named in block 3 of the Face Sheet (hereinafter referred to as “the Project”) and more specifically described in the project document 00118263 – UN JP Human Rights for All – Phase II attached as **Annex C** (the “Project Document”), implemented at the request of the Government of the country named in block 1 of the Face Sheet;

WHEREAS, UNDP desires to provide funds to the Recipient Institution in the context of the Project for the purposes of undertaking the activities in the accepted Grant Proposal (the “Funds”), and on the terms and conditions hereinafter set forth; and

WHEREAS, the Recipient Institution is ready and willing to accept such Funds from UNDP for the activities (the “Activities”) described in the accepted Grant Proposal in **Annex A** (the “Proposal”) on the terms and conditions hereinafter set forth in this agreement;

NOW, THEREFORE, the Parties hereto agree as follows:

1.0 Responsibilities of the Recipient Institution

1.1 The Recipient Institution agrees to undertake the Activities and achieve the deliverables described in the accepted Proposal (Annex A) with due diligence and efficiency, pursuant to the schedule set forth in the Proposal, and in accordance with the terms and conditions of this Agreement. The Activities must be undertaken in a manner consistent with the regulations, rules, policies and procedures of UNDP, and in accordance with the Project Document which forms an integral part of this Agreement. Funds provided pursuant to this Agreement shall be prudently managed by the Recipient Institution and used solely for the Activities to produce results specified in the Proposal.

1.2 The Recipient Institution agrees to reach the performance targets (the “Performance Targets”) as indicated in the accepted Proposal. If the Recipient Institution fails to meet its responsibilities outlined in this Agreement, or to attain at least 70% of any one Performance Target for any given year, then this will be considered grounds to suspend any further disbursement of Funds. The suspension shall remain in effect until the Recipient Institution has achieved the relevant Performance Targets.

1.3 The Recipient Institution shall inform UNDP about any problems it may face in attaining the objectives agreed upon.

2.0 Duration

2.1 This Agreement, prepared in two originals, shall become effective on the date of its signature by both the Recipient Institution and UNDP, acting through their duly Authorized Representatives, indicated in blocks 10 and 11 of the Face Sheet, and expire on the Implementation Period end date indicated in block 4 of the Face Sheet, unless earlier terminated pursuant to Article 6.4 or 7.9 below.

3.0 Payments

3.1 Subject to the express terms of this Agreement, UNDP shall provide Funds to the Recipient Institution in an amount not to exceed the amount set forth in block 5 of the Face Sheet according to the schedule set out in block 6 of the Face Sheet. Payments are subject to the Recipient Institution meeting the Performance Targets.

3.2 All payments shall be deposited into the Recipient Institution's bank account, the details of which are set forth in block 7 of the Face Sheet.

3.3 The amount of payment of such Funds is not subject to any adjustment or revision because of price or currency fluctuations or the actual costs incurred by the Recipient Institution in the performance of the Activities under this Agreement.

4.0 Records, Information and Reports

4.1 The Recipient Institution shall maintain clear, accurate and complete records in respect of the Funds received under this Agreement. Upon completion of the Activities, or the termination of this Agreement, the Recipient Institution shall maintain the records for a period of at least five (5) years.

4.2 The Recipient Institution shall furnish, compile and make available at all times to UNDP any records or information, oral or written, which UNDP may reasonably request in respect of the Funds received by the Recipient Institution.

4.3 The Recipient Institution shall provide progress reports ("Performance Reports") including financial and narrative information, to UNDP at least 30 days before the expected release of the next tranche or at least annually within 30 days after the end of year until the activities have been completed. The Performance Report, including the financial reporting component, shall follow the format in **Annex B** and shall include certification by the Recipient Institution's representative with institutional responsibility for financial reporting, including the certification date.

4.5 Within 30 days after completion of the Activities, the Recipient Institution shall provide UNDP with a final financial and narrative report with respect to all expenditures made from such Funds and indicating the results achieved, utilizing the reporting format contained in **Annex B**.

4.6 All further correspondence regarding the implementation of this Agreement should be addressed to the addresses set forth in blocks 8 and 9 of the Face Sheet, as applicable.

5.0 Audits and Investigations

5.1 Notwithstanding the above, UNDP shall have the right to audit or review the Recipient Institution's related books and records as it may require, and to have access to the books and record of the Recipient Institution, as necessary.

5.2 The Recipient Institution acknowledges and agrees that, at any time, UNDP may conduct investigations relating to any aspect of the Agreement, the obligations performed under the Agreement, and the operations of the Recipient Institution generally. The right of UNDP to conduct an investigation and the Recipient Institution's obligation to comply with such an investigation shall not lapse upon expiration or prior termination of the Agreement.

5.3 The Recipient Institution shall provide its full and timely cooperation with any such inspections, audits or investigations. Such cooperation shall include, but shall not be limited to, the Recipient Institution's obligation to

make available its personnel and any relevant documentation for such purposes at reasonable times and on reasonable conditions and to grant to UNDP access to the Recipient Institution's premises at reasonable times and on reasonable conditions in connection with such access to the Recipient Institution's personnel and relevant documentation. The Recipient Institution shall require its agents, including, but not limited to, the Recipient Institution's attorneys, accountants or other advisers, to reasonably cooperate with any inspections, audits or investigations carried out by UNDP hereunder.

5.4 UNDP shall be entitled to a refund from the Recipient Institution for any amounts shown by such audits and investigations to have been used by the Recipient Institution other than in accordance with the terms and conditions of the Agreement. The Recipient Institution also agrees that, where applicable, donors to UNDP whose funding is the source of, in whole or in part, the Funds for the Activities, shall have direct recourse to the Recipient Institution for the recovery of any Funds determined by UNDP to have been used in violation of or inconsistent with this Agreement and/or the Proposal.

6.0 Representations and Warranties

6.1 The Recipient Institution represents and warrants that:

(a) it has not and shall not offer any direct or indirect benefit arising from or related to the performance of the Agreement or the award thereof to any representative, official, employee, or other agent of UNDP.

(b) neither it, its parent entities (if any), nor any of the Recipient Institution's subsidiary or affiliated entities (if any) is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, *inter alia*, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral, or social development.

(c) neither it, its parent entities (if any), nor any of the Recipient Institution's subsidiaries or affiliated entities (if any) is engaged in the sale or manufacture of anti-personnel mines or components utilized in the manufacture of anti-personnel mines.

(d) it shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by its employees or any other persons engaged and controlled by the Recipient Institution to perform any services under the Agreement. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Recipient Institution shall refrain from, and shall take all reasonable and appropriate measures to prohibit its employees or other persons engaged and controlled by it from exchanging any money, goods, services, or other things of value, for sexual favors or activities, or from engaging any sexual activities that are exploitive or degrading to any person. UNDP shall not apply the foregoing standard relating to age in any case in which the Recipient Institution's personnel or any other person who may be engaged by the Recipient Institution to perform any services under the Agreement is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such personnel or such other person who may be engaged by the Recipient Institution to perform any services under the Agreement.

(e) neither it, its parent entities (if any), nor any of the Recipient Institution's subsidiary, affiliated entities (if any), suppliers and subcontractors is engaged in any transactions with, and/or the provision of resources and support to, individuals and organizations associated with, receiving any type of training for, or engaged in, any act or offense described in Article 2, Sections 1, 3, 4 or 5 of the International Convention for the Suppression of the Financing of Terrorism, adopted by the General Assembly of the United Nations in Resolution 54/109 of 9 December 1999.

6.2 The Recipient Institution shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the Agreement.

6.3 The Recipient Institution acknowledges that it has read the Project Document attached hereto as Annex C, including the section entitled "Risk Management". The Recipient Institution hereby agrees that in undertaking the Activities in the Proposal, it will be bound, *mutatis mutandis*, by the obligations and agreements set forth in the Project Document as applicable to the Implementing Partner of the Project.

6.4 The Recipient Institution acknowledges and agrees that the provisions of this Article 6.0 constitute an essential term of the Agreement and that breach of any such representation and warranty or covenant shall entitle UNDP to terminate the Agreement immediately upon notice to the Recipient Institution, without any liability for termination charges or any other liability of any kind.

7.0 General Provisions

7.1 This Agreement and the Annexes attached hereto shall form the entire Agreement between the Parties, superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Agreement.

7.2 The Recipient Institution shall carry out all Activities described in the Proposal with due diligence and efficiency. Subject to the express terms of this Agreement, it is understood that the Recipient Institution shall have exclusive control over the administration and implementation of the Activities and that UNDP shall not interfere in the exercise of such control. However, both the qualities of work and the progress being made toward successfully achieving the goals of the Activities shall be subject to review by the Project's Steering Committee/Project Board. If at any time the Steering Committee/Project Board is not satisfied with the quality of work or the progress being made toward achieving such goals, the Steering Committee/Project Board may advise UNDP to: (i) withhold payment of Funds until in its opinion the situation has been corrected; or (ii) declare this Agreement terminated by written notice to the Recipient Institution as described in Article 7.9 below; and/or seek any other remedy as may be necessary. The Steering Committee/Project Board's determination as to the quality of work being performed and the progress being made toward such goals shall be final and shall be binding and conclusive upon the Recipient Institution insofar as further payments are concerned.

7.3 UNDP undertakes no responsibility in respect of life, health, accident, travel or any other insurance coverage for any person which may be necessary or desirable for the purpose of this Agreement or for any personnel undertaking Activities under this Agreement. Such responsibilities shall be borne by the Recipient Institution.

7.4 The rights and obligations of the Recipient Institution are limited to the terms and conditions of this Agreement. Accordingly, the Recipient Institution and personnel performing services on its behalf shall not be entitled to any benefit, payment, compensation or entitlement except as expressly provided in this Agreement.

7.5 The Recipient Institution shall be fully responsible for all services performed by its personnel, agents, employees, contractors, subcontractors and any other party undertaking Activities in relation to implementing the Proposal on behalf of the Recipient Institution (hereinafter referred to as "Recipient Institution Personnel") and shall ensure that all of its obligations under this Agreement extend to the Recipient Institution Personnel. The Recipient Institution may not assign, transfer, pledge, or make any other disposition of the Agreement, of any part of it, or of any of its rights, claims or obligations under the Agreement, except with the prior written authorization of UNDP. Any authorized assignee or transferee shall be bound by the terms and conditions of this Agreement. The Recipient Institution may not use the services of subcontractor(s) unless prior written

authorization is granted by UNDP. If such authorization is granted, the Recipient Institution shall ensure that such subcontractor(s) do not use further tiers of subcontractors, unless prior written authorization is granted by UNDP. Any authorized subcontractor shall be bound by the terms and conditions of this Agreement. The use of subcontractors shall not relieve the Recipient Institution of any of its obligations under this Agreement.

7.6 The Recipient Institution shall indemnify, hold and save harmless, and defend at its own expense, UNDP, its officials and persons performing services for UNDP, from and against all suits, claims, demands and liability of any nature and kind, including their cost and expenses, on account of, based or resulting from, arising out of (or which may be claimed to arise out of) or relating to the acts or omissions of the Recipient Institution, Recipient Institution Personnel or other persons hired for the management of the present Agreement and the Project. The Recipient Institution shall be responsible for, and deal with all claims brought against it by any Recipient Institution Personnel.

7.7 If provided for in the Project Document (or if otherwise agreed between UNDP and the Government of the country named in block 1 of the Face Sheet), assets and equipment purchased with the Funds will become the property of the Recipient Institution. The Recipient Institution shall be responsible for substantive and financial reporting on its use of the Funds to the Steering Committee set up to oversee grant making and/or the implementing partner, as defined in the Project Document. The assets and equipment shall be used for the purpose indicated in the Proposal throughout the period of this Agreement. Procurement of goods, services and technical assistance required under the Proposal will be conducted by the Recipient Institution in accordance with the principles of highest quality, transparency, economy and efficiency. Such procurement will be based on the assessment of competitive quotations, bids, or other proposals, unless otherwise agreed in writing by UNDP.

7.8 Ownership of patent rights, copyrights, and other similar rights (“Intellectual Property Rights”) to any discoveries, inventions or works resulting from implementation of the Activities under this Agreement shall vest in the Recipient Institution. Nonetheless, the Recipient Institution shall grant UNDP a perpetual, irrevocable, world-wide, non-exclusive and royalty-free license to use, reproduce, adapt, modify, distribute, sub-license and make use of such Intellectual Property Rights, including the ability to further license to program country governments in accordance with the requirements of the agreement between the UNDP and the government(s) concerned.

7.9 This Agreement may be terminated by either Party before completion of the Agreement by giving thirty (30) days written notice to the other Party, and the Recipient Institution shall promptly return any unutilized Funds to UNDP.

7.10 The Recipient Institution acknowledges that UNDP and its representatives have made no actual or implied promise of funding except for the amounts specified in this Agreement. Although project related documents may indicate a total amount of funds that could be available for this Recipient Institution, actual disbursements will be based upon the Recipient Institution meeting the Performance Targets. If any of the Funds are returned to UNDP or if this Agreement is rescinded, the Recipient Institution acknowledges that UNDP will have no further obligation to the Recipient Institution as a result of such return or rescission.

7.11 No modification of or change to this Agreement, waiver of any of its provisions or additional contractual provisions shall be valid or enforceable unless previously approved in writing by the Parties or their duly authorized representatives in the form of an amendment to this Agreement duly signed by the Parties hereto.

7.12 The Parties shall try to settle amicably through direct negotiations, any dispute, controversy or claim arising out of or relating to the present Agreement, including breach and termination of the Agreement. If these negotiations are unsuccessful, the matter shall be referred to arbitration in accordance with United Nations

Commission on International Trade Law Arbitration Rules. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy or claim.

7.13 Nothing in or relating to this Agreement shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations and UNDP.

7.14 Information and data that is considered proprietary by either Party and that is delivered or disclosed by one Party to the other Party during the term of this Agreement shall be considered confidential and shall be handled pursuant to the UNDP Information Disclosure Policy, not attached hereto but known to and in the possession of the Parties. The Recipient Institution may disclose information to the extent required by law, provided that and without any waiver of the privileges and immunities of the United Nations, the Recipient Institution will give UNDP sufficient prior notice of a request for the disclosure of information in order to allow UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made. UNDP may disclose information to the extent required pursuant to the Charter of the United Nations, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General of the United Nations.

7.15 The Recipient Institution shall only use the name (including abbreviations), emblem or official seal of the United Nations or UNDP in direct connection with the Activities under this Agreement and upon receiving prior written consent of UNDP. Under no circumstances shall such consent be provided in connection with the use of the name (including abbreviations), emblem or official seal of the United Nations or UNDP for commercial purposes or goodwill.

7.16 The provisions of Article 4.1, Article 5.0, and Articles 7.3, 7.6, 7.7, 7.8, 7.12, 7.13, 7.14 and 7.15 shall survive and remain in full force and effect regardless of the expiry of the Project Implementation Period or the termination of this Agreement.

ANNEX A
Low Value Grant Proposal

TO BE PREPARED BY THE RECIPIENT INSTITUTION. THIS PROPOSAL WILL BE SUBMITTED TO THE STEERING COMMITTEE/PROJECT BOARD FOR APPROVAL

Date: 12.03.2021

Project Number: 00118263

Project Title: UN JP Human Rights for All – Phase II

Name of the RECIPIENT INSTITUTION: Institute for Development of Freedom of Information (IDFI)

Total Amount of the Grant (in USD): \$8,060.00

1- PURPOSE OF THE GRANT

In recent years, the scale of the collection and sharing of personal data has increased significantly. Technology allows both private companies and public authorities to make use of personal data on an unprecedented scale in order to pursue their activities. The widespread use of information and communication technologies poses new risks and threats to citizens, which has exacerbated the need for robust personal data protection. Importance of the personal data protection in Georgia is highlighted in the National Strategy for the Protection of Human Rights 2014-2020. Namely, one of the objectives of the Strategy provides for the protection of personal data in compliance with international standards.

Considering the challenges brought by rapid technological developments as well as the objectives of the Human Rights Strategy, promoting and strengthening personal data protection in Georgia gains more and more importance. Therefore, it is important to assess the current situation in Georgia, evaluate to what extent the objectives envisaged by the Human Rights Strategy are achieved, and identify existing challenges and gaps related to personal data protection. Besides, it is essential to ensure independent evaluation of Human Rights Strategy directions and produce a shadow report that will objectively assess current situation. In addition, the report will draw specific attention to the directions of Association Agenda and human rights implications of the measures taken by the government in relation to COVID-19. The report will summarize the situation starting from 2020. This grant aims to contribute to **personal data protection in Georgia** through documenting personal data protection challenges and gaps in light of the priorities envisaged by the Strategy and Action Plan for the Protection of Human Rights.

Being the member NGOs of Inter-Agency Council for Human Rights (IACHR) IDFI has extensive experience in terms of working on human rights issues. In 2020, IDFI submitted an [opinion](#) regarding the new Strategy for the Protection of Human Rights and proposed recommendations related to the main directions and objectives for the new human rights strategy. In addition, IDFI contributes to promoting human rights during the COVID-19 pandemic and has prepared an [overview](#) of the international standards related to the rule of law and human rights protection in time of emergency and analyzed key challenges regarding certain fundamental rights, including the right to privacy. Among IACHR members IDFI is the only NGO, working intensively on the promotion of personal data protection. Recently, IDFI started a [project](#) aimed at strengthening the personal data protection regime through enhancing the knowledge and awareness of professional groups and students of the personal data protection standards, fostering professional and academic discussions on challenges related to personal data protection, and strengthening the capacity of the State Inspector Service. Previous experience makes IDFI well positioned to take on the objective outlined above.

2- PROPOSED ACTIVITIES AND WORK PLAN

- *Describe the activities that will be completed to achieve the objectives*

Activity 1. Preparation of Shadow report: Within the scope of this LVG, IDFI will prepare a shadow report evaluating to what extent the objectives of Human Rights Strategy 2014-2020 related to personal data protection have been

achieved, identifying existing challenges and gaps related to personal data protection in Georgia. The report will look for assessments of developments over the last year, with relevance to the Association Agenda and other human rights implications, including with relation to any COVID-19 measures and will provide respective recommendations. Methodology of Shadow Report will be based on desk research and will be approximately 15 pages.

Activity 2. Publicizing the Shadow Report. The shadow report will be presented online to all relevant stakeholders (UN, EU, CoE, other international institutions, and civil society organizations of Georgia), will be published on IDFI's website, and will be shared on social media. As a result, all the stakeholders will become aware of the major challenges and gaps in this regard. The findings of the shadow report and identified shortcomings will be useful in terms of planning and implementing future activities with the aim of improving personal data protection standards in Georgia.

- *Elaborate if there are any targeted group(s)/ geographical area who will benefit from the grant, other than the Recipient Institution. If so, who are the targeted groups/geographical area and how will any potential beneficiaries be selected?*

The grant primarily analyzes existing challenges and gaps related to personal data protection in Georgia in light of the priorities of the National Human Rights Strategy. Based on the objective of this grant, the primary beneficiary is the State Inspector's Service – a body responsible for personal data protection in Georgia. State Inspector's Service will receive a high-quality shadow assessment of current challenges related to personal data protection. In addition, the Human Rights Secretariat of the Administration of the Government – a body responsible for developing human rights strategy and the action plan – will also benefit from this grant. Indirect beneficiaries are data subjects who, in the long run, will benefit from enhanced personal data protection standards. In addition, civil society organizations who are also working on personal data protection issues will benefit from the report prepared within the scope of this grant.

Direct beneficiaries of the LVG are: State Inspector Service; Administration of the Government of Georgia.

Indirect beneficiaries: Data subjects; Civil Society Organizations.

WORK PLAN

PLANNED ACTIVITIES	Timeline			Planned Budget for the Activity (in USD)
	March	April	May	
1.1 Prepare a shadow report on personal data protection in Georgia	X	X		\$ 6000
1.2 Translating and Editing		X	X	\$ 510
1.3 Report Design, PR and Presentation Expenses			X	\$ 1550
				\$ 8,060

3- PERFORMANCE TARGETS

INDICATOR(S)	DATA SOURCE	BASELINE	MILESTONES			
			March	April	May	FINAL TARGET
1.1 One shadow report on personal data protection prepared	<i>Project report</i>	0	X	X		yes

INDICATOR(S)	DATA SOURCE	BASELINE	MILESTONES			
			March	April	May	FINAL TARGET
1.2 People reached in social media and through presentation	<i>Facebook management tool</i>	0			X	<i>At least 20000</i>
1.3 Persons attended the presentation	<i>Presentation</i>	0			X	<i>At least 30</i>

4- RISK ANALYSIS:

Risk	Risk rating* (High/Medium/ Low)	Mitigation measures
Due to the pandemic, gathering the public at a presentation may not be possible.	Medium	The presentation of the report may be held online.

*The risk rating is based on a reflection of the likelihood of the risk materializing and the consequence it will have if it does occur.

5- GRANT BUDGET OF RECIPIENT INSTITUTION (USD)

PERIOD COVERING FROM 24 March 2021 TO 24 May 2021

DIRECT LABOR						
Position	Unit	Rate in USD	Units (Basis)	Amount in USD	1 st Installment	2 nd Installment
Project Director	Day	300.00	8	2,400.00	1,400.00	1,000.00
Researcher/Lawyer	Day	140.00	10	1,400.00	1,400.00	0
Financial Manager	Day	100.00	2	200.00	100.00	100.00
Total Direct Labor				4,000.00	2,900.00	1,100.00
Contractual Services						
Expert Honorarium	Day	250.00	8	2,000.00	2,000.00	0
Total Direct Labor				2,000.00	2,000.00	0
OTHER DIRECT COSTS						
Translation and Editing of the Report	Page	30.00	17	510.00	510.00	0
Report Design and PR expenses	Total	700.00	1	700.00	700.00	0
Presentation Expenses	Total	800.00	1	800.00	0	800.00
Bank fees	Bank Fees	50.00	1	50.00	25.00	25.00
Total Other Direct Cost				2,060.00	1,235.00	825.00
TOTAL COSTS in USD				8,060.00	6,135.00	1,925.00

**Annex B
REPORTING FORMAT**

THE NARRATIVE AND THE FINANCIAL REPORT TO BE PREPARED BY THE RECIPIENT INSTITUTION.

Recipient Institution: _____

Year _____

Period covering this report:

- This report must be completed by the Recipient Institution and accepted by UNDP
- The Recipient Institution must attach any relevant evidence to support the activities reported
- The information provided below must correspond to the information that appears in the financial report
- Attach the accepted grant proposal to this report

Performance:

- 1- **Workplan Performance** (cumulative, including the current period)

COMPLETED ACTIVITIES	Timeline ²				Planned Budget for the Activity (in grant currency) ³	Funds Delivered for the Activity (in grant currency)
	T1	T2	T3	T4		
1.1 Activity					\$	
1.2 Activity					\$	
1.3 Activity					\$	
Total					\$	

2- **Performance Targets**

INDICATOR(S)	Data Source	Baseline	Reporting Period Milestone/Target	Reporting Period Actual Performance Against the Target
1.1				
1.2				

3- **Challenges and Lessons Learned:**

Financial Reporting: *Note: Financial reporting can be in local currency but cannot exceed the grant value in USD.

General Category of Expenditures	Budgeted Amount	Actual Expense
Personnel		
Transportation		
Premises		
Training, Workshops, etc.		
Contracts (e.g., Audit)		
Equipment/Furniture (Specify)		
Other [Specify]		
Miscellaneous		
TOTAL		

ANNEX C

PROJECT DOCUMENT

EU/UN JP Human Rights for All

Description of Action/Joint Programme Document

I. Cover Page

Country: Georgia

Programme Title: Human Rights for All – Phase 2

Joint Programme Outcome(s): Citizens of Georgia, and primarily those in vulnerable situation, enjoy better protection of their human rights

Programme Duration: 36 months Anticipated start/end dates: 01 December 2020-30 November 2023 Fund Management Option(s): Pass-through Managing or Administrative Agent: UNDP MPTFO	Total estimated budget*: USD 2,988,954 Out of which: 1. Funded Budget: USD 2,988,954 2. Unfunded budget: _____ * Total estimated budget includes both Project costs and indirect support costs
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Sources of funded budget: <ul style="list-style-type: none">• EU Delegation to Georgia USD 2,690,058• UNDP USD 181,936• OHCHR USD 116,959


Participating UN organizations or PUNOs:

UNDP:



Ms. Louisa Vinton
Resident Representative

OHCHR:



Mr. Kyle Ward
Chief of the Programme Support and Management Services

see full document at: <https://www.ge.undp.org/content/georgia/en/home/projects/human-rights.html>