**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 |   |   |
|   | Spacein sq.m | Potentialannual 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