**CONTRACT AMENDMENT**

Amendment No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contract Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Between the United Nations Development Program (UNDP)and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Drafting Note:** [to be completed following any relevant ACP, PRG, etc. (internal approval)] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reference is made to the **[contract name]**, number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, entered into on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by and between the United Nations Development Program (UNDP) and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and together with UNDP, the “Parties”, (as previously amended on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) (hereinafter referred to as the **[…]**).

**WHEREAS** the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ provides that any modification thereto shall require an amendment in writing between the Parties, duly signed by the authorized representatives of UNDP and the counterparty.

WHEREAS **[Counterparty/UNDP]** has requested and **[Counterparty/UNDP]** has agreed to amend the **[contract name]** in order to **[specify purpose of amendment]**.

**NOW THEREFORE**, the Parties agree:

1. The relevant **[…]** provisions indicated below are hereby amended as follows:  
    **(a)** Article xxx of the **[…]** is amended to **[replace … with …]** **[increase the […] Price from … to …] [etc.]**

**[(b) …, …, … etc.]**

1. Except as expressly modified herein in accordance with paragraph 1, all other terms of the **[…]** (as previously amended) shall remain unchanged and shall continue in full force and effect.
2. This Amendment will come into effect as of the date of last signature hereof by UNDP and the **[Counterparty]**.

**For UNDP**  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
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**For the [Counterparty]**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
**Guidelines For Preparation Of Document Amendment** 

1. When altering certain aspects of the original document, the amendment can sometimes become an exercise more complex than drafting the document itself. Therefore, when preparing an amendment, it is very important to assess thoroughly the various implications and to link them to all the Provisions of the original document being amended.
2. The amendment format is used, for instance, when there are:

* Changes to Terms of references
* Amendment price increases
* Changes in payment terms/schedules
* Extension of duration of the arrangement covered by the document

1. Examples of types of amendments include amending and adjusting the Contract clauses relating to price, including cost and schedule of payments, and any other relevant provision (e.g., length of document period, additional responsibilities of Counterparty, changing the composition of the previously approved (by UNDP) project team, special provisions, etc.).
2. When amending the relevant Terms of Reference, take into account all past services already rendered with new ones to be performed so that the Terms of Reference in their entirety are construed to be consistent with the revised objectives of the Project, reflecting everything that was done and that will be done further to the new amendment. Any changes to the previous activates should be reflected as changes, not deletions ab initio. Previously rendered services, activities, etc., under the document should not be removed.

**General Note**

In complex cases which may require special provisions in addition to those indicated above, the Program Officer should consult the [Legal Office](https://intranet.undp.org/unit/oolts/lso/SitePages/Intranet.aspx) (“LO”), [Corporate and Institutional Law](mailto:cynthia.licul@undp.org) (“C&I”) team.