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| programme cooperation agreement AMENDMENT instructions**1**. This form is used to amend existing signed Programme Cooperation Agreements (PCA) entered into with a civil society organization. This form should be read in conjunction with [UNICEF procedure on **PROGRAMME IMPLEMENTATION: WORK PLANNING, PARTNERSHIPS AND RISK MANAGEMENT**](https://unicef.sharepoint.com/sites/portals/RF/Regulatory%20Framework%20Library/119651_UNICEF%20PROCEDURE%20ON%20PROGRAMME%20IMPLEMENTATION%20WORK%20PLANNING%20PARTNERSHIPS%20AND%20RISK%20MANAGEMENT.pdf)and **PROGRAMME IMPLEMENTATION HANDBOOK.** 2**.** The UNICEF user must fill in all blanks contained in this form (square brackets, “[…]”) prior to providing a copy of the draft form to the implementing partner.3**.** This template can only be used to amend the clauses of the PCA listed in the table below. 4. Any other changes to the text of this PCA amendment template can be made only with the written approval of DAPM, NYHQ. DAPM will consult as necessary with the Comptroller, Director Supply Division, and the Legal Office. Please contact csopartnership@unicef.org, who will coordinate with and seek clearance from the Legal Office.5. Two original copies of the PCA Amendment must be signed. One copy is retained by UNICEF and one by the implementing partner.6**.** All signed PCA amendments are maintained in a central location (usually the Secretary of the Partnership Review Committee) with scanned copies available to all staff in eTools in the Partnership Management Portal (PMP).

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| Amendment Type | Wording for insertion in the amendment template |
| Change in legal name of Implementing Partner | Article 1.5 is amended as follows:*“1.5 “Implementing Partner” or “Partner” means [full name of Implementing Partner].”* |
| Change Authorized Officer | Article 1.1 is amended to read as follows:“*1.1. Authorized Officer means one of the following officer of the Partner:**Full name:* *Title:**Email:**Sample signature: ”* |
| Banking information | Article 8.11 is amended to read as follows:“8.*11. The Cash Transfer other than Direct Payments shall be made by UNICEF to the following bank account of the Partner:**Bank name:**Bank address:**Account title:**Account No.:**Account currency:**Routing details SWIFT/IBAN:* *Bank contact person:”* |

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Amendment [Insert Number]

To

PROGRAMME COOPERATION AGREEMENT [INSERT NUMBER]

between

[FULL NAME OF IMPLEMENTING PARTNER]

and the

United Nations Children’s Fund

This Amendment Number [..] to the Programme Cooperation Agreement (“PCA”) relating to the UNICEF [Strategic Plan or programme for [name of country]] is made between the United Nations Children’s Fund and [Full name of Implementing Partner].

Whereas under Article 20 of the General Terms and Conditions for Programme Cooperation Agreements of the PCA dated […], the Parties may modify or change the PCA by written amendment, and the Parties now wish to amend the PCA under the following terms and conditions:

1. Article …. is amended as follows:

“……”

2. Article …. is amended as follows:

“……”

3. etc….

4. All other terms and conditions of the PCA remain unchanged.

5. This Amendment Number […] shall enter into force on the date it is signed by both Parties.

IN WITNESS WHEREOF, the undersigned, duly authorized by the respective Parties, have signed this Amendment.

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| **For the Implementing Partner:** | **For the United Nations Children’s Fund:** |  |
| Name:       | Name:       |  |
| Title:       | Title:       |  |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Date:       | Date:       |  |
| Email:       | Email:       |  |