

CONFORMED COPY

Tuesday, February 22, 2011

Mr. Luciano Lavizzari
Director
Office of Evaluation
International Fund for Agricultural Development (IFAD)
Via Paolo di Dono 44
00142 Rome, Italy

Trust Fund Administration Agreement between the International Fund for Agricultural Development (IFAD) and the International Bank for Reconstruction and Development concerning the Multi-Donor Trust Fund for Special Initiatives of the GEF Evaluation Office (TFNo. TF070668)

Dear Mr. Lavizzari,

1. We are pleased to acknowledge on behalf of the International Bank for Reconstruction and Development (“IBRD”) the intention of the International Fund for Agricultural Development (IFAD) (the “Donor”) to make available as a grant the sum of twenty five thousand U.S. Dollars (US\$25,000) (the “Contribution”) for the Multi-Donor Trust Fund for Special Initiatives of the GEF Evaluation Office (the “Project”). Other donors are also expected to contribute to this trust fund on the terms and conditions specified in the Annexes to this Agreement.
2. The Contribution shall be used to finance the activities and the categories of expenditure set forth in the “Description of Activities and Expenditures under the Multi-Donor Trust Fund² for Special Initiatives of the GEF Evaluation Office” (the “Description of Activities and Expenditures”) attached hereto as Annex 1. Annex 1 constitutes an integral part of this Agreement.
3. The Contribution shall be administered by the IBRD on behalf of the Donor in accordance with the terms of this Agreement and the “Standard Provisions Applicable to the Multi-Donor Trust Fund for Special Initiatives of the GEF Evaluation Office” (the “Standard Provisions”) attached hereto as Annex 2. The Standard Provisions constitute an integral part of this Agreement.
4. The Donor shall deposit the Contribution into such bank account designated by the IBRD promptly following countersignature of this Agreement by the Donor and submission of a payment request by the IBRD.
5. When making such deposit, the Donor shall instruct its bank to include in its payment details information (remittance advice) field of its SWIFT payment message,

information indicating: the amount paid, that the payment is made by the Donor for TF No. TF070668 (Multi-Donor Trust Fund for Special Initiatives of the GEF Evaluation Office), and the date of the deposit (the “Deposit Instruction”). In addition, the Donor shall provide a copy of the Donor’s Deposit Instruction to the IBRD’s Accounting Trust Funds Division by e-mail sent to tfremitadvice@worldbank.org or by fax sent to (202) 614-1315.

7. The offices responsible for coordination of all matters related to the implementation of this Agreement are:

For the IBRD:

Ms. Susan McAdams
Director
Multilateral Trusteeship and Innovative Finance
The World Bank
1818 H Street, NW
Washington, DC 20433
U.S.A.

Tel: +1-202-458-0019
Fax: +1-202-614-0795

For the Donor:

Mr. Luciano Lavizzari
Director
Office of Evaluation
IFAD
Via Paolo di Dono 44
Rome, Italy

Tel: +39-06-5459-2274
Fax: +39-06-5459-3274

8. This Agreement may be amended only by written agreement between the IBRD and the Donor; provided, however, that Annex 1 (Description of Activities and Expenditures) and Annex 2 (Standard Provisions) to this Agreement may only be amended with the agreement of all Donors contributing to this trust fund.

9. The IBRD will disclose this Agreement and related information on this Project in accordance with the World Bank Policy on Access to Information. By entering into this Agreement, the Donor consents to disclosure of this Agreement and related information on this Project.

10. Please confirm your agreement with the foregoing, on behalf of the Donor, by signing, dating, and returning to us the enclosed copy of this Agreement. Upon receipt by the IBRD of the copy of this Agreement countersigned by you, this Agreement will become effective as of the date of the countersignature.

Sincerely,

INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPMENT

/s/ Axel van Trotsenburgh
Vice President
Concessional Finance and Global Partnerships

AGREED:

INTERNATIONAL FUND FOR AGRICULTURAL DEVELOPMENT (IFAD)

By: /s/ Luciano Lavizzari

Date: March 29, 2011

Title: Director, Office of Evaluation, IFAD, Rome

**Description of Activities and Expenditures under the Multi-Donor Trust Fund for
Special Initiatives of the GEF Evaluation Office**

1. Description of Activities

The overarching objectives of this Trust Fund is to increase knowledge sharing and capacity building among participating countries of the GEF in the area of evaluation of GEF projects and programs. The Council (the “Council”) of the Global Environment Facility (the “GEF”) will approve activities to be financed under this Trust Fund, based upon proposals submitted by the Evaluation Office of the GEF (the “Evaluation Office”). The Evaluation Office will implement and execute the activities. The areas of activities financed by this Trust Fund include: (i) international workshops on the evaluation of environmental and sustainable development issues in developing countries to facilitate knowledge exchange; (ii) costs of junior to mid-level evaluators from developing countries to work at the Evaluation Office for a period of one to two years on the projects approved by the Council and implemented by the Evaluation Office; (iii) special evaluations on cross-cutting themes relevant to the operations and policies of the GEF; (iv) publication of knowledge products, and (v) such other activities, as may be approved by the Council from time to time, which promote knowledge sharing and capacity building in the area of evaluation of GEF projects and programs. Further details of these activities are as follows:

- (i) **International workshops:** The Evaluation Office will organize, sponsor and host international workshops on evaluation of environmental and sustainable development issues in developing countries focusing on climate change. The workshops will allow a sharing of experiences in evaluating sustainable development projects and programs. Three convening themes have been identified: 1) energy markets and sustainable development; 2) energy efficiency in public transport; and 3) adaptation to climate change.
- (ii) **Junior to mid-level evaluation professionals (Starting January 2007):** The Evaluation Office will host junior to mid-level evaluation professionals (the “JEPs”) from developing countries for a period of up to two years. The initial term of appointment will be for one year with a possible extension for a second year, based on the staff performance and needs in the Evaluation Office. The JEPs will be contracted according to World Bank rules and procedures. The selected individual would contribute to the work of the Evaluation Office and would receive guidance from the senior evaluators in the Evaluation Office. He or she would also be able to devote time to professional development.
- (iii) **Special evaluations on cross-cutting themes relevant to the operations and policies of the GEF:** At request of the Council, the Evaluation Office may

conduct evaluations in specific topics and areas related to the policies and strategies of the GEF.

- (iv) **Publication of knowledge products:** As part of the evaluation activities, the Evaluation Office is expected to function as a dissemination agent of findings from evaluations, which are conducted at request of the Council and included in the GEF work program. In order to achieve an effective dissemination of results and findings of such evaluations, the Evaluation Office may print and publish reports and prepare workshops.

2. Categories of Expenditures

The Contribution shall be used to finance the following categories of expenditure:

Short Term Consultant Fees; Contractual Services; Media & Workshop Costs; Travel Expenses; Staff Costs (Salary + Benefits + Indirects); Temporary Staff Costs; and Extended Term Consultant.

Standard Provisions Applicable to the Multi-Donor Trust Fund for Special Initiatives of the GEF Evaluation Office

The following provisions (hereinafter referred to as the “Standard Provisions”) shall be applicable to and form an integral part of all agreements entered into between the International Bank for Reconstruction and Development (“IBRD”) and donor countries and/or organizations (hereinafter referred to as the “Donors”) that provide grants (referred to as the “Contributions”) to be administered by the IBRD for the Multi-Donor Trust Fund for Special Initiatives of the GEF Evaluation Office (the “Project”).

1. Administration of the Contributions

The IBRD shall be responsible only for performing those functions specifically set forth in this Agreement and shall not be subject to any other duties or responsibilities to the Donors, including, without limitation, any duties or obligations that might otherwise apply to a fiduciary or trustee under general principles of trust or fiduciary law. Nothing in this Agreement shall be considered a waiver of any privileges or immunities of the IBRD under its Articles of Agreement or any applicable law, all of which are expressly reserved.

2. Commingling, Exchange and Investment of the Contributions

2.1. The Contribution funds shall be accounted for as a single trust fund and shall be kept separate and apart from the funds of the IBRD. The Contribution funds may be commingled with other trust fund assets maintained by the IBRD.

2.2. The Contribution funds may be freely exchanged by the IBRD into other currencies as may facilitate their disbursement.

2.3 The IBRD shall invest and reinvest the Contribution funds pending their disbursement in accordance with the IBRD’s policies and procedures for the investment of trust funds administered by the IBRD. The IBRD shall credit all income from such investment to the trust fund established under this Agreement to be used for the same purposes as the Contribution funds.

3. Administrative Cost Recovery

In order to assist in the defrayment of the costs of administration and other expenses incurred by the IBRD under this Agreement, the IBRD may, following deposit of Contribution funds, deduct from such funds and retain for the IBRD’s own account an amount equal to five percent (5%) of the Contributions.

4. Employment of Consultants and Procurement of Goods

The employment and supervision of consultants and the procurement of goods financed by the Contributions shall be the responsibility solely of the IBRD and shall be carried out in accordance with its applicable policies and procedures.

5. Accounting and Financial Reporting

5.1. The IBRD shall maintain separate records and ledger accounts in respect of the Contributions deposited in the trust fund account and disbursements made therefrom.

5.2. Within ninety (90) days of each March 31, June 30, September 30 and December 31, the IBRD shall furnish to the Donors an unaudited cash-based statement of receipts, disbursements and fund balance in United States dollars with respect to the Contributions. Within six (6) months of the final disbursement date specified in paragraph 7.1, IBRD shall furnish to the Donors a final unaudited cash-based statement of receipts, disbursements and fund balance in United States dollars with respect to the Contribution funds.

5.3. The IBRD shall provide to the Donors, within six (6) months following the end of each IBRD fiscal year, a management assertion together with an attestation from the IBRD's external auditors concerning the adequacy of internal control over cash-based financial reporting for trust funds as a whole. The cost of such attestations shall be borne by the IBRD.

5.4. If a Donor wishes to request, on an exceptional basis, a financial statement audit by the IBRD's external auditors of the trust fund established under this Agreement, the Donor and the IBRD shall first consult as to whether such an external audit is necessary. The IBRD and the Donor shall agree on the most appropriate scope and terms of reference of such audit. Following agreement on the scope and terms of reference, the Bank shall arrange for such external audit. The costs of any such audit, including the internal costs of the IBRD with respect to such audit, shall be paid by the Donor.

6. Coordination and Project Reporting

6.1. The IBRD shall provide the Donors with an annual report on the progress of activities financed by the Contributions. Within six (6) months of the final disbursement date specified in paragraph 7.1, the IBRD shall furnish to the Donors a final report on the Project activities.

7. Disbursement Deadline; Cancellation; Refund

7.1. It is expected that the Contribution funds will be fully disbursed by the IBRD in accordance with the provisions of this Agreement by October 31, 2012. The IBRD shall only disburse Contribution funds for the purposes of this Agreement after such date with the written approval of the Donors.

7.2. Any Donor or the IBRD may, upon three (3) months' prior written notice, cancel all or part of the Donor's pro rata share of any remaining balance of the Contribution funds that is not committed pursuant to any agreements entered into between the IBRD and any consultants and/or other third parties for the purposes of this Agreement prior to the receipt of such notice.

7.3. Upon the final disbursement date specified in paragraph 7.1, the IBRD shall return any remaining balance of the Contribution funds to the Donors on a pro rata basis. In the event of a cancellation of an individual Donor's pro rata share of uncommitted Contribution funds in accordance with paragraph 7.2, the IBRD shall return such cancelled balance to the Donor.

8. Disclosure

The IBRD may disclose this Agreement and information on this trust fund in accordance with the Bank's policy on disclosure of information.

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