



**HOST INSTITUTION AGREEMENT  
FOR  
REGIONAL WATER PARTNERSHIPS**

**between**

**THE GLOBAL WATER PARTNERSHIP ORGANISATION**

**and**

**GWP CENTRAL ASIA AND CAUCASUS (CACENA) REGIONAL  
WATER PARTNERSHIP**

**and**

**THE INTERNATIONAL WATER MANAGEMENT INSTITUTE (IWMI),  
CENTRAL ASIA, TASHKENT**

**(as host institution for the GWP CACENA Regional Water Partnership)**

**Dated**

**1 April 2013**

## THE PARTIES

**Global Water Partnership (GWP)** is an international network created in 1996 to foster the implementation of integrated water resources management (IWRM): the coordinated development and management of water, land, and related resources by maximising economic and social welfare without compromising the sustainability of ecosystems and the environment. It is a non-profit multi-donor funded action network focused on facilitating and supporting the sustainable management of water resources at all levels.

**The GWP Organisation (GWPO)**, established as an intergovernmental agency in Sweden, is managed by an Executive Secretary who is answerable to the Steering Committee (SC). The GWPO Secretariat acts as the ‘network hub’ for GWP. The Secretariat manages GWP’s finances and reports on funding received at the global level. It also helps with the exchange of knowledge, resources, and ensures communication and coherence across the Network.

GWP has built up a network of Regional Water Partnerships (RWPs). These bring together various sectors and interest groups to identify and discuss common water problems and to develop action plans based on integrated water resources management. Each RWP, and the Country Water Partnerships, Area Water Partnerships, City Water Partnerships and River Basin Partnerships that may be established in the regions, has its own operational strategy, work programme and administrative structure. The RWPs are attached to host institutions that administer funds and employ staff on their behalf.

**GWP Central Asia and Caucasus Regional Water Partnership (RWP)** is a grouping of GWP partners operating in the Central Asia and Caucasus Regions. The RWP is an independent organisation, but it does not have legal personality. The Steering Committee/Council of the RWP is the decision-making body of the regional partnership.

**The International Water Management Institute, IWMI (hereinafter referred to as “the Host Institution”)** is a non-profit scientific research organisation focusing on the sustainable use of water and land resources in agriculture and on the water needs of developing countries. IWMI works with partners in the South to develop tools and methods to help these countries eradicate poverty through more effective management of their water and land resources. IWMI’s mission is improving water and land resources management for food livelihoods and nature. IWMI has a sub-regional office in Central Asia, Tashkent where the RWP is hosted.

Addresses of the Parties:

**A Global Water Partnership Organisation (GWPO)**

Address: Drottningatan 33  
SE-111 51 Stockholm, Sweden  
Contact person: Ania Grobicki  
Executive Secretary  
Telephone: +46 8 121 386 00  
Telefax: +46 8 121 386 04  
E-mail: gwp@gwpforum.org

**B. GWP Central Asia and Caucasus Regional Water Partnership**

Address: 6/123 Murtazaev str  
Tashkent 100000  
Uzbekistan  
Contact person: Vadim Sokolov  
Regional Coordinator  
Telephone: +998 71 265 25 55  
Telefax: +998 71 1370317  
E-mail: vadim@icwc-aral.uz

**C. C. International Water Management Institute**

Address: 127, Sunil Mawatha  
Pelawatte Battaramulla  
Sri Lanka  
Contact person: Dr. Jeremy Bird, Director General  
Mr. Amol Khisty, Director, Finance & Administration  
Telephone: +94 11 2880000  
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E-mail: j.bird@cgiar.org

**ARTICLE 1 ROLES AND FUNCTIONS OF THE PARTIES**

This Agreement regulates the financial and administrative management of the elements of the GWP GWP CACENA programme funded by GWPO (hereinafter called “the Programme”). For the purposes of this Agreement, the CACENA consists of the countries Armenia, Azerbaijan, Georgia, Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, and Uzbekistan. The agreement concerns the three-party relationship between GWPO, the RWP and the Host Institution. Other aspects of the relationship between GWPO and the RWP, including programmatic matters, are governed by the Conditions for Accreditation for Regional and Country Water Partnerships.

The Host Institution agreement regulates management and accountability of the

Host Institution to GWPO for the funding provided by GWPO to the Programme. The establishment of a relationship between the RWP and the Host Institution may also provide a framework for the Host Institution to manage and be accountable to other donors for funds raised by the RWP for the regional programme. GWPO has no formal role in such arrangements, but requires the Host Institution to provide it with summary information on such other funds. The responsibility of the Host Institution to other donors for funds raised by the RWP is limited to financial and administrative management and to ensure that the funds received is used exclusively for the activities as specified in work plans and budgets as agreed with the respective donor. The Host Institution shall thereby ensure to the donor that the conditions for use of funds as stipulated by the respective donor are followed. The fee to the Host Institution for such other funds must be agreed with the respective donor. To the extent special conditions do not exist the terms of this agreement may apply mutatis mutandi as agreed between the Host Institution and the donor.

The Parties will have the following roles and functions in the co-operation under this Agreement.

## **GWPO**

GWPO is responsible for obtaining funds at the global level for the operations of the GWP activities in the region and for the relations with the international financiers of GWP.

GWPO shall approve the Programme in Work Plans and Budgets in writing. This shall be done on an annual basis.

GWPO shall supervise the activities of the RWP and ensure that the GWPO contribution is used exclusively for the purposes agreed with the financiers and approved by GWPO.

GWPO shall provide the Host Institution and the RWP with instructions and guidance on financial reporting to meet donor and GWPO standards.

GWPO shall support Programme implementation by providing support and guidance on technical matters on a demand basis, when such competence is not available at the RWP.

GWPO shall make regular disbursements to the Host Institution acting on behalf of the RWP.

*Handwritten signature*

## **The RWP**

The RWP shall be responsible for the implementation of regional activities in Central Asia and Caucasus in accordance with the approved Work Plans and Budgets.

The RWP is responsible for obtaining funds at the local level for GWP activities in the region and for the relations with other financiers of the RWP.

The RWP shall provide support to the implementation of activities at country level as set out in CWP Work-plans and Budgets. The RWP is responsible on behalf of GWPO for supervising and following up such activities at country level including a quality control function with regard to Programme implementation and funds management. The RWP shall thereby ensure that Country Water Partnership (CWP) strategies, long-term as well as annual work plans, budgets and reporting are in line with the GWPO rules and procedures mentioned in this agreement. The RWP shall thus approve CWP budgets, work-plans and all reports before submitting them to GWPO for endorsement. The RWP may request clarification and amendments on documents from a CWP before approval.

The RWP shall prepare and submit periodic progress reports as set forth in this Agreement.

The RWP Secretariat shall co-operate directly with GWPO on all matters covered by this Agreement, even though it administratively reports to the Council/Steering Committee of the RWP.

## **The Host Institution**

The Host Institution shall provide financial management and administer funds for the Programme. The planning and implementation of the Programme is the responsibility of the RWP. The Host Institution shall be accountable for funds management, as more specifically set out in this Agreement.

The Host Institution shall without delay make funds available to the Programme activities as requested by the RWP, provided such funds have been disbursed by GWPO to the Host Institution. The Host Institution shall not be required or requested to provide funds on an advance basis.

The Host Institution shall support GWPO and the RWP with the preparation of the annual budget and jointly with the RWP Secretariat prepare follow up on the annual budget as requested by GWPO. The Host Institution shall prepare quarterly financial reports as set out in this Agreement. The Host Institution shall consult with the RWP Secretariat in the preparation of such reports.

The Host Institution shall provide administrative management as requested by the RWP, including making contractual arrangements, recruiting and employing personnel as more specifically set out in this Agreement, undertaking procurement and providing the RWP with office space and services as well as administrative support as more specifically set out in this Agreement and the Terms of Reference for the Host Institution, Appendix 1.

Where the Host Institution is requested by the RWP to transfer funds to CWPs, the Host Institution shall ensure that such transfer is done within a proper legal and contractual framework. The Host Institution remains accountable to GWPO for the financial and administrative management of transferred funds, including application of the GWPO financial guidelines and the rules for procurement set out in this agreement. The Host Institution shall provide guidance and support to the CWPs on financial management and reporting. The Host Institution shall ensure that annual audits of CWPs are procured by the CWPs, monitor and facilitate the audits of the CWPs and ensure proper CWP management response to audit issues.

The Host Institution shall adhere to the policies, guidelines and manuals of GWPO as stated in this Agreement or the General Conditions as specified in Article 5 below in carrying out its functions under this Agreement. The Host Institution shall provide advice to the RWP and CWPs to ensure that such policies, guidelines and manuals are duly applied.

The Host Institution is not required to provide personnel for implementation of the Programme activities. Where technical expertise is sought from the Host Institution, the Host Institution shall be reimbursed for such professional staff time following standard procedures of the Host Institution.

The Host Institution undertakes to perform such other tasks in support of the Programme as are defined in this Agreement and, if available, in the Terms of Reference for the Host Institution (Appendix 1).

## **ARTICLE 2 THE GWPO CONTRIBUTION TO THE PROGRAMME**

The cost of the Programme for the agreement period is expected to be approximately 600,000 Euro. The Work Plan and Budget for year 2013 is attached (Appendices 2 and 3). Work Plans and Budgets for subsequent years will be provided to the Host Institution before the start of each year. Subject to availability of funds, GWPO shall make available the funds and facilitate the funding of the activities which form part of the Programme.

Funds transferred by GWPO to the Host Institution under this Agreement shall be used for the activities of the Programme, as specified in the Work Plan and Budget (Appendices 2 and 3) or as subsequently approved by GWPO in writing. The Programme shall be implemented by the RWP as set out in this Agreement.

### **ARTICLE 3 HOST INSTITUTION FEE AND RECOVERABLE COSTS**

For the purpose of covering its costs for the financial and administrative management according to this agreement, the Host Institution may charge a fee of 4% of the amounts actually spent, provided such amounts were transferred by GWPO to the Host Institution for the Programme (the Host Institution Fee).

Furthermore the Host Institution may recover costs as specified in the budget and stipulated in the General Conditions referred to in Article 8 below.

Three months before the date set as the end of the agreement the three parties may agree on extending the contract for a further period to be agreed upon, through an exchange of letters. The exchange of letters will also include a confirmation of the same fees or newly agreed fees.

### **ARTICLE 4 FOLLOW UP**

GWPO, the RWP and the Host Institution shall meet during the first year of the Agreement period to follow up on the financial and administrative management provided under this agreement. In addition a continuous dialogue is expected in order to ensure the smooth implementation of this Agreement. If circumstances so require, either Party may request that an additional meeting be held.

### **ARTICLE 5 GENERAL CONDITIONS**

The General Conditions for Agreements with Host Institutions for GWP Regional Water Partnerships (dated 2010-09-10), Appendix 4, shall apply to this Agreement. However the following deviations are agreed:

The Host Institution shall not be liable for the consequences of the decisions of appropriately authorised organs of GWPO and/or the RWP.

GWPO shall at all times indemnify and keep the Host Institution harmless against all claims, fines, penalties, demands, writs, summons, actions, suits, proceedings, judgements, orders, decrees, damages, costs, losses and expenses of any nature whatsoever arising out of, or which the Host Institution may suffer in connection with, carrying out its obligations under this Agreement, and also for any claims demands, fines, penalties that may arise from contractual liabilities of any Contract, Agreement, Letter or any such other document, the Host Institution signs on behalf of GWPO and RWP, unless the loss incurred by the Host Institution is due to the Host Institution's negligence or material breach in the performance of this Agreement or any other Contract, Agreement, Letter or any such other document, the Host Institution signs on behalf of GWPO and RWP.

## **ARTICLE 6 RIGHT TO USE THE NAME AND LOGO**

The Host Institution is hereby granted the right to, on behalf of the RWP, use the names “Global Water Partnership” and “Global Water Partnership Network” in connection with the Programme to be undertaken by the RWP and for the period that this Agreement is in force. The names may be used in or without connection with the logo used on the cover of this Agreement. The names and the logo shall be used in the manner prescribed in the Graphic Policy of GWPO.

The Host Institution recognises that the names “Global Water Partnership” and “Global Water Partnership Network” and the GWP logo, and any modifications thereof, belong exclusively to GWP, as represented by the Global Water Partnership Organisation (GWPO). The legal rights to the names and the logo have been vested in GWPO, which is also granted the full right to take any legal action deemed necessary by GWPO to protect and uphold the respect for and the value of the names and the logo.

Should this Agreement be terminated for any reason the right to use the names and the logo set out in this clause shall cease with immediate effect, and all letterheads and other written documentation, as well as electronic material, shall be altered, with the exception of such material which is already published.

## **ARTICLE 7 CURRENCY OF THE AGREEMENT**

The currency of this Agreement is Euro.

## **ARTICLE 8 LANGUAGE**

All documents prepared under this Agreement shall be prepared in English.

## **ARTICLE 9 DELEGATION OF POWERS**

In matters concerning implementation of this Agreement GWPO shall be represented by the Executive Secretary. The Executive Secretary may be represented by the Network Officer for the Central Asia and Caucasus region in programmatic matters and the Head of Finance in financial and administrative matters.

In matters concerning implementation of this Agreement the Host Institution shall be represented by Dr. Jeremy Bird, Director General, IWMI. The Director General may be represented by Mr. Amol Khisty, Director Finance and Administration, in financial and administrative matters.

*S. K. Khisty*



In matters concerning implementation of this Agreement the RWP shall be represented by Chair of the Regional Council/Steering Committee. The Chair may be represented by the Regional Coordinator.

#### **ARTICLE 10 ENTRY INTO FORCE AND TERMINATION**

This Agreement shall enter into force on 1 April 2013 and remain valid until 31 March 2016 unless terminated earlier as set forth in the General Conditions referred to in Article 5 above.

Three originals of this Agreement, written in the English language, of which the Parties have taken one each, have been executed.

Stockholm *27 February 2013*

For the Global Water Partnership Organisation

*Catharina Selte Regander*  
.....  
Ania Grobicki  
Executive Secretary

For GWP Central Asia and Caucasus Regional Water Partnership

*Vadim Sokolov*  
.....  
Vadim Sokolov *12 March 2013*  
Regional Coordinator

For International Water Management Institute

*Jeremy Bird*  
.....  
Jeremy Bird  
Director General

- Appendix 1 Terms of Reference for the Host Institution
- Appendix 2 Work Plan 2013
- Appendix 3 Budget 2013

**Appendix 4    General Conditions for Agreements with Host Institutions for GWP  
Regional Water Partnerships, dated 2010-09-10**

## APPENDIX 1

### TERMS OF REFERENCE FOR THE HOST INSTITUTION FOR GWP CENTRAL ASIA AND CAUCASUS

#### 1. General

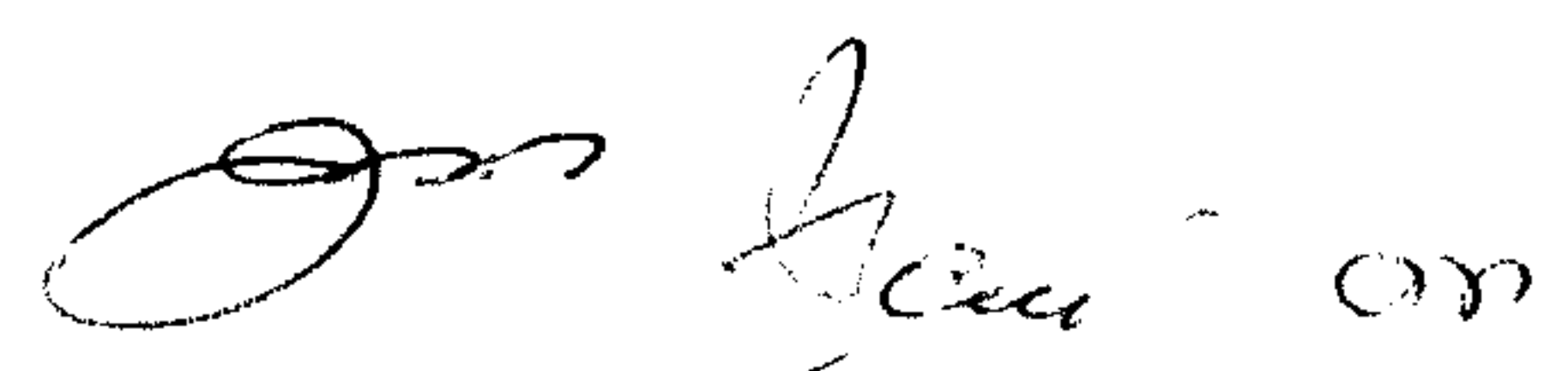
GWPO, the International Water Management Institute and GWP Central Asia and Caucasus Regional Water Partnership has agreed that the International Water Management Institute shall provide financial and administrative management of the activities of the GWPO programme in Central Asia and Caucasus. The agreement and the applicable general conditions set forth the principles of what services the Host Institution should provide, but specific tasks and duties of the Host Institution, as well as details regarding the financial, administrative and office services to be provided are set out in these Terms of Reference.

#### 2. Services to be provided by the Host Institution

##### *2.1 Financial management and administration of funds*

The Host Institution's obligation to provide financial management and administration of funds shall include:

1. Qualified financial management to safeguard the GWP funds, including proper delegated authorities, timely payments, transparent and acceptable procurement practices, adherence to GWP travel policy etc.
2. Production of financial reports in English and appoint an English speaking contact person for financial and administrative matters.
3. Accurate and up to date accounting.
4. Storage and safeguarding of all documents related to accounting, staff, procurement, contracts, consultancy agreements etc in an orderly manner for 10 years.
5. Maintaining separate bank accounts for GWP funds in local and foreign currency, and to receive and make international payments in foreign currency.
6. Ensuring the necessary administrative and financial management arrangements with the Country Water Partnerships for transfer of funds. Providing sufficient guidance to the CWPs on financial management and reporting.
7. Monitoring the annual budget, expenditures, and securing sufficient cash flow.
8. Submitting fund requests to GWPO
9. Preparing financial reports as requested by GWPO, including quarterly financial expenditure and balance reports, by the 20th of the month following the quarter
10. Procuring and facilitating the annual audit of the RWP and to guide and facilitate the audits of the CWPs.
11. Providing necessary and timely response to audit reports and management Letter



## ***2.2 Administrative Management***

### **2.2.1 General**

The administrative management to be provided by the Host Institution can be categorised in contractual arrangements, employment and human resources management, procurement and office space and services. Details for these categories are set out below.

### **2.2.2 Contractual arrangements**

The Host Institution is to enter into any formal contractual arrangements required for the operations of the RWP.

### **2.2.3 Employment and Human Resources management**

The Host Institution's obligation to provide employment and Human Resources management shall include:

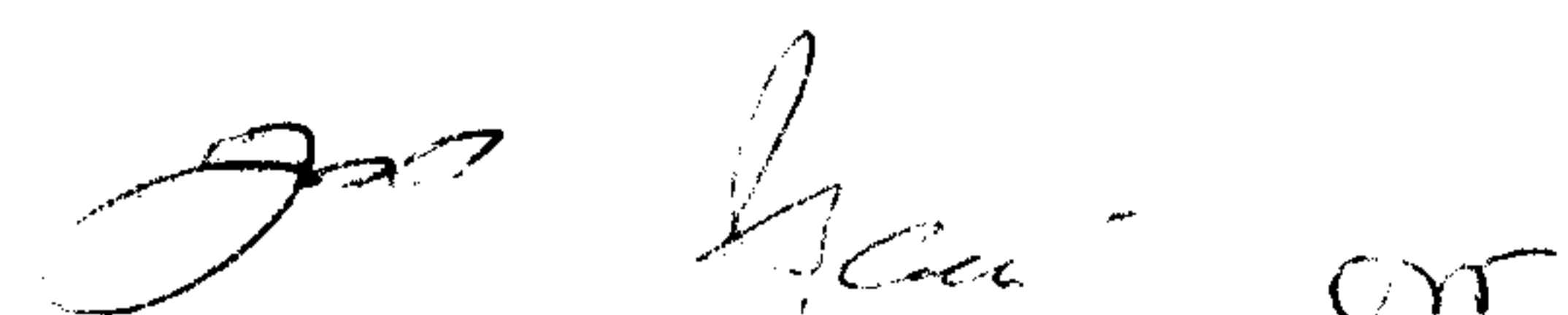
1. Responsibility for matters relating to rules and policies for human resources and employment. The employment of RWP personnel shall be based on the staff policies of the HI.
2. Remuneration levels are to be agreed with the RWP Council/SC and GWPO.
3. Recruitment of Personnel based on the job descriptions determined by the RWP Council/SC and thereby ensuring standard good practice criteria for the recruitment, which require transparent, fair and non-discriminatory selection procedures, offering equal opportunities, where knowledge and competence shall be the basis for selection.
4. Responsibility for all decisions relating to Personnel such as contracting, renewal and/or dismissal and ensuring that such decisions are in line with the applicable national law, rules and policies.
5. Handling payroll administration.
6. Ensuring that RWP Personnel travel is in line with the GWPO travel policy rules.
7. Guiding and supporting the RWP Regional Coordinator – as the line manager for all Personnel recruited on behalf of the RWP – with personnel performance management and personnel development activities.

### **2.2.4 Procurement**

The Host Institution shall undertake procurement of goods and services, including consultants, in accordance with *the applicable rules and procedures adopted by the Host Institution*, or for funding provided by other donors, as specified in the agreement with the respective donor, and in accordance with the principles of transparency, professionalism, efficiency, competition, merit, and equity.

### **2.2.5 Office space and facilities**

- An acceptable standard of office accommodation at the sub-regional office of IWMI in Central Asia, Tashkent for 1 RWP Personnel including utilities (water, electricity, toilettes and office cleaning)
- Administrative support
- Access to meeting room.



- Well-functioning technical facilities including 1 computer, internet, national and international phone and fax.
- Access to printer, photocopier and scanner.

### **3. Host Institution Fee**

The costs for the services are to be covered by the Host Institution Fee as specified in Article 3 of the Agreement. This includes the costs for staff necessary to perform the services and administrative costs.

Some specific costs are covered by Programme funds and budgeted for outside of the Host Institution fee according to the General Conditions for Agreements with Host Institutions for GWP Regional Water Partnerships (e.g. RWP Personnel, Section 4.1, Insurance Section 5.2 and Audits according to Section 11.1).

*John Beer* *CR*