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Food and Agriculture
Organization of the
United Nations



Organisation des
Nations Unies pour
l'alimentation et
l'agriculture

Продовольственная и
сельскохозяйственная
организация
Объединенных Наций

Organización de las
Naciones Unidas para la
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Došlo na právni oddělení ČZU dne:

26. 09. 2018

LETTER OF AGREEMENT

Between

the Food and Agriculture Organization of the United Nations ("FAO")

and

the Czech University of Life Sciences Prague ("CULS") Faculty of Tropical AgriSciences ("FTA")

For provision of

YPARD Europe Coordination

1. Introduction

The Food and Agriculture Organization of the United Nations (hereinafter referred to as "FAO") on behalf of the Global Forum on Agricultural Research and Innovation ("GFAR" or "Global Forum"), and Czech University of Life Sciences Prague ("CULS") Faculty of Tropical AgriSciences ("FTA"), (hereinafter referred to as the "Service Provider") (together hereinafter referred to as the "Parties") have agreed that the Service Provider will provide certain services defined in detail in the attached Annex (the "Services") which forms an integral part of this Letter of Agreement (hereinafter the "Agreement") in support of the catalytic actions contributing towards agricultural research and innovation for development outcome(s), in accordance with the specific agreed area(s) of work of the Service Provider, as defined in the YPARD Strategic Plan. To enable the Service Provider to provide the Services, FAO will pay the Service Provider a total amount not exceeding **USD 34,700** (US Dollars Thirty-Four Thousand, Seven Hundred), which represents FAO's maximum financial liability, into the Service Provider's account specified in paragraph 2 below.

2. Detailed Banking Instructions

Bank name: KOMERCNI BANKA A.S.

Bank country and city: Prague/ Czech Republic

Bank branch address: Ceska sporitelna a. s. , Budejovicka 1518/13b, Praha 4, 140 00, Ceska republika

SWIFT code: GIBACZPXXXX

Account number: 500022222/0800

Exact bank account holder's name: Ceska zemedelska univerzita v Praze

Account currency: CZK

Bank branch code or sort code: Ceska sporitelna, Praha 4

IBAN number: CZ3808000000000500022222

3. Designation of the FAO Responsible Officer.

Mr. Mark Holderness, GFAR Executive Secretary, AGDG, Viale delle Terme di Caracalla 00153 Rome, Italy, Tel: +39 0657055047, Mark.Holderness@fao.org, is designated the officer responsible for the management of this Agreement ("Responsible Officer") on behalf of FAO.

4. Entry into force and period of validity.

The Agreement will enter into force upon the date of signature by the Service Provider, by FAO and will terminate on **30 September 2019**.

5. Purpose

a) The purpose for which the funds provided by FAO under this Agreement shall be used are the following:

(i) **Objective.** The Services will contribute to the following Organizational objective Catalyzing actions contributing towards agricultural research and innovation for development and sustainable food systems outcome(s), as defined in the YPARD Strategic Plan.

(ii) **Outputs.** The Service Provider will produce, achieve or deliver the following outputs:

The Service Provider undertakes to contribute toward the following Strategic Plan 2018 - 2021 outcome(s):

Objective 1: To ensure long sustainability of YPARD.

Objective 2: To be a key influencer in the strategic direction of youth engagement in sustainable food systems.

Objective 3: To enable young people in agriculture shape sustainable food systems.

Objective 4: To be an innovative and supportive global team.

(iii) **Activities.** The Service Provider will undertake the activities detailed in Appendix 1

b) A detailed description of the Services including technical and operational requirements, budget, work plan and timeframe, performance indicators and means of verification, as well as inputs to be provided free-of-charge by the Service Provider and FAO, if any, are set out in detail in the Annex.

6. General Conditions

a) Funds provided by FAO under this Agreement are to be used by the Service Provider exclusively for the provision of the Services in accordance with the budget set out in the Annex. Neither the Service Provider nor its personnel nor any other persons providing the Services on its behalf, will incur any additional commitment or expense on behalf of FAO.

b) The Service Provider will be responsible for all activities related to the provision of the Services and the acts or omissions of all employees, agents or other representatives, and authorized subcontractors providing the Services on its behalf. FAO will not be held responsible for any accident, illness, loss or damage which may occur during the provision of the Services or any claims, demands, suits, judgements, arising there from, including for any injury to the Service Provider's employees, or to third parties, or any loss of, damage to, or destruction of property of third parties, arising out of or connected to the Service Provider's work or performance under this Agreement.

c) The Service Provider shall not utilize funds received under this Agreement to subcontract services or procure items except as specifically provided for in the Annex or as specifically approved in writing by FAO. Any subcontracting arrangement shall in no way relieve the Service Provider of

the responsibility for the provision/delivery of the Services required under this Agreement. Subcontracts or procurement of the items set forth in the Annex shall be procured in conformity with the Service Provider's own procurement rules and procedures. The Service Provider confirms that its procurement rules and procedures, and their implementation, ensure that the procurement process is transparent and consistent with generally-accepted principles governing public sector procurement to obtain best value for money. The Service Provider will ensure that its agreements with any subcontractor include the obligation to maintain appropriate records for a period of five years and FAO's right to review, audit and have access to all documentation and sites related to the activities carried out in connection with this Agreement.

- d) The Service Provider shall make and thereafter maintain, in compliance with national legislation, provision for adequate insurance to cover such risks as damage to property and injuries to persons, as well as third party liability claims.
- e) The personnel assigned by the Service Provider to provide the Services are not considered in any respect as being employees or agents of FAO. Nothing in this Agreement or in any document or arrangement relating thereto shall be construed as conferring any privileges or immunities of FAO on the Service Provider, its personnel or any other persons providing the Services on its behalf.
- f) Nothing in this Agreement or in any document relating thereto, shall be construed as constituting a waiver of privileges or immunities of FAO, or as its acceptance of the jurisdiction of the courts of any country over disputes arising out of this Agreement.
- g) The present Agreement shall be governed by general principles of law, to the exclusion of any single national system of law. General principles of law shall be deemed to include the UNIDROIT Principles of International Commercial Contracts of 2010.
- h) In providing the Services, the Service Provider shall conform to all national laws applicable to its activities and its relations to third parties, including employees. The Service Provider shall promptly correct any violations thereof and shall keep FAO informed of any conflict or problem arising in relation to national authorities.
- i) The Service Provider shall observe the highest standard of ethics in providing the Services and agrees to adhere to the UN Supplier Code of Conduct, which can be viewed at http://www.un.org/depts/ptd/pdf/conduct_english.pdf.
- j) The Service Provider confirms that it has not engaged in, nor will engage in, any corrupt, fraudulent, collusive, coercive, unethical or obstructive practices in entering into or implementing this Agreement. If FAO determines that the Service Provider has engaged in such practices, it may impose sanctions, including termination of the Agreement, as provided by FAO's Sanctions Procedures (http://www.fao.org/fileadmin/user_upload/procurement/docs/FAO_Vendors_Sanctions_Policy_-_Procedures.pdf). In addition, information on sanctioned Service Providers and other third parties may be shared with other Intergovernmental or UN Organizations. This provision must be included in all subcontracts, sub-agreements or assignments entered into by the Service Provider under this Agreement.
- k) For the purpose of this Agreement, the following terms shall have the following meanings:

- (i) *“Fraudulent practice” is any act or omission, including misrepresentation that knowingly or recklessly misleads, or attempts to mislead, a party to obtain, financial and/or other benefit and/or to avoid an obligation.*
 - (ii) *“Coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party.*
 - (iii) *“Collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party.*
 - (iv) *“Corrupt practice” is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value whether tangible or intangible to improperly influence the actions of another party.*
 - (v) *“Unethical practice” is an act or omission contrary to the conflict of interest, gifts and hospitality or post-employment FAO policy (<http://www.fao.org/unfao/procurement/codedeconduitethique/en/>), as well as any provisions or other published requirements of doing business with FAO, including the UN Supplier Code of Conduct; and*
 - (vi) *“Obstructive practice” is an act or omission by the Service Provider or its affiliates, successors or assigns that may prevent or hinder the work of the Investigation Unit of the FAO Office of the Inspector General.*
- l) The Service Provider shall take all reasonable precautions to avoid any conflict of interest in the implementation of the Services and shall inform FAO without delay of any situation constituting or likely to entail a conflict of interest including any FAO personnel having an interest of any kind in the Service Provider’s activities.
 - m) In order to enter into an agreement with FAO, the Service Provider, and any of its agents or authorized subcontractors, should not be suspended, debarred or otherwise identified as ineligible by any Intergovernmental or UN Organization, including any organization within the World Bank Group or any multi-lateral development bank, or by the institutions and bodies of economic integration organizations (e.g., the European Union). The Service Provider is required to disclose to FAO whether it, or any of its agents or authorized subcontractors, is subject to any sanction or temporary suspension imposed by any such organization or National Authority at any time during the three years prior to this Agreement or at any time throughout the execution of this Agreement. The Service Provider recognizes that a breach of this provision will entitle FAO to terminate its Agreement with the Service Provider immediately upon notice to the Service Provider, without any liability for termination charges or any other liability of any kind of FAO.
 - n) Unless authorized in writing by FAO, the Service Provider shall not advertise or otherwise make public that it has a contractual relationship with FAO, nor shall the Service Provider, in any manner whatsoever use the name or emblem of FAO, or any abbreviation of the name of FAO.
 - o) All intellectual property rights, including copyright, in the outputs produced under this Agreement are vested in FAO, including, without any limitations, the right to use, publish, translate, sell or distribute, privately or publicly, any item or part thereof. Neither the Service

Provider nor its personnel will communicate to any other person or entity any confidential information made known to it by FAO nor will they use this information for private or corporate advantage. This provision will survive the expiration or termination of this Agreement.

- p) To comply with disclosure requirements and enhance transparency, FAO may release and/or publish the following information about this Agreement: (i) the name and nationality of the Service Provider; (ii) a brief description and location of the Services provided; and (iii) the amount of this Agreement. The Service Provider specifically consents to the release and/or publication of such information. FAO will not release or publish information that could reasonably be considered confidential or proprietary.
- q) The Service Provider shall return to FAO any unexpended funds budgeted and paid by FAO under this Agreement.
- r) This Agreement is not subject to payment by FAO of any levies, taxes, registration duties or any other duties or charges whatsoever. The Service Provider shall duly pay taxes, duties and other charges in accordance with prevailing laws and regulations applicable to the Service Provider.
- s) The Service Provider agrees to undertake all reasonable efforts to ensure that none of the funds received from FAO under this Agreement are used to provide support to individuals or entities i) associated with terrorism, as included in the list maintained by the Security Council Committee established pursuant to its Resolutions 1267 (1999) and 1989 (2011) or ii) that are the subject of sanctions or other enforcement measures promulgated by the United Nations Security Council. This provision must be included in all subcontracts, sub-agreements or assignments entered into under this Agreement. The Service Provider acknowledges and agrees that this provision constitutes an essential term of this Agreement and any breach of these obligations and warranties shall entitle FAO to terminate this Agreement immediately upon notice to the Service Provider, without any liability for termination charges or any other liability of any kind of FAO.
- t) The Service Provider shall take all appropriate measures to prevent sexual exploitation or abuse of any beneficiary of the services provided under this Agreement, or to any persons related to such beneficiaries, by its employees or any other persons engaged and controlled by the Service Provider to perform any services under this Agreement. For these purposes, sexual activity with any person less than eighteen years of age shall constitute the sexual exploitation and abuse of such person. In addition, the Service Provider shall refrain from, and shall take all reasonable and appropriate measures to prohibit its employees or other persons engaged and controlled by it from exchanging any money, goods, services, or other things of value, for sexual favours or activities, or from engaging in any sexual activities that are exploitive or degrading to any beneficiary of the services provided under this Agreement or to any persons related to such beneficiaries. The Service Provider acknowledges and agrees that the provisions hereof constitute an essential term of this Agreement and that any breach of these provisions shall entitle the Organization to terminate this Agreement immediately upon notice to the Service Provider, without any liability for termination charges or any other liability of any kind.

7. Reporting and Record Maintenance Requirements

- a) The Service Provider shall submit to the Responsible Officer named in paragraph 3, the Reports listed in the Annex on the dates set forth therein, including a final report consisting of a narrative report and financial report ("Final Report") within 30 days following the completion of the

Services. The Final Report must be sufficiently detailed to allow certification of deliverables and of expenditures. The financial report shall be signed and certified as to its correctness by a duly designated representative of the Service Provider (e.g. executive officer, chief financial officer, chief accountant or similar).

- b) The Service Provider shall keep accurate financial records and maintain supporting documentation showing the utilization of inputs and funds under this Agreement and any other documentation related to the Services for a period of five years following termination or expiry of the Agreement, during which period FAO, or a person designated by FAO, or the relevant auditing authority (e.g. national audit office) shall have the right, at any time, to conduct reviews and/or audits relating to any aspect of this Agreement. The Service Provider shall provide its full and timely cooperation with any such review or audit. Full and timely cooperation shall include, but not be limited to, making available employees or agents and granting to FAO or other designated person or relevant authority, access at reasonable times and conditions to the Service Provider's premises or other sites where documentation related to this Agreement is kept or activities related to this Agreement are carried out.

8. Delays and Termination

- a) The Agreement shall enter into force upon signature by both Parties and shall remain in force until the Services have been satisfactorily provided or until otherwise terminated in accordance with the provisions herein.
- b) The Service Provider will carry out the Services in accordance with the work plan and within the timeframe set forth in the Annex and shall notify FAO of any delays that will prevent delivery of the Services in accordance with the work plan and within the timeframe set forth in the Annex.
- c) FAO may suspend or cancel all or part of this Agreement, obtain the Services elsewhere and make corresponding adjustments to any payments that may be due to the Service Provider, if the Service Provider fails to make delivery, or perform to a standard considered acceptable to FAO. Subject to consultation with the Service Provider, the determination of FAO, relating to this provision, shall be binding.
- d) If at any time during the course of this Agreement it becomes impossible for the parties to perform any of their obligations for reasons of Force Majeure, that party shall promptly notify the other in writing of the existence of such Force Majeure. The party giving notice is thereby relieved from such obligations as long as Force Majeure persists. For the purpose of this Agreement, the term "Force Majeure" shall mean any unforeseeable exceptional situation or event beyond the Parties' control which prevents either of them from fulfilling any of their obligations under this Agreement, was not attributable to error or negligence on their part (or of their personnel, agents, or other representatives, or authorized subcontractors), and proves insurmountable in spite of all due diligence.
- e) FAO shall have the right to terminate this Agreement, by written notice to this effect, if it considers that continued implementation of the Agreement is impossible or impractical:

- (i) for unforeseen causes beyond the control of FAO;
 - (ii) in the event of a default or delay on the part of the Service Provider after written notice by FAO which provides a reasonable period to remedy the default or delay.
- f) In the event of termination as per 8e) above, the following shall apply:
- (i) termination for unforeseen causes beyond its control, FAO shall complete all payments for expenses which have been incurred by the Service Provider up to the effective date of termination.
 - (ii) termination due to the Service Provider's default or delay, the Service Provider shall refund to FAO any payment already received in respect of Services that have not been performed to a standard considered acceptable to FAO.
- g) FAO shall have the right to terminate this Agreement, by written notice to this effect, if FAO establishes in accordance with its administrative procedures:
- (i) irregularities, including any corrupt, fraudulent, collusive, coercive, unethical or obstructive practices in paragraphs 6i)-p) on the part of the Service Provider in relation to this Agreement; or
 - (ii) a breach of the reporting requirements in paragraph 7 above.
- h) In the event of termination as per g) above, the Service Provider shall refund to FAO all payments that were made on the basis of the irregularity or corrupt, fraudulent, collusive, coercive, unethical or obstructive practices, or as otherwise determined by FAO to be equitable and take other action as deemed appropriate by FAO.

9. Terms of Payment

- a) The payments will be made after certification by the Responsible Officer of the request(s) for payment as follows:
- (i) 1st payment not to exceed **USD 10,410** upon signature of the present Agreement;
 - (ii) 2nd payment not to exceed **USD 17,350** upon acceptance by FAO of the deliverable(s) or on the date indicated in the Work plan/Timeframe in the Annex;
 - (iii) [repeat for each partial payment].
 - (iv) Final payment not to exceed **USD 6,940** upon acceptance by FAO of the Final Report mentioned under paragraph 7a) above.
- b) The payments will be made in the currency stated in paragraph 1, in accordance with the detailed banking instructions provided by the Service Provider and defined in paragraph 2.

- c) The Service Provider shall submit each request for payment to the address indicated below:

Mark Holderness
Executive Secretary
GFAR Secretariat
c/o FAO-AGDG
Viale delle Terme di Caracalla
00153 Rome, Italy

- d) FAO enjoys certain privileges and immunities which include exemption from payment of Value Added Tax ("VAT" or "IVA"), customs duties and importation restrictions.
- e) If the Service Provider fails to submit the Final Report mentioned in 7a) above no later than 30 days following completion, expiry or termination of this Agreement, FAO may, after provision of due notice of the default, terminate this Agreement without making the final payment.

10. Settlement of Disputes

- a) Any dispute between the parties arising out of the interpretation or execution of this Agreement, if not settled by negotiation between the parties or by another agreed mode of settlement, shall be submitted at the request of either party, to one conciliator. Should the parties fail to reach agreement on the name of a sole conciliator, each party shall appoint one conciliator. The conciliation shall be carried out in accordance with the Conciliation Rules of the United Nations Commission on International Trade Law, as at present in force.
- b) Any dispute not resolved by conciliation shall, at the request of either party, be settled by arbitration in accordance with the Arbitration Rules of the United Nations Commission on International Trade Law, as at present in force. The arbitral tribunal shall have no authority to award punitive damages. FAO and the Service Provider agree to be bound by any arbitration award rendered in accordance with this article, as the final adjudication of any such dispute.
- c) The parties may request conciliation during the execution of this Agreement and in the period not to exceed twelve months after the completion, expiry or termination of this Agreement. The parties may request arbitration not later than ninety days after the termination of the conciliation proceedings. All dispute resolution proceedings shall be conducted in the language in which the agreement is drafted provided that it is one of the six official languages of FAO (Arabic, Chinese, English, French, Russian and Spanish). In cases where the language of the agreement is not an official language of FAO, the conciliation or the arbitration proceedings shall be conducted in English.

11. Amendments.

Any changes or amendments to this Agreement shall be made in writing and on the basis of mutual consent of the signatories to this Agreement.

Signed on behalf of the Food and Agriculture Organization of the United Nations:

Signature: M. Holderness

Date: 18 SEPTEMBER 2018

Mr. Mark Holderness, Executive Secretary, GFAR, AGDG

Signed on behalf of the Czech University of Life Sciences Prague

Signature: [Signature]

Date: 26-09-2018

Prof. Ing. Petr Sklenička, CSc., Rector



The Service Provider will sign two copies of this Agreement and return one to the Responsible Officer.

TERMS OF AGREEMENT

1. Background

The Czech University of Life Sciences Prague (“CULS”) Faculty of Tropical AgriSciences (“FTA”) acts as the host for the YPARD Europe regional coordination unit. The global coordination unit of Young Professionals for Agricultural Development (YPARD) is hosted by the Global Forum for Agricultural Research (GFAR) at FAO in Rome.

In an effort to reach out to as many young professionals as possible, YPARD’s regional coordination units are the coordinating body for activities carried out at regional and national level. CULS has hosted the YPARD Europe regional coordination unit since 2016 and has worked for a stronger youth focus and engagement in agriculture on the continent.

2. Terms of Reference

2.1 Definition of Output(s) and/or Outcome(s)

The Outputs and Outcomes of the activities are in line with the Objectives of the YPARD strategy 2018 – 2021 and corresponds to the common objectives of YPARD. The Outcomes are:

1. To ensure long sustainability of YPARD.
2. To be a key influencer in the strategic direction of youth engagement in sustainable food systems.
3. To enable young people in agriculture to shape sustainable food systems.
4. To be an innovative and supportive global team.

2.2 Description of Services

Outcome 1: To ensure long sustainability of YPARD

Activity 1: Identifying possible funding opportunities

Funding should be sought for regional level activities by the regional coordinator. Additionally country representatives should engage on fundraising activities and may seek the support of the regional coordinator. This will be an area of primary focus for 2018/ 2019.

Output:

- National representatives, the European coordinator and YPARD Europe Intern(s) actively identify, define and seek additional funding of activities.

Activities and M&E:

- Explore the relationship with Barrila Center for Food and Nutrition, Visegrad Fund and Stiftung Mercator and develop funding proposals for possible regional event or workshop focused on capacity building of the National representatives.

- Other possible funding opportunities are compiled in a list and followed through, with development of concepts for possible funding as required by the donor concerned .

Outcome 2: To be a key influencer in the strategic direction of youth engagement in sustainable food systems

Since the website and social media channels of YPARD are important parts of YPARD in connecting YP's and exchange information and knowledge, the activities in it are of high importance for the development of YPARD Europe. The activities in this area are intended to inform, motivate and strengthen the active participation of registered European members, as well as to attract and get potential members to register. In the same breadth, exchanges with the other regions should be encouraged.

Activity 2.1: Publish success stories of young role models in agricultural development

Success stories of Young Professionals (YPs) are written by members and/or National representatives and members of the National working groups according to defined topics or on occasions. The stories are to be shared with the YPARD social media channels as well as being published in local media and newspaper. e.g. interview with a young agricultural entrepreneur or a start-up in the sector of food security, report about careers in agricultural research and others.

The Coordinator works with the Communications Officer and Communications Intern and media to help national representatives and members share their stories and get better publicity.

Output:

- Published articles on the YPARD website promoting agriculture and rural development among young people

Activities and M&E:

- 10 Articles /Interviews/ Announcement or Outcome pieces per year about any of the mentioned topics above via YPARD website, social media (Facebook, Twitter), networks (LinkedIn) and local newspaper and other possible channels identified by the National representatives of the specific country.
- 10 stories (may be existing ones) shared in local media.

Activity 2.2: Regular information on YPARD's homepage about agriculture and agricultural development landscape of Europe

YPARD Europe strongly contributes to activate and inform members on a regular basis about current topics in ARD and agriculture in general (in a broad sense), as well as about job opportunities, internships, grant, funding and professional training in Europe and globally.

Output:

- An up-to-date YPARD website on European news, events, conferences, job and funding opportunities
- Members and National representatives actively contribute through article writing and latest news and funding information.

Activities and M&E:

- Up to date information is posted by European Coordinator, Intern for Communications and YPARD Europe working groups and members.

Activity 2.3: YPARD Europe and its countries on Facebook or other social media (country specific)

In summer 2013 YPARD Europe opened up its “own” Facebook group in order to share European specific information on it. The group is open to everyone. In addition most of the countries involved in YPARD Europe maintain an own group in mainly Facebook (except Russia; to be found on vk (Russian version of Facebook)).

Output:

- Up-to date information shared on YPARD Europe Facebook group YPARD Europe.
- Up-to date information shared on Facebook groups of YPARD national chapters.

Activities and M&E:

- Country specific and European specific information are shared on a regular base and exchange within the groups is promoted.
- Interaction of group members in both YPARD Europe group and the country specific groups.
- Information is shared on a regular basis.

Activity 2.4: National representatives realize specific activities in their respective countries. Networking with targeted partners and negotiate specific collaboration agreements

YPARD Europe and country and local levels will focus on networking with targeted partners. It will be agreed by both partners. It is the aim that on both, regional and local level, that at least two networking partners are identified and specific collaboration is agreed.

Output:

- Two networking partners are officially named on YPARD’s website.
- Collaboration takes place and National representatives are in regular exchange with networking partner(s).

Activities and M&E:

- YPARD Europe coordination unit collaborates with networking partner(s) and stays in regular exchange.
- List of networking partners of YPARD local and regional is reported to global coordination unit and the partners officially named on YPARD’s website.
- Agreements on collaboration are documented.

Outcome 3: To enable young people in agriculture to shape sustainable food systems.

Activity 3.1: Inter-institutional linkages

It is one of the main concerns of YPARD Europe that the voice of youth is heard in the agricultural development community and considered in decision making. Therefore it is important that members participate in working committees of European agricultural development organizations/committees and contribute with their experiences, but also learn from the knowledge of more experienced professionals. This integration also helps to increase the visibility of YPARD. The partnership between YPARD and IAAS results in collaboration on workshops, international meetings and ideally in small-scale agricultural development.

Outputs:

- Continuing the work of YPARD Europe on the management team of EFARD.
- Building the collaboration with IAAS (International Association of Students in Agricultural and Related Sciences) and BCFN (Barilla Center for Food & Nutrition Foundation) aimed at strengthening the cooperation on national levels.
- Opening the collaboration with Association for European Life Sciences Universities (ICA), YPARD participation at ICA Edu Network for Innovation in Life Sciences Higher Education and ICA Bioeconomy Committee.

Activities and M&E:

- Seeking and mapping opportunities for YPARD Europe to expand partnerships and support inter-institutional linkages.
- Nourishing the existing partnerships through regular communication with key people (via Skype, e-mail or in person).
- Broadened network of YPARD with strategic contacts.

Activity 3.2: Increase the visibility and membership

It is aimed to reach young professionals active in agricultural development in Europe and connect and motivate them to take over responsibility and share their experience. To strengthen YPARD Europe and increase the number of members, YPARD Europe should be represented at research institutes, universities, organizations, national development agencies and meetings involved in agricultural development. More members will create a stronger base able to create bigger impact on future agricultural development. The growing partnership with IAAS and Barilla Center for Food and Nutrition also helps to increase the membership and visibility of YPARD not just on the regional level but globally.

Output:

- Increased awareness of YPARD among European agricultural development organizations.

M&E:

- One new YPARD member involved in working committees of European agricultural development organizations invited to consciously represent the interests of YPARD Europe.
- YPARD members feel supported by YPARD Europe and receive assistance if necessary

Activity 3.3: Representing YPARD Europe at agricultural development events

YPARD Europe attends yearly national and international meetings relevant to agricultural development to represent YPARD's interests and share their experiences within the YPARD movement. For 2018-2019, the EFARD annual meeting and TropenTag Conference, International Green Week Berlin have been identified as the ones of key importance.

Output:

- Increased network, visibility and recognition of YPARD by different stakeholders
- Potential members/or new country representatives of YPARD Europe are recruited.
- Key contacts of YPARD Europe refreshed and broadened.
- Stronger linkages with associated organisations including AGRINATURA, IAAS, Barrila Center for Food and Nutrition and ICA.
- YPARD representatives report the key results of the meetings and share them with the YPARD members and other representatives.

Activities and M&E:

- 2 discussion session/ workshop with YPs focused on youth agriculture-related issues (education, research, employment).
- Qualitative feedback of participants of the events.
- Increase by 20% on the number of members, which can be attributed to the events.
- Broadened network of YPARD with key contacts.
- Up-to date blog posts on YPARD's website and social media.
- YPARD representatives promote YPARD's objectives and proves the important role of Young People in the ARD. It is reported back to the members what is discussed in the events.
- Regular report to Regional Unit.

Activity 3.4: Identifying, and fostering continuous involvement, of YPARD members involved in working committees of European agricultural development organizations

Many YPARD members are already involved in working committees or organizations of European agricultural development. They will be identified and coached in representing the interests of YPs working in agricultural development. YPARD Europe will support the YPs where necessary and possible. YPARD members inform the YPARD network about current topics discussed in the agricultural development working committees and organizations. Feedback and information shared and discussed within the YPARD community.

Output:

- YPARD Europe members become recognized stakeholders in the agricultural development community and well known in the European agricultural development community.
- Increased awareness about YPARD Europe's interests.

Activities and M&E:

- YPs in agricultural development should be seen as a serious stakeholder group and bring their experience and expertise into working committees of agricultural development organizations. Therefore European institutions in which young professionals are active in agricultural development, in a broad sense (including agriculture, policy and extension), are identified and inclusion of YP's in strategy development negotiated with them.

- Qualitative feedback of YPs.
- At least two invitations to members on significant meetings.

Activity 3.5: Presenting YPARD in research institutes, universities, organizations of agricultural development and related fields

Institutions involved in agricultural research, development and business will be identified and compiled. The goal of the activity is to promote YPARD and make it visible/available to YPs working in agricultural development and related fields. This will be implemented on regional as well as national level.

Output:

- Increased visibility of YPARD.
- Increased number of active members.
- Increased number of YPARD national chapters through identifying the potential new country representatives in the presentations.

Activities and M&E:

- YPARD National representatives will tour three agricultural institutions and present YPARD. Potential members will be motivated to participate actively and contribute their knowledge and experience to YPARD.
- At least 5 national representatives present YPARD and its work in universities, research institutes and organizations in ARD and related fields; and share their experiences within the YPARD movement.
- Increase by 10% the involvement of YPs in decision making in agricultural development committees and higher visibility of YPARD in the agricultural scene in Europe.
- National representatives' report to the regional coordination unit on a monthly basis and with support of the Communications team create an outcome piece which is shared within the YPARD community.

Outcome 4: To be an innovative and supportive global team.

Activity 4.1: Strengthening the YPARD Europe unit

It is important to strengthen the existing network and expand it. The idea is not to obtain as many members as possible in a short time, but to attract new members who are willing to actively participate and see them as part of YPARD Europe. This will be achieved through close cooperation with YPARD global and the appointment of country representatives.

Output:

- Working group identifies and acts as the core team of YPARD Europe.
- Priorities in developing YPARD Europe are defined and the main activities planned.

Activities and M&E:

Currently, there is an unofficial working group of YPARD Europe. Decisions often are taken by discussing with this unofficial group built by a group of National representatives. The working group will aim to meet face to face once a year or via Skype at least twice a year to strengthen their work and coordination. The size of the working group is a maximum number of seven National representatives. General working topics are:

- Defining priorities in the development of YPARD Europe

- Planning the activities of YPARD Europe, but also give suggestions for activities on country level.
- Defining the contribution to ARD committees and community.
- Identifying the possible funding opportunities for YPARD Europe.
- Priorities in developing YPARD Europe are defined and agreed by the working group.
- The working group holds a face to face meeting once a year and/or has regular meetings via Skype

Activity 4.2: Identifying and nominating potential national representatives

YPs are well connected within their country of origin. It is therefore important to determine National representatives because they are closer to potential members. Furthermore National representatives know institutes active in ARD, the main ARD events and also the agricultural landscape in their countries.

National representatives connect to key persons and institutions for YPARD and participate in the countries' most important ARD events and meetings, or any agricultural event which might be from importance for policy making or reaching new members. National representatives give YPARD Europe a face and voice.

Output:

- National representatives of European countries are identified and strongly involved in the development of YPARD Europe. They build up working groups in their countries and recruit new members.
- National representatives start to establish local events and meetings on a specific topics.

M&E:

- Number of countries, in which YPARD Europe is represented by country representatives, increased by 20%.

Activity 4.3: Country representatives set up working groups in their countries

National representatives are encouraged to set up working groups of about 3 to 5 people in order to share the voluntary workload and help build bottom-up actions. The aim of a working group on country level is to decide on activities, exchange information, to share the workload of activities and to strengthen the base on country level. Those working groups meet on a regular basis but are free in how to get organized. The lead is upon the National representative.

The working groups are composed by YPs of different stakeholder groups.

- Defining priorities in the development of the national chapter and the YPARD Europe

Output:

- Working group identifies and acts as core team on country level.
- The working group realizes activities and shares its workload.
- YPs of different institutions/organizations/private companies are involved.

M&E:

- Working groups in at least five countries are composed and working well.
- Regular reporting to the regional coordination unit.

2.3 Workplan and Timeframe (Duration)

The duration of this LOA is starting upon signature of the agreement by both partners until the 30th September, 2019.

- Preparatory activities for the annual plan to be prepared by 1st October 2018, documenting country activities supervision by the regional office, through elaborated time frame and significant planned milestones.
- Final Report consisting of a narrative report and financial report to be submitted before 30th September, 2019.

2.4 Monitoring Mechanisms and Reporting Requirements

All reports, feedback forms and participant action plans and documents should be provided to Mr Mark Holderness, Executive Secretary, GFAR. The final report and statement of account (certified as to its correctness by the responsible officer) specifying actual utilization of funds should be submitted by 30th September, 2019.

3. Inputs to be provided free of charge by Service Provider

The Service Provider will provide office space and office equipment required for the implementation of the project.

The Service Provider will provide possible cost on communications, including phone and internet charges. The Service Provider will provide assistance and supervision service from CULS and other potential staff.

Overheads % 24.11 (in-kind contribution from CULS) 8,366

4. Inputs to be provided in kind by FAO

- a) Time and cooperation of the YPARD Global Coordinator and Communication and Knowledge Manager.

Timing of Inputs:

The inputs listed above will be provided for the duration of the project.

5. Detailed budget (if appropriate)

Contribution to YPARD Europe (USD)			
Activity description	Item	Price/ Units	Total (USD)
Contribution to a Regional Coordinator	Contribution to the staff time of the regional coordinator.	Lump sum	16,250
Contribution for an Intern in Communications and Fundraising	Contribution for a part time position, paid in the form of monthly student scholarship, paid in the form of monthly student scholarship.	Lump sum	6,650
Contribution for a Communication Officer	Contribution for additional communication activities, paid in the form of monthly student scholarship	Lump sum	9,450
Strategic ARD events – country representatives	DSA*(meals, transportation and accommodation, fees) Countries: to be determined	4 travels x 375 USD	1,500
EFARD meeting participation	DSA *(meals, transportation and accommodation) for one YPARD representative Venue: to be determined	200 USD + (2 days * 150 USD)	500
YPARD workshop at Tropentag Annual event	DSA*(conference fee, transportation and accommodation) for one YPARD representative Venue: Belgium	30 USD + 200 USD + (2* 60 USD)	350
Total			34,700

6. Responsible Officer

Mr. Mark Holderness, GFAR Executive Secretary, AGDG, Viale delle Terme di Caracalla 00153 Rome, Italy, Tel: +39 0657055047, Mark.Holderness@fao.org, is designated the officer responsible for the management of this Agreement (“Responsible Officer”) on behalf of FAO.

7. Reimbursements

The service provider will reimburse any overpayments that may have been effected or excess funds, which may remain after completion of the services.