

GUIDANCE NOTE - Please read the following text before drafting your agreement!

- **The template agreement is only for *hard earmarked contributions to single-donor and multi-donor projects* to Departments and Offices under the UN Secretariat** see [The UN System Chart | United Nations](#).
- **The template agreement must *not* be changed.** The template agreement is a result of extensive negotiations between the MFA and the UN's Office of Legal Affairs and UN Controller's Office under the UN Secretariat. If changes are deemed necessary, DKJUR, TILSKUD and LÆRING must be consulted in writing in advance.
- **The template agreement cannot be used with other UN partners.** The template agreement is only for the UN Secretariat and cannot be applied directly to other UN entities within the UN system. However, the template can be used as inspiration for new agreements with UN entities. Note that the MFA has agreement templates in place with UNDP, UNFPA, UNICEF and IOM for hard earmarked contributions. Core and soft earmarked contributions to UN partners are covered under Multilateral Partnership Agreements (MPAs).
- **The template agreement consists of five agreement documents with accompanying yellow help texts to be read carefully and removed upon completion.** The five documents include the Agreement, Template Project Document (Annex A – e.g. drafted based on a funding proposal from the UN-partner), Template Project Budget (Annex B), harmonised language on Sexual Exploitation and Abuse and Sexual Harassment (Annex C) and Template Financial Report (Annex D).
- **The template agreement follows standardised UN budgeting and reporting formats and standards which the MFA responsible unit must adhere to.** The template Project Budget (Annex B) and Template Financial Report (D) follow the eight standardised and aggregated UN budget classes to ensure alignment between the budget and the financial reporting.
- **The template agreement documents are based on the MFA [Guidelines for programmes, projects & country strategic frameworks \(um.dk\)](#)**, but substitute the standard development cooperation agreement, standard project document, mini-project document and the budget annex. The responsible MFA unit must still complete the internal appropriation cover note, partner assessment, quality assurance procedures and checklist etc. as part of the relevant internal grant approval process.