

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 UNDP.**
- **The template agreement must not be changed.** The template agreement is a result of extensive negotiations between the MFA and UNDP's headquarters in New York. If changes are deemed necessary, DKJUR, TILSKUD and LÆRING must be consulted in writing in advance.
- **The template agreement is interim.** The template agreement refers to a number of legal clauses in the Multilateral Partnership Agreement (MPA). Since the MPA will not come into effect until the start of 2026, an interim template has been created, in which the legal clauses from the MPA have been included as an appendix to the agreement. This way, the interim template agreement can be applied immediately. Once the new MPA comes into effect, the interim agreement template will cease to apply, and the new template, as originally agreed, will take effect.
- **The template agreement cannot be used with other UN partners.** The template agreement is only for UNDP 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 the UN Secretariat and UN Women for hard earmarked contributions. Core and soft earmarked contributions to UNDP are covered under the MPA.
- **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 1 – e.g. drafted based on a funding proposal from the UN-partner), Template Project Budget (Annex 2), Template Financial Report (Annex 3), Special Provisions (Annex 4) and harmonised language on Sexual Exploitation and Abuse and Sexual Harassment (Annex 5).
- **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 1) and Template Financial Report (Annex 3) follow the eight standardised and aggregated UN budget classes to ensure alignment between the budget and the financial reporting.

Guidance-note for interim template agreement between the Ministry of Foreign Affairs of Denmark and UNDP – March 2025

- 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.