

PROGRAMME COOPERATION AGREEMENT AMENDMENT TEMPLATE
NOTE TO UNICEF USER: HOW TO USE THIS FORM

1. This form is used to amend existing Programme Cooperation Agreements (PCA) entered into with a civil society organization. This form should be read in conjunction with [FRG/PROCEDURE/2015/001](#), UNICEF Procedure For Country And Regional Office Transfer Of Resources To Civil Society Organizations.
2. The UNICEF user must fill in all blanks contained in this form (square brackets, “[...]”) prior to providing a copy of the draft form to the IP.
3. This template can be used to amend clauses of the PCA as listed in the table below. Any other changes to the text of the PCA amendment template form may be made solely with the written approval of Field Results Group (FRG), NYHQ. FRG will consult as necessary with the Comptroller, Director Supply Division, and the Legal Adviser OED.
4. Two original copies are signed. One copy is retained by UNICEF and one by the IP.
5. All signed PCAs amendments are maintained in a central location (usually the Secretary of the Partnership Review Committee) with scanned copies available to all staff in the offices shared drives.

Amendment Type	Wording for insertion in the amendment template
Change in legal name of Implementing Partner	Article I, paragraph 2 is amended as follows: <i>“2. “Implementing Partner” or “IP” means [full name of Implementing Partner].”</i>
Change Authorized Officer	Article I, paragraph 10 is amended to read as follows: <i>“10. Authorized Officer means one of the following officer of the IP: Full name: Title: Email: Sample signature: “</i>
Banking information	Article VIII, paragraph 10 is amended to read as follows: <i>“10. The Cash Transfer other than Direct Payments shall be made by UNICEF to the following bank account: Bank name: Bank address: Account title: Account No.: Account currency: Routing details, including SWIFT/IBAN (if applicable): Bank contact person: ”</i>

AMENDMENT [INSERT NUMBER]

To

PROGRAMME COOPERATION AGREEMENT [INSERT NUMBER]

BETWEEN

[FULL NAME OF IMPLEMENTING PARTNER]

AND THE

UNITED NATIONS CHILDREN'S FUND

This Amendment Number [...] to the Programme Cooperation Agreement ("PCA") relating to the UNICEF Country Programme for [long form name of country] is made between the United Nations Children's Fund and [Full name of Implementing Partner].

Note to UNICEF user: Replace with "Strategic Plan in the [Name of UNICEF Region]" in case the form is used by Regional Office

Whereas under Article 20 of the General Terms and Conditions for Programme Cooperation Agreements of the PCA dated [...], the Parties may modify or change this PCA by written amendment, and the Parties now wish to amend the PCA under the following terms and conditions:

1. Article [...] is amended as follows:

" [...]"

2. Article [...] is amended as follows:

" [...]"

3. [etc].....

4. All other terms and conditions of the PCA remain unchanged.

5. This Amendment Number [...] shall enter into force on the date it is signed by both Parties.

IN WITNESS WHEREOF, the undersigned, duly authorized by the respective Parties, have signed this Amendment.

For the Implementing Partner:

Name:

Title:

Signature: _____

Date:

Email:

**For the United Nations Children's
Fund:**

Name:

Title:

Signature: _____

Date:

Email: