

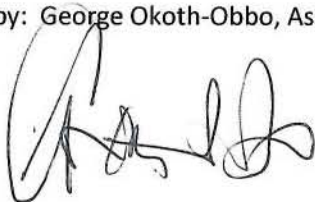
UNHCR/AI/2016/5

UNHCR – WFP – Jointly Appointed Partner

Model Tripartite Agreement for In-Kind Food Assistance

Approved by: George Okoth-Obbo, Assistant High Commissioner for Operations

Signature:



Approval date:

18 February 2016

Contact: Public Health Section, Division of Programme Support and Management (DPSM)

Date of entry into force: 18 February 2016

Review date: Before February 2021

This and other official UNHCR Guidance is available on the Policy and other Guidance Page of the UNHCR-net

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Annex:

UNHCR – WFP – Jointly Appointed Partner Model Tripartite Agreement and its three Annexes:

- Annex 1: General Conditions
- Annex 2A: Food Distribution and Monitoring Report (**to be provided by the Jointly Appointed Partner to UNHCR and WFP on a monthly basis**)
- Annex 2B: Consolidated Food and non-Food Distribution and Monitoring – (**quarterly report to be provided by the Jointly Appointed Partner to UNHCR and WFP**)

1. Purpose

- 1.1 This document provides instructions on the revised UNHCR – WFP – Jointly Appointed Partner Model Tripartite Agreement, to be used for in-kind food assistance implemented by UNHCR in collaboration with the World Food Programme and a non-governmental organization jointly designated by UNHCR and WFP (the “Jointly Appointed Partner”).

2. Scope

- 2.1 This Administrative Instruction applies to all UNHCR operations implementing in-kind food assistance in collaboration with WFP. It does not cover food assistance provided through cash or vouchers.
- 2.2 Compliance with this Administrative Instruction is mandatory.

3. Rationale

- 3.1 A tripartite agreement among WFP, UNHCR and a Jointly Appointed Partner must be concluded whenever distribution of food to UNHCR persons of concern is envisaged with cooperation of these parties. The purpose of such an agreement is to establish:
- (i) the modalities and mechanisms for the delivery and distribution of the assistance in the context of the joint operation;
 - (ii) the Jointly Appointed Partner’s responsibilities for reporting on the use of the distributed assistance; and
 - (iii) other rights and obligations of UNHCR, WFP and the Jointly Appointed Partner in relation to the delivery of the assistance as provided therein.
- 3.2 UNHCR operations must use the revised Model Tripartite Agreement and its three annexes, which accompany this Administrative Instruction. This Model is an updated and revised version of the 2005 Tripartite Agreement. Overall, the revised Model Tripartite Agreement improves compliance with the internal policies and partnership arrangements of both organizations (i.e., WFP Field Level Agreement and UNHCR Project Partnership Agreement). This revised Model Tripartite Agreement is also aligned with the [2011 Global UNHCR-WFP Memorandum of Understanding](#). The revised Model Tripartite Agreement may not be used for cash-based interventions (CBI), which are to be addressed on a case-by-case basis.

4. Overall instructions

- 4.1 The revised Model Tripartite Agreement attached to this Administrative Instruction must be used and completed by concerned UNHCR Country Offices, with adaptations to each operation following instructions provided in the Model, and then signed by authorized officers of UNHCR, WFP and the Jointly Appointed Partner. **Detailed guidance on the information required to complete the Tripartite Agreement are included in the Model Tripartite Agreement.** Annex 2A and 2B to the Model Tripartite Agreement are templates for required reporting by the Jointly Appointed Partner.
- 4.2 This revised Model Tripartite Agreement does not replace the standard UNHCR Project Partnership Agreement, which must additionally be signed between UNHCR and the Jointly Appointed Partner if UNHCR funds are transferred to the Jointly Appointed Partner. The transfer of UNHCR funds to the Jointly Appointed Partner for distribution-related costs will be governed through the standard UNHCR Project Partnership Agreement.

5. References

- UNHCR and WFP Memorandum of Understanding, 2011 (<http://www.unhcr.org/53465c929.html>)
- UNHCR Project Partnership Agreement (https://intranet.unhcr.org/intranet/unhcr/en/home/support_services/implementing_partnerships/project_partnership_agreements.html)

6. Monitoring and Compliance

Compliance with this Administrative Instruction regarding the use of the revised Model Tripartite Agreement shall be monitored by DFAM/Implementing Partnership Management Service.

7. Dates

This Administrative Instruction is effective immediately upon release. It will be reviewed not later than February 2021.

8. Contact

The contact for the implementation of this Administrative Instruction is the Chief, Public Health Section, DPSM (hqphn@unhcr.org)

9. History

This Administrative Instruction revises and supersedes the 2005 Model Tripartite Agreement.