

The full set of standard terms and annexes that are incorporated by reference in, and are applicable to, this Field Level Agreement can be accessed at the following link:

<https://www.wfp.org/field-level-agreement-fla-2021-v01>

New format of the FLA

The new approach to the FLA is to gather all the data into one Word file which has links to the General Conditions, Special Conditions etc which are all in PDF format. This means that the FLA is now much shorter, easier to transmit with all the data in one place.

The Word file with the all the data is the new FLA. From now on we will call this “**The FLA File**” to make it clear. Copies of the Letter of Authorisation, any Amendments, the Plan of Operations, Budget and Project Proposal are also in this file.

Steps to take to enter the FLA Data

Header

Enter the FLA Number in the Header of the FLA File.

Document Title

Enter the following information into the Title of the Document

Full legal name of NGO

Operation description

This is the “Operation”. Choose from:

Limited Emergency Operation

Country Strategic Plan

Interim Country Strategic Plan

Transitional Interim Country Strategic Plan

Enter the following in the placeholders

(A) Country Name
Address of Country Office

(B) Full legal name of NGO
Same as in the Document Title
Full address of the NGO
This is the address in the country of the Operation

2.1 Effective Date and Term

Enter the start date

This is the date the last party signs

3.1 Enter WFP's Bank Account

Signature section

Enter the name, title and date signed of the WFP signatory

Enter the name, title and date signed of the NGO signatory

Agreement Documents and Order of Priority

These are all the documents that are legally part of the FLA in the legal order of priority. Documents that do not contain data are linked to in PDF format. The other templates are in the FLA File.

- 1) The Field Level Agreement (the FLA File)
- 2) [WFP General Conditions of the Field Level Agreement \[2021.V01.EN\]](#);
- 3) The selected WFP Special Conditions for this Field Level Agreement:
 - [Food Distribution \[2021.V01.EN\]](#)
 - [Cash Distribution Activities \[2021.V01.EN\]](#)
 - [Vouchers Monetization \[2021.V01.EN\]](#)
 - [Implementation and Monitoring of Cash & Vouchers Activities \[2021.V01.EN\]](#)¹
- 4) [Letter of Authorisation \(Annex 4a\)](#) and [Addendum \(Annex 4b\)](#);
The templates for these are in the FLA File. Add your data to the templates
- 5) Plan of Operations ([Annex 1](#))
Template in the FLA File
- 6) Budget ([Annex 3](#))
Template in the FLA File
- 7) Project Proposal ([Annex 2](#))
Template in the FLA File
- 8) [Secretary-General's Bulletin; Special Measures for Protection from Sexual Exploitation and Sexual Abuse \(Annex 5\)](#)
A copy of this is also included in the FLA File to emphasize its importance

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The template for Special Conditions for Implementation and Monitoring of Cash & Vouchers Activities is under development and, should country offices need to utilize it, consultation with the Legal Office and the NGO unit is required.

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