**Annex 4**

**Template  -   Annual Certification of a fair value of in-kind contribution made in the form of donated right to use premises and other in-kind contributions by host Government**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Country office: |  | | | | |
| Address of the Premise: |  | | | | |
| Premise provided by Government of: |  | | | | |
| Property registration No:  (if available) |  | | | | |
| Appraisal of the office property: | | | | | |
| Date of the last appraisal & Value |  | | | | |
| Name of the appraiser |  | | |  | |
|  | Space  in sq.m | Potential  annual rent in: | | Potential annual other in-kind contributions (e.g. utilities, maintenance, etc.) if paid for directly by the Government and no cash for this purpose is received by UNDP | |
| Local currency | USD (UNORE MM/DD/YYY) | Local currency | USD (UNORE MM/DD/YYYY) |
| Useable office space\* |  |  |  |  |  |
| Other spaces\* |  |  |  |  |  |
| Parking/Garage |  |  |  |  |  |
| Canteen/cafeteria |  |  |  |  |  |
| Warehouse/storage |  |  |  |  |  |
| Residential |  |  |  |  |  |
| Total |  |  |  |  |  |
| Change from prior valuation |  |  |  |  |  |
| Main factors that change the valuation: |  |  |  |  |  |
| Due to market appreciation |  |  |  |  |  |
| Due to change (increase/decrease) in space |  |  |  |  |  |
| Due to improvement work or impairment in conditions of premise |  |  |  |  |  |
| Due to exchange rate fluctuation |  |  |  |  |  |
| Space allocation  (sq.m & $) |  |  |  |  |  |
| Space in use by UNDP country office |  |  |  |  |  |
| Space in use by other UN Agencies |  |  |  |  |  |
| Space in use by UN Common Services Units(e.g. Dispensary, Security & Logistics Office) |  |  |  |  |  |
| Space in use by UNDP projects |  |  |  |  |  |

\* Provide a breakdown of the space occupied by the Local Office and space occupied by UNDP Projects and Common Premises shared with other agencies, if any.

UNDP Resident Representative:                                                            Signature and Date

UNDP Deputy Resident Representative (Operations):                           Signature and Date