

**AGREEMENT  
Between**

**The United Nations**

**And**

**Instituto de Investigaciones Dr. José María Luis Mora  
(MORA INSTITUTE)**

**Whereas** the United Nations represented by the United Nations Office on Drugs and Crime (hereinafter referred to as "UNODC") and the Instituto de Investigaciones Dr. José María Luis Mora (hereinafter referred to as Mora Institute) are committed to the objective of promoting the knowledge of internal displacement in Mexico and the constitution of a Monitoring Centre in Mexico;

**Whereas** UNODC is accountable to its donors for the proper management of its funds; and can, in accordance with the UN Financial Regulations and Rules and the UN policies as stipulated by the General Assembly and the Secretary-General, make available such resources for certain activities;

**Whereas** Mora Institute is apolitical and not profit-making, has demonstrated the capacity required to implement the activities involved in this Agreement (as specified in Annex A hereto), and has agreed that they shall be undertaken without discrimination of any kind;

**Now, therefore**, on the basis of mutual trust and in a spirit of friendly cooperation, UNODC and Mora Institute have entered into the present Agreement (hereinafter referred to as "the Agreement").

**Article I. Duration of Present Agreement**

The terms of the present Agreement shall commence upon signature by both parties and will have **duration of eight months** unless earlier terminated in accordance with article XII hereto, or extended in accordance with article XVI hereto.

**Article II. General Responsibilities of the Parties**

1. **Mora Institute** shall, with due diligence and efficiency, implement the Activity described in Annex A hereto (hereinafter referred to as "the Activity") and ensure that the funds and any supplies, equipment and other materials provided by UNODC are only used for this purpose.
2. The Parties agree to carry out their respective responsibilities in accordance with the provisions of the present Agreement.
3. The Parties shall keep each other informed of all activities pertaining to the Activity and shall consult regularly on the status of its implementation.

**Article III. Copyrights, Patents and Other Proprietary Rights**

1. Unless otherwise agreed upon in writing, UNODC shall be entitled to all intellectual property and other proprietary rights, including but not limited to patents, copyrights, and trademarks, with regard to maps, drawings, photographs, plans, reports, documents, products and all other materials which bear a direct relation to or are produced or prepared or collected in consequence of or in the course of the execution of the present Agreement.
2. All decisions regarding publication with regard to products or documents and other materials which bear a direct relation to or are produced or prepared or collected in consequence of or in the course of the execution of the present Agreement shall be made by UNODC in accordance with its publications policy. In the event that UNODC authorizes Mora Institute to publish articles or results of studies based on the activities financed by the Agreement, Mora Institute shall furnish UNODC with a copy of the proposed publication for the UN's approval, in each case, before publication. Mora Institute shall secure a copyright of such publication in the name of the UN.

3. The Mora Institute may only use the name and emblem of UNODC in direct connection with the Activity and subject to prior written consent of the UN.

**Article IV. Personnel Requirement**

1. Mora Institute shall be fully responsible for all services performed by its Personnel. Mora Institute shall ensure that all relevant labour laws are observed and shall provide and thereafter maintain all appropriate medical and life insurance for its Personnel in connection with the Agreement.

2. Mora Institute shall ensure that its Personnel meet the highest standards of qualification and technical and professional competence necessary for the achievement of the Activity's objectives.

3. Mora Institute's Personnel shall not be considered in any respect as being the employees or agents of UNODC. UNODC does not accept any liability for claims arising out of the activities performed under the present Agreement, or any claims for death, bodily injury, disability, damage to property or other hazards that may be suffered by Mora Institute's Personnel as a result of their work pertaining to the Activity.

**Article V. Insurance and Liabilities to Third Parties**

1. The Mora Institute shall provide and thereafter maintain all appropriate workmen's compensation insurance, or its equivalent, with respect to its Personnel to cover claims for personal injury or death in connection with the Agreement.

2. The Mora Institute shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under the Agreement or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Mora Institute or its Personnel performing work or services in connection with the Agreement.

**Article VI. Financial and Operational Arrangements**

1. The Activity budget for the proposed activities submitted by the Mora Institute requests resources (hereinafter 'the Fund') up to the maximum amount of US\$ 40,000 for the duration of the Agreement. The budget is describes in Annex B.

2. Funding to support the Activity will be released to the Mora Institute in three instalments upon satisfactory completion of the stages as follows: 50% of the total amount will be paid upon signature of the agreement, 40% of the total amount will be paid upon completion of seventy percent of the activities and upon the completion of all the activities the last 10% will be delivered. A description of the activities of grant is attached as Annex A. The breakdown of the budget supporting the activities is attached as Annex B.

3. The payment to be released under the present Agreement shall be made to the following bank and account:

Banking Institution: BBVA BANCOMER

Account Name: Instituto de Investigaciones Dr. José María Luis Mora.

Account Number: 0155253500

SWIFT: BCMRMXMMPYM

IBAN Code: 012 180 00155253500 8

Address Bank: 7684 Banca de Gobierno Valle Beistegui, Distrito Federal

4. UNODC shall not be liable for any expenditure incurred in excess of its contribution as specified in this Agreement.

5. Any portion of the Fund that is unspent shall be returned to UNODC within thirty (30) days of the expiration or termination of the present Agreement or the completion of the Activity, whichever is first to occur.

6. In the event that the Mora Institute receives additional funding for the same Activity, Mora Institute shall immediately advise UNODC of the following: source of funding; amount of funding; activities covered by the

additional funding or intended application of the additional funds; and period that the additional funding is intended to cover (i.e. start and end dates of the funding if applicable).

**Article VII. Maintenance of Records**

1. The Mora Institute shall collect and keep readily accessible information and documentation on the progress implementation of the activity and the use made of the funding. To this end, Mora Institute shall maintain separate accounts recording all receipts and expenditure under the Activity and ensure that any obligations entered into and all disbursements made are satisfactorily documented. For each payment a voucher shall be established showing the activity, the name of the payee, the amount, purpose and date of disbursement. Bills, invoices, receipts and such other documentation pertinent to the transaction will be attached to the voucher in support thereof. These vouchers and the supporting documentation will be filed separately.
2. Upon expiration or termination of the Agreement, the Mora Institute shall maintain the records for a period of at least two (2) years, unless otherwise agreed upon between the Parties.

**Article VIII. Substantive Report**

The Mora Institute shall submit to UNODC a final substantive report detailing achievements, constraints, and impact with regard to the utilization of the funding for the Activity within one month of the completion of the Activity or the expiration or termination of the present Agreement, whichever is first to occur.

**Article IX. Financial Report**

Within three (3) months of the completion of the Activity or the expiration or termination of the present Agreement, whichever is first to occur, the Mora Institute shall submit a final financial statement reflecting expenditures in relation to the Activity.

**Article X. Audit Requirements**

1. The Project shall be audited in consultation between the Parties. The audit shall be carried out by the auditors of a qualified audit firm, which shall produce an audit report. The Mora Institute shall be responsible for payment of any amount, as incorporated in the Activity Budget, representing any fees, expenses or financial costs in connection with such audit.
2. Notwithstanding the above, UNODC shall have the right, at its own expense, to audit or review such Activity-related books and records as it may require, and have access to the books and record of the Mora Institute, as necessary.

**Article XI. Responsibility for Claims**

1. The Mora Institute shall indemnify, hold and save harmless, and defend, at its own expense, UNODC, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Mora Institute, or Mora Institute Personnel, in the performance of the Agreement. This provision shall extend, *inter alia*, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Mora Institute or its Personnel. The obligations under this paragraph do not lapse upon expiration or termination of the Agreement.
2. The Mora Institute shall be responsible for and deal with all claims brought against it by its Personnel.

**Article XII. Suspension and Early Termination**

1. The Parties hereto recognize that the successful completion and accomplishment of the Activity objectives are of paramount importance, and that UNODC may find it necessary to terminate the Activity, or to modify the arrangements for execution of the Activity, should circumstances arise which jeopardize successful completion or the accomplishment of the Activity objectives. The provisions of the present Article shall apply to any such situation.
2. UNODC shall consult with the Mora Institute if any circumstance arises that, in the judgment of UNODC, interferes or threatens to interfere with the successful completion of the Activity or the accomplishment of the Activity objectives. Mora Institute shall promptly inform UNODC in writing of any such circumstance that might come to the **Instituto Mora**'s attention. The Parties shall cooperate towards the rectification or elimination of the circumstance in question and shall exert all reasonable efforts to that end, including prompt corrective steps by



Mora Institute, where such circumstances are attributable to it or within its responsibility or control. If applicable, the Parties shall also cooperate in assessing the consequences of possible termination of the Activity on the target beneficiaries of the Activity.

3. UNODC may at any time after occurrence of the circumstance in question and appropriate consultations suspend execution of the Activity by written notice to the Mora Institute, without prejudice to the initiation or continuation of any of the measures envisaged in paragraph 2, above, of the present Article. UNODC may indicate to the Mora Institute the conditions under which it is prepared to authorize a resumption of execution of the Activity.

4. If the cause of suspension is not rectified or eliminated within fourteen (14) days after UNODC has given notice of suspension to the Mora Institute, UNODC may, by written notice at any time thereafter during the continuation of such cause: (a) terminate the Agreement; or (b) terminate the Activity and entrust its execution to another organization. The effective date of termination under the provisions of the present paragraph shall be specified by written notice from UNODC. In the event of transfer of [Recipient]'s responsibilities for execution of the Activity to another organization, the Mora Institute shall cooperate with UNODC and the other organization in the orderly transfer of such responsibilities.

5. Upon receipt of a notice of termination by UNODC under the present Article, the Mora Institute shall take immediate steps to terminate activities under the present Agreement, in a prompt and orderly manner, so as to minimize losses and further expenditures. Mora Institute shall undertake no forward commitments and shall return to UNODC, within thirty (30) days, any portion of the funding that is unspent, supplies, equipment and other materials provided by UNODC, unless UNODC has agreed otherwise in writing.

6. In the event of any termination under the present Article, UNODC shall reimburse the Mora Institute only for the costs incurred to execute the Activity in conformity with the express terms of the present Agreement. Reimbursements to the Mora Institute under this provision, when added to amounts previously remitted to it by UNODC in respect of the Activity, shall not exceed the total UNODC allocation for the Activity.

#### **Article XIII. Arbitration**

1. The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of the Agreement or the breach, termination or invalidity thereof. Where the Parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the Parties.

2. Any dispute, controversy or claim between the Parties arising out of the Agreement or the breach, termination or invalidity thereof, unless settled amicably under paragraph 1 of this Article within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Agreement, the arbitral tribunal shall have no authority to award interest in excess of **five percent (5%)**, and any such interest shall be simple interest only. The parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

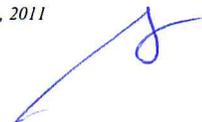
3. No claim or dispute arising out of the Agreement shall be made against UNODC by the Mora Institute unless and to the extent such claim or dispute shall have been asserted in writing, in accordance with Article XVII below, not later than the earlier of two (2) years from the expiration or termination of the Agreement or the occurrence of loss, damage or injury giving rise to such claim or dispute.

#### **Article XIV Privileges and Immunities**

Nothing in or related to the present Agreement shall be deemed a waiver, express or implied, of any of the privileges and immunities of the UN, including its subsidiary organs.

#### **Article XV. Tax Exemption**

1. Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, *inter alia*, that the UN, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the UN exemption from such taxes,



duties or charges, the Mora Institute shall immediately consult with UNODC to determine a mutually acceptable procedure.

2. Accordingly, the Mora Institute shall be responsible for any amount representing such taxes, duties or charges, unless the Mora Institute has consulted with UNODC before the payment thereof and UNODC has, in each instance, specifically authorized the Mora Institute to pay such taxes, duties or charges under protest. In that event, Mora Institute shall provide UNODC with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

**Article XVI. Amendments**

The present Agreement or its Annexes may be modified or amended only by written agreement between the Parties.

**Article XVII. Correspondence**

Unless otherwise specified in the Agreement, all notices and other communications required or contemplated under the present Agreement shall be given in writing and addressed and delivered to the Party for whom intended at the address shown below or such other address as the intended recipient may from time-to-time designate by written notice, given in accordance with the terms of this Article.

**If to UNODC:**

Antonio L. Mazzitelli  
Regional Representative

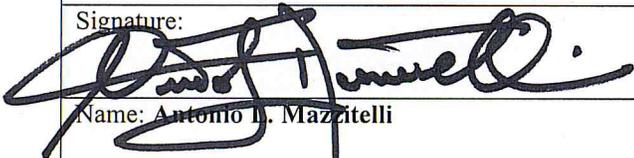
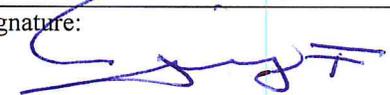
Av. Obrero Mundial 358 piso 2  
Col. Viaducto Piedad Narvarte  
México, DF 03000

**If to Mora Institute:**

Dr. Luis Antonio Jáuregui Frías  
Executive Director

Calle Plaza Valentín Gómez Farías No. 12.  
Colonia San Juan Mixcoac, Delegación Benito Juárez,  
C. P. 03730, México, D. F.  
Tel. 55-98-3-777 Ext. 1136 Fax 55-63-71-62

**IN WITNESS WHEREOF** the undersigned, being duly authorized thereto, have on behalf of the Parties hereto signed the present Agreement at the place and on the day below written.

<u>For the United Nations</u>	<u>For Mora Institute.</u>
Signature: 	Signature: 
Name: Antonio L. Mazzitelli	Name: Dr. Luis Jáuregui Frías
Title: <b>Regional Representative</b>	Title: <b>Executive Director</b>
Place: México D.F.	Place: México DF
Date: 28 / 03 / 2012	Date: 23 marzo 2012

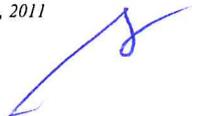
Annex A – Description of the activities

Annex B – Breakdown of the budget

*Grant agreement with the Mora Institute*



*Name of drafter Amparo Barrera - Date November 11, 2011*



## ANNEX A

### Description of Activities

Grant to the: **INSTITUTO DE INVESTIGACIONES DR. JOSÉ MARIA LUIS MORA "MORA INSTITUTE"**

Conflict prevention, consensus and peace building in communities

With internally displaced people in the  
State of Chiapas, Mexico (MEXT99)

#### 1. Background

Chiapas is located in the southern part of Mexico and is the poorest state in the country. Besides being the state with the least human development index in Mexico, Chiapas has been affected by the problem of forced displacements at various points during its history. Between 1950 and 1970, the construction of hydroelectric dams and oil wells resulted in displacement. Between the 70's and 90's, religious intolerance was the main cause of the displacements in Chiapas. From the 80's to the present time, natural disasters were behind the displacements. In 1994, an armed conflict between an indigenous army (Ejército Zapatista de Liberación Nacional "EZLN") and the Mexican army, produced thousands of displaced communities in the Northern Jungle of the State of Chiapas.

The Representative of the Secretary-General on Internally Displaced Persons in 2002, Mr. Francis Deng, undertook an official visit to Mexico in August of the same year. The objectives of the Representative's mission were: to enter into a constructive dialogue with the Government, civil society, the United Nations country team and other international partners; to gain a better understanding of the situation of internal displacement in Mexico; and to assess opportunities and make recommendations for an enhanced national and international response to the plight of the internally displaced in the country.

According to the report, no official statistics on displaced persons in Chiapas were available, but local non-governmental organizations and other international organizations have estimated the number of internally displaced people due to the armed conflict of 1994 to be between 16 and 21 thousand. The report underscores the difficulties that arise in attempting to provide assistance to these populations with incomplete and/or unreliable data.

One of the main recommendations of the Representative of the Secretary – General was that "the formulation, adoption and implementation of a policy on internal displacement, could present an important opportunity for the international community, international non-governmental organizations (INGOs) and local civil society, to cooperate with the Government in addressing the situation of internal displacement in Mexico"<sup>1</sup>.

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<sup>1</sup> ECOSOC/ Commission on human rights/E/CN.4/2003/86/Add.3/10 January 2003.

## Justification

Concern over the phenomenon of internal displacement in Chiapas was officially articulated in the state's 2007-2012 Development Plan. Although the plan states that the problem of internally displaced people has decreased slightly in recent years, it points to serious violations of the rights of indigenous communities and the strategies that might be adopted in attempting to address the problem and ensure the respect and defense of this group's human rights. Of course up to date data is required to get a sense of the extent and nature of the displacement problem and to take meaningful action.

Since 2009, the UNODC has been implementing a project entitled, "Conflict Prevention, Consensus and Peace Building in communities with internally displaced people in the State of Chiapas, Mexico." The UNODC works in conjunction with three other UN agencies, UNESCO, UNICEF and UNDP in a Millennium Development Goals Fund Project, known as "the Joint UN Programme". The project's aims are threefold:

Expected Result 1. To promote access to justice for the displaced communities (UNODC).

Expected Result 2. To promote a culture of peace and the reconstitution of the social fabric of displaced communities (UNICEF-UNESCO).

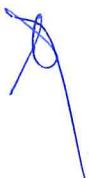
Expected Result 3. To improve the living conditions of the displaced populations (UNDP).

The UNODC's aim is to promote a legal framework on internal displacement and to build the capacity of the judicial system (prosecutors, police, judiciary and local deputies) on criminal justice issues and the rights of the internally displaced.

One year after its initiation, the project is producing remarkable results in the State of Chiapas. The legal framework is currently under review by the state congress, local authorities have taken UN courses on internal displacement, which show how the phenomenon can be addressed through the creation of public policies that ensure communities' access to justice. The project has built the technical capacities of academics and members of civil society and the government, who will further disseminate the skills and knowledge in forums and seminars. Taken together, these activities are expected to have impact at the national and state levels. To this end, the MDG Fund has allocated financial resources to ROMEX – Project MEXT99. A portion of these funds will be awarded to the *Mora Institute* and take the form of a grant that will allow the institute to move ahead with the scheduled activities and to achieve the expected results.

## Objective of the Grant

The objective of the grant is to provide the *Mora Institute* with the funds needed to carry out activities in the area of "Access to justice for internally displaced communities". In particular, the *Mora Institute* will deliver a detailed programme of work that will include, but is not limited to, the activities envisaged in the table below. In doing so, the *Mora Institute* will assist the UNODC in achieving the following objectives:



1.	The systematization of the multi-stakeholder process for the promotion of a law on internal displacement in the State of Chiapas;
2.	The development of a Monitoring Centre on Internal Displacement for Mexico and a methodology for its implementation;
3.	The development of a model study plan on internal displacement;
4.	The development of methodologies for the implementation of seminars and academic forums on internal displacement;

## 1. Activities

### 1. Activities and outcomes related to Objective 1

*1.1 To systematize the multi-stakeholder process for the promotion of the law on internal displacement in the State of Chiapas;*

1.1.1 Documentation on the experience of organizing an interdisciplinary seminar on Forced Internal Displacement in San Cristóbal de las Casas, Chiapas and Mexico City.

1.1.2 Documentation from the thematic working groups responsible for identifying the analytical categories specific to the Chiapas case.

1.1.3 Development of the theoretical framework and methodology for studying Forced Internal Displacement from a multidisciplinary perspective and with a view to defining normative legal categories on which to base the model law.

1.1.4 Development of the methodology for the International Forum on Forced Internal Displacement.

### 2. Activities and outcomes related to Objective 2

*1.2 To develop a Monitoring Centre on Internal Displacement for Mexico and to develop the methodology for its implementation;*

1.2.1 Documentation outlining the appropriate design and maintenance of a database.

1.2.2 Data collection.

1.2.3 Analysis of statistical information.

1.2.4 Four in-depth interviews are conducted which give a sense of the view points of different actors. Federal Entities are defined based on institutional coverage.

1.2.5 Centre of journalistic monitoring.

1.2.6 Systematization of the Documentation Centre for the Observatory for forced internal displacement in Mexico.

### **3. Activities and outcomes related to Objective 3**

*1.3 To develop a model study plan on internal displacement;*

1.3.1 Curriculum design of the Diploma programme.

1.3.2 Development of anthology for the Diploma programme.

1.3.3 Logistics, elaboration of agreements for the establishment of headquarters, definition of target population.

1.3.4 Compilation of the reports from the Diploma graduates.

### **4. Activities and outcomes related to Objective 4**

*1.4 To develop the methodologies for the implementation of seminars and academic forums on internal displacement.*

1.4.1 Identify the target population and coordinator(s) for the permanent and travelling seminar (interdisciplinary with specialized content).

1.4.2 Definition of the thematic content of the seminar.

1.4.3 Logistics for the seminar so that an invitation can be extended to specialists in the subject area. 1.4.4 Contracting of the seminar headquarters (permanent and travelling).

1.4.5 Recruitment of the logistical support staff needed to identify the target population and the establishment of forum coordinator(s). Activities must take into consideration the participation of subjects involved in the Forced Internal Displacement (victims of displacement, civil servants, legislators, NGOs, etc).

1.4.6 Design of thematic content for the Forum on Forced Internal Displacement.

1.4.7 Logistics for guest speakers and specialists. Liaising with boards members for the Forum on Forced Internal Displacement.

1.4.8 Stipulate headquarters and logistical structure of the Forum.

1.4.9 Execution of the Forum for Forced Internal Displacement.

1.4.10 Ongoing management of the Forum on Forced Internal Displacement in Mexico.

1.4.11 Development of a social network platform for seminars/forums on Forced Internal Displacement.

**5. Baseline performance indicators**

<b>Outputs</b>	<b>Indicators</b>	<b>Baseline performance indicators specific, measurable, actionable, reasonable, and time-bound</b>
<p><b>1.</b> The promotion of the law on internal displacement systematized and socialized with decision makers, including local congress representatives.</p>	<p>- Level of incidence in public policies.</p>	<p>- Establishment of a manual for attention to the internally displaced people; this manual will guide and coordinate the authorities which are responsible to deliver public policies to this population at the end of 2012.</p>
	<p>- Number of States that received the experience of the process.</p>	<p>- Socialize the experience through the model document with three States, which are experiencing the phenomenon of internally displacement (Tamaulipas, Guerrero and Michoacán) at the end of 2012.</p>
	<p>- Number of spaces created to socialize the document.</p>	<p>- The development of three forums/events with the purpose of socializing the experience.</p>
<p><b>2.</b> Mexican Monitoring Centre for Internally Displacement people developed and implemented.</p>	<p>- Number of cases on internally displacement people systematized.</p>	<p>- Number of cases must be systematized every week.</p>
	<p>- Number of publications on displacement of academic institutions every three months.</p>	<p>- One publication, article, research study, will be published in the monitoring centre every month.</p>
	<p>- Number of visits that the monitoring centre receives monthly.</p>	<p>- The web page must be linked and widespread with at least 5 institutions every two months.</p>
<p><b>3.</b> Academic study course on internally displacement people developed and implemented.</p>	<p>- Socialization level of the course.</p>	<p>- Socialize the course in at least 10 institutions at the National level in the next 6 months.</p>
	<p>- Number of decision makers enrolled in the academic study plan.</p>	<p>- At least 20% of the participants are decision makers.</p>
	<p>- Number of participants that</p>	<p>- At least 20 persons attend</p>

	finished the academic study course on internally displacement people.	the course and 80% concluded at the end of 2012.
4. Seminars and forums on internally displacement people developed.	- Number of seminars and forums on internally displacement people developed.	- Three forums on internally displacement people developed at august 2012.
	- Number of academic institutions, non and governmental organizations involved.	- At least 5 academic institutions, 4 non governmental organizations and 5 government institutions represented.
	- Number of agreements achieved during the seminars and forums.	- At least 2 agreements are expected to be achieved by every forum developed.

## 6. Monitoring and evaluation

Monitoring and evaluation are important tasks in the cycle of continuous improvement. The overall purpose is to undertake appropriate measurement and assessment of performance in order to more effectively manage the achievement of the expected results. Result-oriented monitoring and evaluation can augment learning, ensure informed decision-making, improve service delivery, planning and allocation of resources, and demonstrate results as part of accountability.

The monitoring activities that we are going to implement with the grant are:

1. To measure the efficiency, to evaluate accomplishment of the goals and results according to the workplan, this is going to be monitoring every two months. The responsible of the follow-up is going to be the Project Coordinator.
2. To measure the achievement of the results, the institution must send a follow-up report, which will describe the progress of the project, results and impact, as well as they must send the evidence to support the progress of every indicator, in order to be able to accomplish the expected outputs.

1. To systematize the multi-stakeholder process for the promotion of the law on internal displacement in the State of Chiapas;	
Activity 1.1: Analytical documentation of the experience of the interdisciplinary seminar regarding Forced Internal Displacement, based in Mexico city and San Cristóbal de las Casas, Chiapas. Number of participants: 3. Age and gender: 1 Female; aged 29 2 Males; aged 38 and 50 respectively. Frequency of participation: 32 working meetings. Timeframe: 1 per week.	Monitoring: According to the work plan. 1 Female; 50/ 2 Males 50 and 35. Frequency of participation 32 meetings 1 per week.

<p>Activity 1.2: Analytical documentation of the thematic working groups in relation to the establishment of the analytical categories specific to the case of Chiapas. Number of participants: 3. Age and gender: 2 Females; aged 50 and 35 respectively 1 Male; 44. Frequency of participation: 24 meetings. Timeframe: 3 times per month, duration 8 months.</p>	<p>Monitoring: According to the work plan. 1 Female; 50 1 Male; 50 24 meetings.</p>
<p>Activity 1.3: Development of the theoretic framework and methodology on the theme of Forced Internal Displacement: from different disciplines and with a view to define normative legal categories for eventual proposal of a Law. Number of participants: 2. Age and gender: 1 Female; 50 1 Male; 50. Frequency of participation 24 meetings. Timeframe: 3 times a month, duration 8 months.</p>	<p>Monitoring: According to the workplan. 1 Female; 50 1 Male; 50. Frequency of participation: 24 meetings.</p>
<p>Activity 1.4: Development of the methodology of the International Forum on Forced Internal Displacement. Number of participation: 2. Age and Gender: 2 Females; aged 29 and 50 respectively. Frequency of participation 8 meetings. Timeframe: 2 times per month.</p>	<p>Monitoring: According to the workplan. 2 Males; aged 35 and 44 respectively. Frequency of participation: 8 meetings.</p>

<p><b>2. Development of a 'Monitoring Centre' on internal displacement and development of a methodology for its implementation;</b></p>	
<p>Activity 2.1: Analytical documentation of design and maintenance of a database. Number of participants: 2. 2 Males; aged 45 and 50. Frequency of participation: 6. Timeframe: 4 times a month duration 8 months.</p>	<p>Monitoring: According to the workplan. 2 Males aged 50 and 44. Frequency of participation: 24 meetings.</p>
<p>Activity 2.2: Data capture. Number of participants: 1. Age and gender: 1 Male 32. Frequency of participation: 32 meetings. Timeframe: 1 per week duration 8 months.</p>	<p>Monitoring: According to the workplan. 1 Female 50. Frequency of participation: 32 meetings 1 per week.</p>
<p>Activity 2.3: Statistical analysis of information. Number of participants: 3. Age and gender: 2 Males aged 44 and 50. 1 Female 50. Frequency of participation: 16 working meetings. Timeframe: 2 times per month duration 8 months.</p>	<p>Monitoring: According to the workplan. 1 Female 50 and 1 Male 50. Frequency of participation: 16 working meetings.</p>

<p>Activity 2.4: Development of 4 in-depth interviews. The voice of the actors. Federal entities defined based on institutional coverage. Number of participants: 1. Age and gender: 1 Male 50. Frequency of participation: 4 meetings. Timeframe: 4 times duration 2 months.</p>	<p>Monitoring: According to the workplan. 1 Male 50 and 1 female 50. Frequency of participation: 4 meetings.</p>
<p>Activity 2.5: Centre of journalistic monitoring. Number of participants: 3. 2 males, aged 32 and 44. 1 Female 50. Frequency of participation: 16 working meetings. Timeframe: 2 times per month.</p>	<p>Monitoring: According to the workplan. 1 Female 50, 1 Male 50. Frequency of participation: 16 working meetings.</p>
<p>Activity 2.6: Systematization of the Centre of documentation of the Observatory for forced internal displacement in Mexico. Number of participants: 3 aged 50. Frequency of participation: 32 working meetings. Timeframe: 1 per week.</p>	<p>Monitoring: According to the workplan. 1 Female;29 2 Males; aged 50 and 38. Frequency of participation: 32 working meetings.</p>

<p align="center"><b>3. Development of a model plan study on internal displacement;</b></p>	
<p>Activity 3.1: Curriculum design of the Diploma. Number of participants: 3. Age and gender: 1 Female; 29 2 Males; aged 50 and 38. Frequency of participation: 32 working meetings. Timeframe: 1 per week.</p>	<p>Monitoring: According to the workplan. 1 Female; 50 1 Male; 50. Frequency of participation: 32 working meetings.</p>
<p>Activity 3.2: Development of anthology for the Diploma. Number of participants: 2. Age and gender: 1 Female; 50 1 Male; 32. Frequency of participation: 8 meetings. Timeframe: 1 per month.</p>	<p>Monitoring: According to the workplan. 1 Female;50 1 Male;50. Frequency of participation: 32 meetings per week.</p>
<p>Activity 3.3: Logistics, collaboration agreements for the establishment of headquarters and definition of target population. Number of participants: 4. Age and gender: 2 Females; 29 and 50 2 Males; 35 and 44. Frequency of participation: 8 meetings. Timeframe: 2 times per month.</p>	<p>Monitoring: According to the workplan. 1 Female;50 1 Male;50. Frequency of participation: 8 meetings.</p>
<p>Activity 3.4: Compilation of the Reports from the Diploma graduates. Number of participants: 4. 1 female 50 and 1 male 50.</p>	<p>Monitoring: According to the workplan. Age and gender: 2 females 29 and 50. Frequency of participation: 8 meetings.</p>

Frequency of participation: 8 meetings. Timeframe: 2 times per month.	
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4. Development of the methodologies for the implementation of seminars and academic forums on internal displacement;

<p>Activity 4.1: Identify the target population and establish coordinator(s) of the permanent and travelling seminar (based on interdisciplinary knowledge and with specialized content). Number of participants: 3. Age and gender: 1 Male; 44. Frequency of participation: 16 working meetings. Timeframe: 2 times per month duration 8 months.</p>	<p>Monitoring: According to the workplan. 1 Female; 50 1 Male; 50. Frequency of participation: 16 working meetings.</p>
<p>Activity 4.2: Definition of the thematic contents. Number of participants: 2. Age and gender: 1 female 50, 1 male 50. Frequency of participation: 6 meetings. Timeframe: 4 times per month duration 8 months.</p>	<p>Monitoring: According to the workplan. 1 female 50, 1 male 50. Frequency of participation: 6 meetings.</p>
<p>Activity 4.3: Development of logistics for the seminar in order to expand the invitation to key specialist actors in the subject area. Number of participants: 3. Age and gender: 1 female aged 50 and 2 males 32 and 44. Frequency of participation: 16 working meetings. Timeframe: 2 times month duration 8 months.</p>	<p>Monitoring: According to the workplan. 1 Female 50, 1 Male 50. Frequency of participation: 16 working meetings.</p>
<p>Activity 4.4: Contracting of the seminar headquarters (permanent and travelling). Number of participants: 2. Age and gender: 1 Female 50, 1 Male 32. Frequency of participation: 8 meetings. Timeframe: 32 meetings 1 per week.</p>	<p>Monitoring: According to the workplan. 1 Female 50, 1 Male 50. Frequency of participation: 32 meetings 1 per week.</p>
<p>Activity 4.5: Recruitment of the logistic support to identify target population, as well as establishing coordinator (s) of the Forum, taking into consideration the participation of subjects involved in the Forced Internal Displacement (victims of displacement, civil servants, legislators, NGOS, etc). Number of participants: 2. Age and gender: 1 female 50, 1 male 32. Frequency of participation: 8 meetings.</p>	<p>Monitoring: According to the workplan. 1 Female 50, 1 Male 50. Frequency of participation 32 meetings 1 per week.</p>

<p>Activity 4.6: Design of thematic contents of the Forum for Forced Internal Displacement. Number of participants: 2. Age and Gender: 1 Female 50 and 1 Male 50. Frequency of participations: 8 meetings. Timeframe: 1 time per month duration 8 months.</p>	<p>Monitoring: According to the workplan. 1 Female 50 and 1 Male 50. Frequency of participation 8 meetings.</p>
<p>Activity 4.7: Development of logistics for inviting key specialist actors in the area to coordinate the boards of the forum for Forced Internal Displacement. Number of participants: 2. Age and Gender: 1 Female 50 and 1 Male 50. Frequency of participation: 8 meetings. Timeframe: 1 per month.</p>	<p>Monitoring: According to the workplan. 1 Female 50 and 1 Male 50. Age and Gender: 1 Female 50 and 1 Male 50. Frequency of participation: 32 meetings 1 per week.</p>
<p>Activity 4.8: Stipulate headquarters and logistical structure of the Forum. Number of participants: 2. Age and gender: 3 female aged 50, 44, 35; 4 Males 3 aged 50, 1 aged 32. Frequency of participation: 8 meetings. Timeframe: 1 per month.</p>	<p>Monitoring: According to the workplan. 1 Female 50 and 1 Male 50. Frequency of participation: 32 meetings 1 per week.</p>
<p>Activity 4.9: Development of the Forum for Forced Internal Displacement. Number of participants: 8. Age and gender: 2 females aged 50 and 29, 2 males aged 44 and 35. 1 Female 50, 1 Male 50. Age and gender: 2 females aged 50 and 29 and 2 males 44 and 35. Frequency of participation: 8 meetings. Timeframe: 1 per month.</p>	<p>Monitoring: According to the workplan. Number of participants: 2. 1 female 50 and 1 male 50. Frequency of participation: 32 meetings, one per week.</p>
<p>Activity 4.10: Administration of the Forum for Forced Internal Displacement in Mexico. Number of participants: 4: 2 females aged 50 and 29 and 2 males 44 and 35. Frequency of participation: 8 meetings. Timeframe: 2 times a month.</p>	<p>Monitoring: According to the workplan. 1 female 50 and 1 male 50. Frequency of participation: 8 meetings.</p>
<p>Activity 4.11: Development of the social network for Forced Internal Displacement. Number of participants: 4: 2 females aged 50 and 29 and 2 males 44 and 35. Frequency of participation: 8.</p>	<p>Monitoring: May 2012. 1 female 50 and 1 male 50. Frequency of participation: 8 meetings.</p>

### Evaluation of objective 1

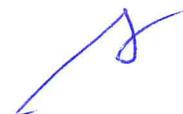
Information that will be collected	How?	When
Retrieve and catalogue the contents of the discussions made at the seminar, workshops and international forum in support of the model law on forced internal displacement.	Through evaluation of analytical documentation and assimilation of information generated after the process by an outside expert.	According the workplan.

### Evaluation of objective 2

Information that will be collected	How?	When
Confirm the congruence of the defined categories with the collected information, and its usefulness in the evaluation of the phenomenon of Forced Internal Displacement	Through the assessment by an outside expert of the contents of the webpage; the analytical documentation of information; interpretation of recorded testimonies for its statistical evaluation	According the workplan.

### Evaluation of objective 3

Information that will be collected	How?	When
Information consistent with the defined categories surrounding Forced Internal Displacement for the design of the Diploma that will enable its replication and will form subjects of action in Federal entities.	An external expert's analysis will validate the contents of the Diploma and will verify the pertinence of its replication in other circumstances and federal entities.	According the workplan.



#### Evaluation of objective 4

Information that will be collected	How?	When
Identify experts at a national and international level that enrich the contents and therefore make the knowledge surrounding Forced Internal Displacement more visible.	Identifying the present juncture of the phenomenon as well as suitable specialists, via consultation of outside experts.	According the workplan.

#### 7. Implementation Strategy

To carry out the above mentioned activities, the *Mora Institute* will undertake the following administrative tasks to ensure effective implementation of the project:

- i. Appoint a Focal Point;
- ii. Appoint an appropriate number of experts and consultants;
- iii. Contribute to insurance costs for the *Mora Institute's* appointed project personnel;
- iv. Cover project expenses;
- v. Cover cost of administrative support, evaluations, external audit etc.

#### 8. Methodological scope

The activities outlined in the grant/proposal will focus on four main priorities:

- a) Systematization of the multi-stakeholder process for the promotion of a law on internal displacement;
- b) Development of a Monitoring Centre on Internal Displacement and the methodology for its implementation;
- c) Development of a model study plan on internal displacement;
- d) Development of the methodologies for the implementation of seminars and academic forums on internal displacement.

Once the grant is awarded to the *Mora Institute* and the corresponding funds are disbursed, the activities will be implemented during (8 month period).

The following concerns will be taken into consideration during implementation:

- Correctly identifying the parameters (time and space) needed to carry out the study;
- Correctly identifying the actors and other stakeholders targeted and/or affected by the study;
- Analysing the information in terms of the agreed upon concepts and categories;
- Defining appropriate concepts and categories with which to analyze the phenomenon of forced internal displacement, and which will allow for the elaboration of legislative and public policy models.

**Phase one:**

Information that will be collected	How?	When
Record/catalogue the content of the discussions at the seminar, workshops and international forum in support of the model law on forced internal displacement	Through the evaluation of analytical documentation and the assimilation of information generated after the process by an outside expert	February 2012

**Phase two:**

Information that will be collected	How?	When
Confirm the congruence of the defined categories with the collected information, and its usefulness in the evaluation of the phenomenon of Forced Internal Displacement	Through the assessment by an outside expert of the content of the webpage; the analytical documentation of information; interpretation of recorded testimony for statistical evaluation	April 2012

**Phase three:**

Information that will be collected	How?	When
Information consistent with the defined categories for Forced Internal Displacement and will enable the design of the Diploma programme, its replication and action points for relevant Federal entities.	An external expert's analysis will validate the content of the Diploma programme and verify the feasibility of its replication by other federal entities.	April 2012

**Phase four:**

Information that will be collected	How?	When
Identify experts at the national and international levels who can contribute to the content and visibilize issues around Forced Internal Displacement	Identifying suitable specialists via consultation with outside experts	May 2012

**9. Grantee**

The proposed grant recipient is the **Instituto de Investigaciones Dr. José María Luis Mora – The Mora Institute**.

The *Mora Institute* was established by the Ministry of Education on the 30th of September 1981. As a decentralized public agency, with its own heritage and legal personality, its objective is to promote scientific investigation, to support the training of teachers and specialists in the field of social science and to conserve and increase its bibliography of representative works on Mexican culture. The *Mora Institute's* mission is to support research efforts on topics of national concern and to collaborate with other academic and research institutions to this end.

The *Mora's Institute* specific objectives are: I. To conduct scientific investigations in the field of history and other social sciences; II. To provide high quality teaching for masters and doctorates (specialized courses) with the goal of creating investigators in the field of history and other social sciences; III. To conduct academic activities in the field of history and the social sciences; IV. To grant masters, doctorates and specialist diplomas and issue certificates and other records of study; V. To maintain a library of representative works on Mexican history and culture, including foreign

publications that explore diverse aspects of the country's history and development; VI. To disseminate to the general public works of historical, scientific or cultural significance; VII. To carry out other activities related to the aforementioned.



## WORKPLAN

ACTIVITY	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER
	R	R	R	R	R	R	R	R
<b>1. Systematization of the multi-stakeholder process for the promotion of a law on internal displacement.</b>								
Documentation on the experience of holding an interdisciplinary seminar on Forced Internal Displacement in San Cristóbal de las Casas, Chiapas and Mexico city	X	X	X					
Documentation from the thematic working groups responsible for identifying the analytical categories specific to the Chiapas case.	X	X	X					
Development of the theoretical framework and methodology for studying Forced Internal Displacement from a multidisciplinary perspective and with a view to defining normative legal categories on which to base the model law.	X	X	X					
Development of the methodology for the International Forum on Forced Internal Displacement.	X	X	X					
<b>2. Development of a Monitoring Centre on Internal Displacement and a methodology for its implementation.</b>								
Documentation of the design and maintenance of an appropriate database	X	X	X	X	X	X	X	
Data collection	X	X	X	X	X	X		
Statistical analysis of information	X	X	X	X	X	X		
4 in-depth interviews are conducted which give a sense of the view points of different actors.	X	X						
Federal Entities are defined based on institutional coverage.								
Centre of journalistic monitoring is established	X	X	X	X	X	X	X	
Systematization of the documentation centre for the Observatory on forced internal displacement in Mexico	X	X	X	X	X	X	X	
<b>3. Development of a model study plan on internal displacement.</b>								
Curriculum design of the Diploma				X	X	X	X	
Development of an anthology for the Diploma				X	X	X	X	
Logistics, elaboration of agreements for the establishment of headquarters, definition of target population.				X	X	X	X	
Compilation of reports from the Diploma graduates					X	X	X	



1. Systematization of the multi-stakeholder process for the promotion of a law on internal displacement.

No.	Budget Line	Duration (Months)	Unit	Unit Cost US	UNODC Contribution US\$
A	PERSONNEL COST				
1	A. Coordinator.		3	2 \$ 1,058.40	\$ 2,116.80
2	B. Secretary.		3	2 \$ 500.00	\$ 1,000.00
	<b>Sub-Total A</b>				<b>\$ 3,116.80</b>
B	EQUIPMENT / FURNITURE				\$ -
	<b>Sub-Total B</b>				\$ -
C	OPERATIONAL / MAINTENANCE				
	OPERATIONAL/MANTENANCE M1			1 \$ 1,171.20	\$ 1,171.20
	<b>Sub-Total C</b>				<b>\$ 1,171.20</b>
D	TRANSPORTATION COST				
	<b>Sub-Total D</b>				\$ -
E	AUDIT				
	Audit Cost			1 \$ 150.00	\$ 150.00
	<b>Sub-Total E</b>				<b>\$ 150.00</b>
	<b>Total A+B+C+D+E</b>				<b>\$ 4,438.00</b>

2. Development of a Monitoring Centre on Displacement and a methodology for its implementation

No.	Budget Line	Duration (Months)	Unit	Unit Cost US	UNODC Contribution US\$
A	PERSONNEL COST				
1	A. Responsible of the monitoring.		8	3 \$ 1,009.00	\$ 3,027.00
2	B. Responsible of the data base.		8	4 \$ 750.00	\$ 3,000.00
	<b>Sub-Total A</b>				<b>\$ 6,027.00</b>
B	EQUIPMENT / FURNITURE				
	<b>Sub-Total B</b>				\$ -
C	OPERATIONAL / MAINTENANCE				
	OPERATIONAL/MANTENANCE M2			1 \$ 4,601.00	\$ 4,601.00
	Design of the monitoring centre			1 \$ 3,800.00	\$ 3,800.00
	<b>Sub-Total C</b>				<b>\$ 8,401.00</b>
D	TRANSPORTATION COST				
	TRANSPORTATION COST M2			1 \$ 600.00	\$ 600.00
	DSA M2			1 \$ 600.00	\$ 600.00
	<b>Sub-Total D</b>				<b>\$ 1,200.00</b>
E	AUDIT				
	Audit Cost			1 \$ 150.00	\$ 150.00
	<b>Sub-Total E</b>				<b>\$ 150.00</b>
	<b>Total A+B+C+D+E</b>				<b>\$ 15,778.00</b>

3. Development of a model study plan on internal displacement

No.	Budget Line	Duration (Months)	Unit	Unit Cost US	UNODC Contribution US\$
A	PERSONNEL COST				
1	A. Researcher.		2	2 \$ 1,132.75	\$ 2,265.50
2	B. Analyst.		2	2 \$ 1,132.75	\$ 2,265.50
	<b>Sub-Total A</b>				<b>\$ 4,531.00</b>
B	EQUIPMENT / FURNITURE				\$ -
	<b>Sub-Total B</b>				\$ -
C	OPERATIONAL / MAINTENANCE				
	OPERATIONAL/MAINTENANCE M3			1 \$ 1,306.56	\$ 1,306.56
	<b>Sub-Total C</b>				<b>\$ 1,306.56</b>
D	TRANSPORTATION COST				
	TRANSPORTATION COST M3			1 \$ 500.00	\$ 500.00
	DSA M3			1 \$ 500.00	\$ 500.00
	<b>Sub-Total D</b>				<b>\$ 1,000.00</b>
E	AUDIT				
	Audit Cost			1 \$ 150.00	\$ 150.00
	<b>Sub-Total E</b>				<b>\$ 150.00</b>
<b>Total A+B+C+D+E</b>					<b>\$ 6,987.56</b>

4. Development of the methodologies for the implementation of seminars and academic forums on internal displacement

No.	Budget Line	Duration (Months)	Unit	Unit Cost US	UNODC Contribution US\$
A	PERSONNEL COST				
1	A. Coordinator of analyst group.		6	3 \$ 1,007.77	\$ 3,023.31
2	B. Coordinator of the field work.		6	3 \$ 1,007.77	\$ 3,023.31
	<b>Sub-Total A</b>				<b>\$ 6,046.62</b>
B	EQUIPMENT / FURNITURE				
	<b>Sub-Total B</b>				\$ -
C	OPERATIONAL / MAINTENANCE				
	OPERATIONAL/MAINTENANCE M4			1 \$ 3,100.00	\$ 3,100.00
	<b>Sub-Total C</b>				<b>\$ 3,100.00</b>
D	TRANSPORTATION COST				
	TRANSPORTATION COST M4			1 \$ 2,500.00	\$ 2,500.00
	DSA M4			1 \$ 1,000.00	\$ 1,000.00
	<b>Sub-Total D</b>				<b>\$ 3,500.00</b>
E	AUDIT				
	Audit Cost		8	1 \$ 150.00	\$ 150.00
	<b>Sub-Total E</b>				<b>\$ 150.00</b>
<b>Total A+B+C+D+E</b>					<b>\$ 12,796.62</b>
<b>Grand Total</b>					<b>\$ 40,000</b>