



# Partnership Framework Agreement Cover Sheet

Version: Original 00

**Operation:**

UNHCR MCO Hungary – Czech Republic

**Partner Reference Number (optional):**

n/a

**Partnership Framework Agreement Number:**

PFA-CZE-23061-077609-00

**Cloud ERP Partner Number:**

077609

## Summary

UNHCR and the Partner wish to enter into a partnership to provide protection, solutions and assistance to forcibly displaced and stateless persons. This Partnership Framework Agreement Cover Sheet sets out the terms and conditions on which the parties agree to collaborate, and forms part of the Agreement as defined further below.

## Parties

**UNHCR**

The Office of the United Nations High Commissioner for Refugees

**The Partner**

Ministry of Interior of the Czech Republic

**UN Partner Portal Reference Number:**

n/a

**Government**

(for tripartite agreements only)

Click or tap here to enter text. (referred to hereinafter and in the [Partnership Terms](#) as "the Government")

**Signatories**

Signed by and on behalf of UNHCR:

Signed by and on behalf of the Partner:

Name: Nicole Epting

Name: Vít Rakušan

Position: Representative

Position: Minister of Interior

Email: nepting@unhcr.org

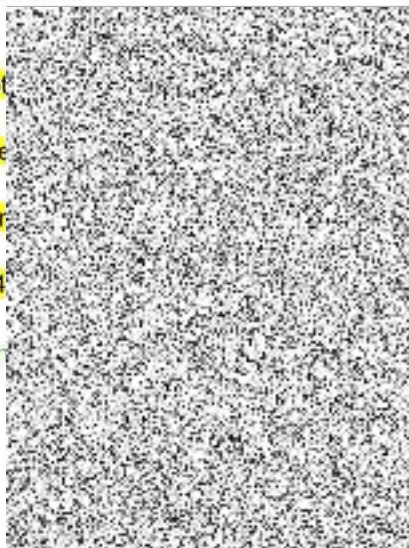
Email: Click or tap here to enter text.

Date: 23/02/2024

Date: 23/02/2024

Signed by and on behalf of:

Name: n/a



Position: n/a

Email: n/a

Date: n/a

## Content of the Agreement

The Agreement is made up of:

- this Partnership Framework Agreement Cover Sheet,
- the [Partnership Terms](#), available at: [https://supportcso.unpartnerportal.org/hc/en-us/article\\_attachments/19228986731287](https://supportcso.unpartnerportal.org/hc/en-us/article_attachments/19228986731287)
- the Data Protection Agreement, where applicable,
- any Project Workplans,
- any Amendments, and
- where applicable, the Global Partnership Agreement entered into by n/a and UNHCR on n/a.

The above represents the entire agreement between the parties. Any prior discussions or other agreements relating to its subject matter are superseded by the Agreement.

Order of precedence. If there is any conflict between the terms of the Agreement, the following order will apply from highest to lowest precedence:

Amendment (if applicable) → Project Workplan → Data Protection Agreement → Partnership Framework Agreement Cover Sheet → Partnership Terms.

## Key Elements

### Scope

#### Outcome Area OA16 - Local integration and other local solutions

UNHCR outcome statement	Location(s)
In Czechia, refugees can successfully integrate into the society and establish their lives. In Czechia, conditions for integration of refugees are in place in all regions	Country-wide: Yes
	In select province(s) / region(s) etc.: n/a
	In city(ies) / town(s): n/a
	In Populated Place(s): n/a

# Partnership Framework Agreement



## Duration

Start Date:

01/02/2024

End Date:

31/12/2024

## Financial management

Bank account type Pooled

Indirect Costs Not applicable  
Percentage of total expenditure

## Misconduct disclosure procedures

Click or tap here to enter text.

## Special provisions

The below special provisions (if any) modify or override specified Articles in the Agreement. Special provisions other than those included here must be approved by the Legal Affairs Service (LAS) for general use, or for use in this specific Cover Sheet.

(For tripartite agreements only)

The following Article(s) in the Partnership Terms are revised and supplemented as follows:

### **Article 2 (Working Together):**

Engagement with Government. UNHCR will (periodically or on request) consult with the Government on matters pertaining to its operations and the operations of its Partners including this Partnership and any Project Workplans that will be entered into between UNHCR and the Partner under this Agreement.

### **Article 3 (General obligations):**

Obligations of the Government. The Government agrees:

- to take reasonable steps to ensure that UNHCR and Partner Personnel receive all support and facilities necessary for the speedy and efficient execution of any Project implemented by UNHCR and the Partner pursuant to this Agreement,
- not to engage in any conduct that could potentially or actually work against the achievement of the objectives of this partnership, and
- to facilitate the process described under Article 14 under the heading "UNHCR's ownership of Intellectual Property".

### **Article 4 (Financial Plan):**

Indicative Budget. At the Government's request, it may review Choose an item. Project Workplans and provide its feedback, but will refrain from impeding project implementation.

### **Article 23 (Partner Personnel):**

Conflicts of interest. The Government undertakes:

- that neither it nor its personnel have been or will be offered any direct or indirect benefit arising from the Agreement,
- to inform its personnel that they must refrain from conduct which may be perceived as a conflict of interest, may adversely reflect on UNHCR and/or the United Nations or is incompatible with the aims and objectives of the United Nations or mandate of UNHCR, and
- to bring any potential conflicts of interest to the attention of UNHCR immediately.

### **Article 25 (Termination):**

UNHCR will engage in prior dialogue with the Government before initiating termination for the reasons described as "Additional grounds".

# Project Workplan

Version : Original 00

**Operation:**

HUN MC ABC – 23061 Czech Republic

**Partnership Framework Agreement Number:**

PFA-CZE-23061-077609-00

**Partner Reference Number (optional):**

n/a

**Cloud ERP Contract ID Number:**

23061Y24M077609

**Cloud ERP Partner Number:**

39887

## Summary

The Partner wishes to deliver, and UNHCR wishes to support the delivery of, the Project defined below. This Project Workplan sets out the details of the Project and terms and conditions on which the Partner and UNHCR agree to collaborate.

This Project Workplan is subject to and incorporated by reference into the Partnership Framework Agreement (PFA) Cover Sheet entered into between the parties on 01/01/2024

## Parties

**UNHCR**

The Office of the United Nations High Commissioner for Refugees

**The Partner**

Ministry of Interior of the Czech Republic

**UN Partner Portal Reference Number:**

n/a

## Signatures

Signed by the duly authorized signatories of the parties:

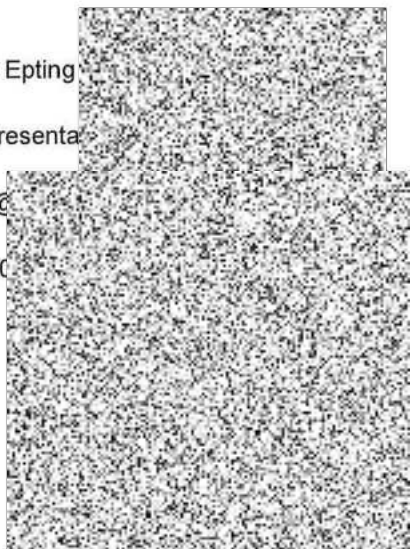
**UNHCR**

Name: Nicole Epting

Position: Representa

Email: epting@

Date: 23/02/20



**The Partner**

Name: Vit Rakusan

Position: Minister of Inte

Email: Click or tap here to enter text.

Date: 23/02/2024



## Project scope

The Project on which UNHCR and the Partner agree to collaborate and deliver is described below.

**Project title** Ministry of Interior's grant program for integration at municipal level

### Areas of Specialization

**Select applicable area(s).**

- Cash and voucher assistance
- Livelihoods and economic inclusion
- Financial inclusion
- Shelter construction and reconstruction
- Housing, land and property
- Food assistance
- Distribution of supplies, including basic and domestic items
- Warehouse and inventory management
- Health – general
- Water, sanitation and hygiene (WASH) in emergencies
- Gender based violence (GBV)
- Child protection
- Education
- Energy
- Natural resources, environmental pollution and climate action
- Fuel management
- Maintenance/repair of UNHCR vehicles
- Right of use of UNHCR Assets

The Project will be implemented in accordance with the applicable standards for each [Area of Specialization](https://supportcso.unpartnerportal.org/hc/en-us/articles/19272970373527-Areas-of-Specialization) [English v1.0 December 2023] selected, as outlined in the UN Partner Portal at <https://supportcso.unpartnerportal.org/hc/en-us/articles/19272970373527-Areas-of-Specialization>.

Standard operating procedures (SOPs) may be required under the applicable sectors and Areas of Specialization selected above, which must be followed by the Partner for all relevant activities. If they are not already established, these SOPs will be developed by the Partner and approved by UNHCR.

## Population

Select all applicable population types expected for this project.

- Refugees and asylum-seekers
- Stateless persons
- Returnees
- Internally displaced persons
- Host communities
- Others of concern

The project will support primarily holders of the Temporary Protection in the Czech Republic, as well as other foreigners legally residing in the country and host communities.

## Accountability to affected people

*Describe how affected people have participated in the project design, and will continue to be involved throughout implementation, taking into consideration age, gender and other diversity characteristics. Describe how the project will utilize a two-way feedback and response mechanism, applicable to the project.*

The grant program has been developed to allow for a needs based and direct support for integration of primarily the holders of the Temporary Protection in the Czech Republic, as well as of other foreigners legally residing in the country, and host community, to foster social cohesion. To achieve this the Ministry of the Interior will co-finance projects of local municipalities, towns or urban districts. We believe that this approach will allow to create better directed projects that will address the needs of the target group in each particular municipality, town or urban district and will be more effective than a top-down approach of projects being developed at the ministerial level. This project is not aimed at any particular group other than holders of Temporary Protection, as well as foreigners legally residing in the country and host community be it women, children or people with disabilities. The ministry has presented its preferred projects that it would like to co-finance such as projects that support integration activities or summer camps or other forms of activities focused on learning of the Czech language. Grant recipients will carry out an evaluation of the projects and submit it to the Ministry of the Interior by 31 January 2025 at the latest. The evaluation (final report) has a financial part, which must contain data on the total amount of funds spent, broken down into the state budget and the budget of the municipality or region or other non-state entities, and a substantive part, which includes how successful the implementation of the project was, what was achieved, what problems appeared during the implementation, recommendations for future activities for integration of the target group and feedback the project has received from the implementers, representatives of the city/municipality, target group, public.

## Coordination

*Describe coordination and consultation mechanisms between UNHCR and the Partner as well as with all relevant stakeholders (ex. government, UN agencies, NGOs), other relevant organizations*

The Ministry of Interior implements the project in close coordination with all relevant authorities at the central and local level. It ensures regular communication with grant recipients. The Ministry will coordinate closely with the relevant UNHCR focal point during and following the selection process. The Ministry of Interior and UNHCR will actively coordinate potential capacity building and exchange opportunities for sub – grantees. As the central actor of the refugee response in the Czech Republic all of

*and the broader humanitarian system, including the alignment to RRP/HRP/other relevant UN-led appeals/coordinated responses (where applicable), including involving the project's target population.*

*Where applicable, you may use this space to indicate other contributions from the partner, such as in-kind or financial contributions anticipated.*

the Ministry's program are fully aligned with the national strategy and coordinated with relevant actors.

With regards to direct contribution, all costs related to the administration of the fund are covered by the state budget for the full duration of the project period and UNHCR funds will be fully granted to selected partners.

The partner shall ensure that all information materials, publications, including invitations for events, and events implemented within the frame of the supported projects will include the UNHCR logo, along with the logo of the Ministry of Interior, and reference to UNHCR funding. Participants of activities and training will also be informed that the activity or training is implemented under a partnership with UNHCR. The communication related to the project on the partner's website and social media will mention UNHCR as the source of funding for the activities.

### Downstream partnerships and sub-contractors

*List all known sub-contractors and further partners involved, detailing their role and expected contributions.*

#### Select applicable option.

- Not applicable  
 Applicable based on the information below

The Ministry of the Interior is currently financing the grant program from the national budget and taking care of all related administrative tasks. Within the UNHCR project, UNHCR will contribute to the budget of said Ministry's grant program, allowing to support a higher number of projects. Ministry of Interior would take care of all related administrative tasks, including sharing the submitted projects with UNHCR. All costs related to the administration of the fund are covered by the state budget for the full duration of the project period and UNHCR funds will be fully granted to selected partners.

## Project details

Please use the space below to describe the activities that will be implemented under each applicable Outcome area and to specify the location(s) where these activities will be carried out.

<b>Outcome area</b>	OA16 – Integration and Inclusion
<b>Location</b>	<b>Activities</b>
Czech Republic	As described in detail below.

The municipal projects for the integration of temporary protection holders and foreigners will be implemented in municipalities, voluntary associations of municipalities, towns or urban districts where



there is a higher concentration of persons from the target group and where the need to address their integration support has been identified. The project should be a set of intensive integration activities and measures aimed at solving or improving the existing situation in the locality. An applicant may submit only one project per application. A further extension or complementary project may be submitted in subsequent rounds. The final beneficiary of the subsidy and the implementer of the project is always the applicant, i.e. the municipality, town, municipal district or voluntary association of municipalities. This project is a continuation of a similar project that has been implemented in 2022 and 2023.

To receive the grant the applicant is obliged to comply with the following conditions:

- ensure the institutional prerequisites for the implementation of the project for the integration of foreigners at the local level,
- develop a project for the integration of foreigners at the local level for 2024 and coordinate and administer its implementation,
- justify in the Application form the need for the project for the integration of foreigners at the local level in the form of a brief description of the situation from the applicant's point of view, including a list of the problems to be solved by the submitted project.

A condition for granting a subsidy for a project for the integration of foreigners is:

- submission of a duly completed Application for Grant to the Department of Asylum and Migration Policy of the Ministry of the Interior, the application is available in electronic form on the website of the Ministry of the Interior at <https://www.mvcr.cz/clanek/narodni-dotacni-titul-cizinci.aspx?q=Y2hudW09OA%3d%3d>
- The application must be signed by the applicant's legal representative. If it is not an electronic signature, it must bear the appropriate stamps.

The deadline for sending the Application electronically is 10. 2. 2024 for the first round and 10. 5. 2024 for the second round. The Ministry of the Interior of the Czech Republic reserves the right, in particular due to possible lack of financial coverage, to cancel subsequent calls. On the other hand, additional calls may be announced on the basis of identified need, in which case they will be announced separately on the website of the Ministry of the Interior of the Czech Republic. The application, including all annexes, must be sent in electronic form.

UNHCR's role in the implementation is to co-finance the projects financed by the Ministry of the Interior of the Czech Republic. The Ministry of Interior will share all applications received in each round with the UNHCR as UNHCR is supporting all projects given that TP holders are present in all regions, regardless of the final beneficiaries of the projects. If the number of selected partners per round exceed the planned amount for the given round without exceeding the total amount, the government will pre-finance the difference until the next instalment. The pre-financing will be documented by an exchange between both parties. To the contrary if funds are not allocated, the difference will be returned.

## Timelines

	Start date	End date
Implementation Period	01/02/2024	31/12/2024

<b>Liquidation Period</b>	01/01/2025	31/01/2025
<b>Duration (including Project Closure)</b>	01/02/2024	31/03/2025

## Results and resourcing

Further details have been agreed between the parties in a Financial Plan and a Results Plan, which are summarized in the table below. The Financial Plan and Results Plan are incorporated by reference in this Project Workplan.

Output	Key activities per indicator	Total budget by Output
10P	In Czechia, beneficiaries of international protection receive targeted integration assistance through individual integration plans which reflect on their skills and opportunities. Integration and inclusion prospects in key regions outside Prague are strengthened to provide viable opportunities for refugees.	CZK 23,100,000
	# of civil society organizations and other stakeholders involved in activities supporting inclusion	Target: 50
	# of people engaged in municipality-level integration activities	Target: 25,000
	<b>GRAND TOTAL</b>	<b>CZK 23,100,00</b>

## Support

Right of use clauses in the Areas of Specialization are mandatory when UNHCR loans a partner a UNHCR Asset period. At the end of the period, the for a defined UNHCR Asset must be returned to UNHCR or itemized within the next year's project workplan.

## Determining essential controls

### Risk assessment

**UN internal control questionnaire (ICQ) or UNHCR internal control assessment (ICA)**

**Project audit results**

*This refers to the partner's most recent UN project audit results and ICQ (in the last 3 years). Where there is no ICQ available from the last 3 years, refer to UNHCR's most recent ICA.*

**Additional factors**

**Risk rating**

Modified opinion or no ICA/ICQ available = high/significant risk (by default)

Value of the project is over \$250,000 and more than the recommended control measures apply.

*Include additional factors that UNHCR considered when deciding essential controls, where relevant.*

**If other, please provide details** n/a

## Essential controls

<b>Expected number of instalments</b> <i>This number is aligned with the agreed Financial Plan</i>	3
<b>Value of the first instalment</b> <i>As a percentage of the total value of the project when determined. This % is aligned with the agreed Financial Plan</i>	60%
<b>Breakdown of partner personnel expenditure</b> <i>Mark whether it will be mandatory for the Partner to submit a breakdown of personnel costs charged to the project with each Project Financial Report.</i>	No
<b>Budget flexibility</b> <i>High/significant risk rating ALWAYS = 30% budget flexibility.</i>	Limited at 30%

Further [DSPR/IMAS guidance](#) is available for recommended calculations to determine essential controls.

## Reporting

Whilst the Project Financial Reports (PFRs) must be submitted in the format provided by UNHCR, the partner and UNHCR jointly determine the format of other reports. Where partners already carry out other relevant monitoring and reporting activities (including interagency and/or sectoral reporting), UNHCR may approve the use of the corresponding tools and formats to satisfy some of the reporting requirements below.

Report	Due dates and requirements	
<b>PFR</b>	A minimum of three PFRs are required for a 12-month project workplan. In case more PFRs are required, please detail within 'other' below.	<i>Please specify any supporting documentation to be provided by the Partner with each financial report (optional).</i>
	<b>Reporting period end date:</b> n/a	n/a
	<b>PFR due date:</b> n/a	
	<b>Reporting period end date:</b> 30/06/2024	
	<b>PFR due date:</b> 15/07/2024	
	<b>Interim reporting period end date:</b> 30/11/2024	

	<b>Interim PFR due date:</b>	10/12/2024
	<i>(Please choose a date before 10 Dec)</i>	
	<b>Year-end reporting period end date:</b>	31/12/2024
	<b>Year-end PFR due date:</b>	15/02/2025
	<i>(Please choose a date before 15 Feb)</i>	
<b>Results Reports</b>	<b>Reporting period end date:</b>	n/a
	<b>Agreed due date:</b>	n/a
	<b>Reporting period end date:</b>	n/a
	<b>Agreed due date:</b>	n/a
	<b>Reporting period end date:</b>	30/06/2024
	<b>Agreed due date:</b>	15/07/2024
	<b>End-results report period end date:</b>	31/12/2024
	<b>Agreed due date:</b>	31/01/2025
<b>Narrative Reports</b>	<b>Reporting period end date:</b>	30/06/2024
	<b>Agreed due date:</b>	15/07/2024
	<b>End-narrative report period end date:</b>	n/a
	<b>Agreed due date:</b>	[DD/MM/YYYY]
	<input checked="" type="checkbox"/> Not applicable (in final year of PFA)	
<b>Final Partnership Report (PFA report)</b>	<b>Agreed due date:</b>	15/02/2025
	<input type="checkbox"/> Not applicable (in other years)	
<b>Other:</b>	Click or tap here to enter text.	

## Additional appendices

Appendix Financial Plan

Appendix Results Plan

## Data protection

This project entails the processing of Personal Data: Choose an item.

If yes, Data Processing is:

governed by the Data Protection Agreement (template a); or

governed by the Data Protection Agreement (template b), in which case the following provisions apply:

### Data processing particulars

#### Roles of the parties

Select applicable option.

Controller-to-Processor (C2P) relationship - where UNHCR is the Controller and the Partner is the Processor

Controller-to-Controller (C2C) relationship - where the Partner and UNHCR both act as Controllers

Please complete the following sections, depending on whether the relationship is Controller-to-Controller, or Controller-to-Processor:

#### Controller-to-Controller (C2C)

##### Onward Sharing

Choose an item.

*Please note: UNHCR's authorization for contracted third parties is required*

**If yes, specify contracted third parties here:**

Click or tap here to enter text.

#### Controller-to-Processor (C2P)

##### Sub-processors

Select applicable option.

Not applicable

UNHCR authorizes the Partner engaging the following Sub Processors to process Personal Data:

Click or tap here to enter text.

##### Retention

**Reasons for retention after the end of the project**

Not applicable

Click or tap here to enter text.

**At the end of the Project, the Partner will:**

delete all Personal Data processed in relation to the Project.

return all Personal Data processed in relation to the Project.

not applicable – [to be determined by UNHCR in the course of the Project]

**For all Relationships (C2C and C2P), please complete the following entries:**

**Data Processing particulars**

**Select all applicable options.**

**Nature and purpose of processing:**

- Gender based violence (GBV)
- Child protection
- Protection Monitoring
- Protection Case Management
- Durable Solutions
- Cash and voucher assistance
- Livelihoods and economic inclusion
- Financial inclusion
- Shelter construction and reconstruction
- Housing, land and property
- Food assistance
- Distribution of supplies, including basic and domestic items
- Warehouse and inventory management
- Health – general
- Water, sanitation and hygiene (WASH) in emergencies
- Education
- Energy
- Natural resources, environmental pollution and climate action
- Fuel management
- Maintenance/repair of UNHCR vehicles
- Right of Use of UNHCR Assets

**Other:**

Click or tap here to enter text.

Access and user control measures:

Click or tap here to enter text.

Personal Data elements:

Click or tap here to enter text.

Storage and transfer of  
Personal data:

Click or tap here to enter text.

**Data Protection  
Laws**

Click or tap here to enter text.

**Transfer  
Method**

**Select applicable option.**

Not applicable

Click or tap here to enter text.

**Additional  
Information  
Security  
Measures, if  
any**

Click or tap here to enter text.

## 1. Working together

Signatories and communications. The signatories to this Project Workplan are authorized to act on UNHCR's and the Partner's behalf in relation to this Project Workplan. Official correspondence relating to this Project Workplan will be addressed to each party's signatory, unless otherwise delegated by the signatory.

Notices. Any formal notices which must be given under this Project Workplan (for example, to terminate) must be delivered in writing to a party's signatory.

## 2. Additional obligations for the Project

Scope. The Partner agrees to deliver the Project in the Location and for the Population, all as set out in this Project Workplan. The Partner and UNHCR will work together to achieve any agreed results.

Appendices. The Partner will comply with the Financial Plan and the Results Plan, as well as with the terms of any additional appendices attached to this Project Workplan.

## 3. Timelines

Duration of this Project Workplan. This Project Workplan will continue for the Duration defined above, unless terminated earlier by a party as allowed under the Agreement.

Implementation. The Partner must implement the Project within the Implementation Period.

Reporting. The Partner must deliver the reports identified above within the prescribed timeframe. The due date represents the latest possible date the Partner can submit the report.

Liquidation. During the Liquidation Period, the Partner must settle all existing financial commitments the Partner agreed to for the Project, and not agree to any new financial or other commitments.

Extensions. UNHCR will generally not agree to extend the Implementation Period or the Liquidation Period unless there are exceptional circumstances and at UNHCR's discretion. If UNHCR agrees to extend either timeline, this will be agreed with the Partner in a separate agreement in writing. Any extension request must be submitted to UNHCR's signatory before the end of November of the implementation year, for due consideration, and include a detailed explanation as to why the request should be accepted.

## 4. Data protection

Data protection and information security capacity assessment. This assessment is only required if the Project entails the processing of Personal Data. The Partner agrees to implement the risk mitigation measures identified through this assessment.