Date: 06 February 2017  
Ref.: PRMS/LoA/17/01/09

Dear Mrs. Ghada Mostafa Abdalla,

Subject: Letter of Agreement (LoA) between the United Nations Economic Commission for Africa (ECA), the Central Agency for Public Mobilization and Statistics (CAPMAS) and the School of Communication and Information Technology of the Nile University (SCIT) in support of a pilot project on the use of mobile technologies for data collection in Egypt.

Realizing the advantages of using mobile technology for data collection and statistical production, the United Nations Economic Commission for Africa (ECA) is implementing a series of pilot projects on strengthening the capacity of African countries to use mobile technologies to collect data for effective policy and decision making. The pilot projects are designed to be executed by the National Statistical Office (NSO) in collaboration with a Training and Research Institute (TRI) designated by the NSO. The main partner in the project is the NSO in Egypt, called the Central Agency for Public Mobilization and Statistics (CAPMAS). The CAPMAS has in turn designated the School of Communication and Information Technology of the Nile University (SCIT) as the TRI. This letter sets out the terms on the basis of which the pilot Project in Egypt will be managed and implemented.

The main objectives of the pilot project are as follows:
- Strengthen the capacity of country to collect data with mobile technology
- Experiment with self-enumeration using mobile devices to collect data and determine the suitability of such data for the production of statistics;
- Strengthen working relationship between CAPMAS and TRI in statistical development

In connection with the above, and as a contribution to technical assistance to the Arab Republic of Egypt, I am pleased to inform you that ECA will contribute to CAPMAS, an amount of US$149,555.40 (United States Dollars One Hundred Forty Nine Thousand Five Hundred Fifty Five and Forty Cents Only) as its contribution to a pilot project on the use of mobile technologies for data collection in Egypt as per the attached Project Document (Annex II), which is an integral part of this agreement.

This LoA, therefore, serves to confirm the respective roles and responsibilities of each partner in undertaking the project as described in Annex I.

I. ECA will transfer funds to CAPMAS, which will oversee the disbursement as per approved activities.

II. CAPMAS may enter into a supplementary agreement with SCIT on specific aspects of the implementation of this project.
III. Upon signature of this LoA and upon receipt of a written request from CAPMAS, ECA will make the first disbursement of forty percent (40%) of the total project budget, which is US$ 59,822.16 (United States Dollars Fifty Nine Thousand Eight Hundred Twenty Two and Sixteen Cents Only) to the following beneficiary bank account:

- **Beneficiary's name:** Central Agency for Public Mobilization & Statistics (CAPMAS)
- **Bank account:** 4/082/18158/7
- **Bank name:** Central Bank of EGYPT
- **Bank Address:** 54 El GAMOHRIA ST, Cairo - EGYPT
- **Swift code:** CBEGEGCXXX

IV. CAPMAS shall confirm receipt of funds in writing within seven (7) days of receipt.

V. **Funds provided under this Agreement will come from the project “Strengthening the capacity of African countries to use mobile technologies to collect data for effective policy and decision making” – project number 2920-ROA 229-8 PROJECT Y. Coding Block: B17-64ROA-11577-18AC0004.**

VI. The funds will be used for the following activities:

**Workshops and training**

- **US$17,000 (United States Dollars Seventeen Thousand):** In support of activity 1.3 of Project Document (Annex II), for CAPMAS and SCIT to launch the project with a national workshop to define the scope of the project at the national level within two (2) months following receipt of funds and to organize the closing workshop at the end of the project;

- **US$15,000 (United States Dollars Fifteen Thousand):** In support of activity 2.1, to organize training workshops to prepare national partners and stakeholders for data collection fieldwork within five (5) months following receipt of funds;

**Contractual services**

- **US$5,000 (United States Dollars Five Thousand):** In support of activity 1.2, to conduct national situation analysis in Egypt;

- **US$5,000 (United States Dollars Five Thousand):** In support of activity 2.2, to develop national advocacy booklets in Egypt;

- **US$73,555.40 (United States Dollars Seventy Three Thousand Five Hundred Fifty Five and Forty Cents):** In support of activity 2.3, for technical assistance to develop and adapt concepts, methodologies and tools for mobile data collection, logistics related materials and services, and support data collection fieldwork;
Equipment

- US$34,000 (United States Dollars Thirty Four Thousand): In support of activity 2.3. for CAPMAS to install and/or upgrade technical infrastructure, including computer servers and software to receive data from the project and integrate into standard statistical processes in Egypt, as well as to acquire handheld devices.

VII. Upon submission of reports on the following:
   a. Report on the current status of the use of mobile technologies for data collection in Egypt, which should include any citizen generated data. Submit report to ECA;
   b. Report on the procurement of handheld devices for on-site pilot test of the whole process from data collection to data transfer;
   c. Organize of a national workshop for all the project implementing partners to identify and to agree on the modalities of implementation and clarify roles and expectations, including potential self-enumarators and submission of workshop report; and
   d. Report on the upgrade of the technical infrastructure, including servers and software at CAPMAS to receive data.

ECA will transfer fifty percent (50%) of the project budget, equivalent to US$74,777.70 (United States Dollars Seventy Four Thousand Seven Hundred Seventy Seven and Seventy Cents Only) to the bank account details provided in this Agreement.

VIII. Upon completion of the activities and submission of the final narrative and financial reports including submission of evidences of the implementation of listed outputs, as per the reporting templates in Annex III (a) and (b), ECA will transfer the remaining ten (10%) of the project budget, equivalent to US$14,955.54 (United States Dollars Fourteen Thousand Nine Hundred and Fifty Five and Fifty Four Cents Only) to the bank account details provided in this Agreement.

IX. Funds provided under this Agreement to CAPMAS will be solely used for the intended purpose as indicated in the project document attached as Annex II, and shall be managed in accordance with the laws in force in the Arab Republic of Egypt.

X. At any stage during the implementation of the project, ECA shall be entitled to reasonably request any information from CAPMAS regarding the project. United Nations Oversight bodies, including the Office of Internal Oversight Services, shall have the authority to carry out audits if deemed necessary.

XI. CAPMAS shall facilitate the inspection and audit of the funds utilization by the United Nations Office of Internal Oversight Services, or any other person duly authorized by ECA. Should they at any time wish to do so, the United Nations Board of Auditors may also carry out an audit of the project funded in terms of this LoA. For auditing purposes, project accounting records shall be retained for a period of six (6) years following the completion of the project.
XII. For the purpose of facilitating the implementation of the working arrangements to be established by the Parties in the framework of this Agreement, all correspondences shall be addressed to the following authorized representatives:

**For United Nations Economic Commission for Africa (ECA)**
Mr. Oliver J. M. Chinganya
Director
African Centre for Statistics (ACS)
United Nations Economic Commission for Africa (ECA)
P.O. Box 3001
Addis Ababa, Ethiopia
Tel.: +251 115 444 569
E-mail: ochinganya@un.org

**For Central Agency for Public Mobilization and Statistics (CAPMAS)**
Mrs. Ghada Mostafa Abdalla
Under Secretary for President Office
CAPMAS – Egypt
P.O Box 2086
Cairo, Egypt
Tel.: +24023031
Fax: +24024068
E-mail: pres_capmas@capmas.gov.eg

**School of Communication and Information Technology of Nile University (SCIT)**
Mrs. Samhaa R. El-Beltagy
Dean of the SCIT
Nile University
P.O. Box 12588
6 October- Egypt
Tel.: +202 38541 760
Fax: +202 3854 1715
E-mail: selbeltagy@nu.edu.eg

XIII. All communication related to this LoA in writing and unless otherwise agreed by the Parties, shall be addressed to the following authorized representatives of the Parties:

**For United Nations Economic Commission for Africa (ECA)**
Ms. Ingrid Cyimana.
Director,
Strategic Planning and Operational Quality Division, ECA.
P.O. Box 3001,
Addis Ababa, Ethiopia.
Tel.: +251-11-544 3398
E-mail: icyimana@uneca.org

**For Central Agency for Public Mobilization and Statistics (CAPMAS)**
Mrs. Ghada Mostafa Abdalla
Under Secretary for President Office
CAPMAS – Egypt
P.O Box 2086
Cairo, Egypt
Tel.: +24023031
Fax: +24024068
E-mail: pres_capmas@capmas.gov.eg

**School of Communication and Information Technology of Nile University (SCIT)**
Mrs. Samhaa R. El-Beltagy
Dean of the SCIT
Nile University
P.O. Box 12588
6 October- Egypt
Tel.: +202 38541 760
Fax: +202 3854 1715
E-mail: selbeltagy@nu.edu.eg

XIV. CAPMAS shall provide to ECA a final narrative and financial reports and a certified financial statement not later than three (3) months after completion of agreed


activities. The format of the narrative and financial reports are attached as Annexes III (a) and (b).

XV. Any unspent funds including accrued interest will be transferred to ECA based on the certified financial statement.

XVI. Failure to comply with terms and conditions stipulated in this Agreement and subsequent amendments, including deviations from approved project plans, budgets and reporting obligations without due consultation and approval from ECA shall be deemed a breach of the CAPMAS obligations and shall result in disallowed costs.

XVII. ECA reserves the right to withhold the release of funds, in full or in part, towards the agreed project/activity, and following proper consultations with CAPMAS may request for return of the funds disbursed.

XVIII. CAPMAS agrees to inform ECA, without delay, of any situation constituting a conflict of interest or that could give rise to a conflict of interest. CAPMAS shall also promptly inform ECA of any instances of credible suspicions of fraud, corruption and other financial irregularities.

XIX. CAPMAS shall indemnify, hold and save harmless, the United Nations, including ECA, its employees and officials against all demands, claims and liability of any nature to third parties, or claims by CAPMAS associated personnel or by persons claiming to have succeeded to such rights.

XX. Nothing contained in this LoA shall be construed as extending to CAPMAS associated personnel any other benefit, facility, service, right to claim, or other entitlement from ECA, except in so far as specifically provided herein.

XXI. Nothing under these arrangements, or matters arising hereunder, may be construed as a waiver, express or implied, in whole or in part, of the privileges and immunities enjoyed by the United Nations, including ECA.

XXII. This agreement may be modified or terminated at any time by joint agreement of the Parties or by either Party providing one (1) month written notice to the other Parties.

XXIII. Any dispute over the interpretation and or implementation of any of the above provisions herein shall be settled through negotiation or by such means, as ECA, CAPMAS and SCIT shall mutually agree.

XXIV. This agreement shall enter into force upon signature of the three Parties, CAPMAS, SCIT and ECA, and shall remain in force until 31 December 2017.

Please confirm your concordance to the terms of this Agreement by signing and returning copy of the acceptance below.

Carlos Haddad
Director, Division of Administration
For the Central Agency for Public Mobilization and Statistics

Name: Aabil MAHMoud Mohamed
Title: Chief of Regional sectors
Signature: [Signature]
Date: 20/13/2017

For the School of Communication and Information Technology

Name: Professor Samhan R. El-Beltagy
Title: Dean of the School of CIT
Signature: [Signature]
Date: 12/31/2017

Nile University
<table>
<thead>
<tr>
<th>No.</th>
<th>Activity</th>
<th>Implementing Partners</th>
<th>Lead Organization</th>
<th>Time frame (d/m/yy)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Recommend TRI partner(s) for the project.</td>
<td>CAPMAS</td>
<td>CAPMAS</td>
<td>Done</td>
<td>CAPMAS recommended SCIT to be the TRI</td>
</tr>
<tr>
<td>2.</td>
<td>Submit initial workplan between CAPMAS and SCIT</td>
<td>CAPMAS, SCIT</td>
<td>CAPMAS</td>
<td>2 weeks after signature of LoA</td>
<td>In Gantt chart or equivalent</td>
</tr>
<tr>
<td>3.</td>
<td>Transfer of funds by ECA to CAPMAS for the agreed activities as stated in the project document.</td>
<td>ECA</td>
<td>ECA</td>
<td>Upon receipt of workplan</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Document the current status of the use of mobile technologies for data collection in Egypt, which should include any citizen generated data. Submit report to ECA.</td>
<td>CAPMAS, SCIT</td>
<td>CAPMAS</td>
<td>1-15 March 2017</td>
<td>2 weeks</td>
</tr>
<tr>
<td>5.</td>
<td>Participate in knowledge exchange meeting with phase 1 pilot countries</td>
<td>CAPMAS, ECA</td>
<td>ECA</td>
<td>March 2017</td>
<td>Phase 1 country experts will be identified to support phase II countries</td>
</tr>
<tr>
<td>6.</td>
<td>Agree on the scope, the list of indicators, and the level of involvement of self-enumarators, including frequency of data submission. Submit report to ECA.</td>
<td>CAPMAS, SCIT</td>
<td>CAPMAS</td>
<td>Mar-Apr 2017</td>
<td>To be validated during the national workshop</td>
</tr>
<tr>
<td>7.</td>
<td>Propose local partners that will serve as self-enumarators for the project</td>
<td>CAPMAS, SCIT</td>
<td>CAPMAS</td>
<td>Mar 2017</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Procure a few handheld devices for on-site pilot test of the whole process from data collection to data transfer</td>
<td>CAPMAS, SCIT</td>
<td>CAPMAS</td>
<td>Mar-Apr 2017</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Task Description</td>
<td>Responsible Party</td>
<td>Date</td>
<td>Notes</td>
<td></td>
</tr>
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<td>--------------------------------------------</td>
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<tr>
<td>9</td>
<td>Organize national workshop for all the project implementing partners to identify and to agree on the modalities of implementation and clarify roles and expectations, including potential self Enumerators. Submit workshop report to ECA.</td>
<td>CAPMAS, SCIT ECA</td>
<td>CAPMAS</td>
<td>Mar 2017</td>
<td>After/ during 6 is done</td>
</tr>
<tr>
<td>10</td>
<td>Organize a cycle of training and technical assistance in the framework of the research carried on at SCIT in order to tune up and adapt the concepts, methodologies and necessary tools for data collection as well as customize, adapt or develop applications for self enumerators to report data, with automatic time stamping and geo-coding.</td>
<td>CAPMAS, SCIT</td>
<td>CAPMAS</td>
<td>Mar-Jun 2017</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Prepare guidelines, user manuals and training manuals for using the applications</td>
<td>CAPMAS, SCIT</td>
<td>CAPMAS</td>
<td>Apr-Jun 2017</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Upgrade technical infrastructure, including servers and software at CAPMAS to receive data</td>
<td>CAPMAS, SCIT</td>
<td>CAPMAS</td>
<td>Feb-May 2017</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Procure handheld devices and provide logistics for data collection fieldwork.</td>
<td>CAPMAS</td>
<td>CAPMAS</td>
<td>Feb-Apr 2017</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Organize national training workshop on the developed technology. Submit workshop report to ECA.</td>
<td>CAPMAS, SCIT, ECA</td>
<td>CAPMAS</td>
<td>Jun 2017</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Undertake and coordinate data collection fieldwork. Submit report on the experience to ECA.</td>
<td>CAPMAS, SCIT, ECA</td>
<td>CAPMAS</td>
<td>Jun-Sept 2017</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Launch advocacy campaigns (media coverage): Develop strategies to announce launching and also the result of the survey using Regional and Federal Mass Media, and other appropriate means.</td>
<td>CAPMAS</td>
<td>CAPMAS</td>
<td>During launching workshop</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Organize Egypt project closing workshop</td>
<td>CAPMAS, SCIT, ECA</td>
<td>CAPMAS</td>
<td>End of the project</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Submit final reports to ECA</td>
<td>CAPMAS, SCIT</td>
<td>CAPMAS</td>
<td>End of the project</td>
<td>Final report no later 1 month and financial report no later than 3 months after end of project</td>
</tr>
<tr>
<td>19</td>
<td>Undertake external evaluation of the project</td>
<td>ECA</td>
<td>ECA</td>
<td>Dec 2017</td>
<td></td>
</tr>
</tbody>
</table>