[*Insert date*]

Dear [*Insert name of Partner’s authorized officer*]

In the spirit of partnership and given the urgency of implementing life-saving programme activities for children and communities affected by [*Insert name of emergency situation*], UNICEF and the Partner agree to sign this Letter of Mutual Intent. This Letter, which is annexed to the signed Programme Cooperation Agreement, serves as an interim arrangement prior to the formal signing of a standard Programme Document. It permits UNICEF to exceptionally transfer funds and thus allows the Partner to initiate the implementation of life-saving programme activities, while the Programme Document is in the process of being concluded.

As [*Insert name of emergency situation*] has been classified as an [*Select L1 / L2 / L3*] emergency, the amount of initial funding to be made available through this Letter is [*$10,000 for L1 / $25,000 for L2 / $50,000 for L3*] for implementation of activities in [*Insert name of sector(s)*] in [*Insert geographic area(s)*] in support of the [Core Commitments for Children](https://www.corecommitments.unicef.org/ccc-toc) (CCCs). This cash assistance will be accompanied by [*insert type and quantity of programme supplies*]. UNICEF will transfer the initial resources as soon as possible after it receives a signed copy of this letter and the FACE form and/or Supply Request Form. The FACE form activity can be formulated as “CCC-aligned activities for initial response to [*Insert name of emergency situation*]”.

UNICEF may monitor the implementation of activities supported by this initial funding, in accordance with UNICEF’s standard monitoring and evaluation processes. The Partner will provide full cooperation to UNICEF for such monitoring and evaluation and will require to its employees and personnel to fully cooperate with UNICEF in connection with such monitoring and evaluation.

This Letter becomes effective when UNICEF receives a duly signed copy from the Partner. It will be valid for a period of 3 months, or until the formal Programme Document is signed, whichever is earlier. UNICEF and the Partner agree to sign a Programme Document within 3 months of this Letter. That Programme Document will incorporate and supplement those activities implemented and results achieved with the initial funds made available by this Letter.

Sincerely,

United Nations Children’s Fund

By\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

AGREED ON BEHALF OF [The Implementing Partner]:

By\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: