



# The new FLA template

## Quick user guide



## Intro to the new format

The new approach to the FLA is to gather **all the data into one Word file** which has links to the General Conditions and Special Conditions 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 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.

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>



## Entering the data - The FLA number

2021.V01.EN

FLA Number *[Enter the FLA number here]*



Field Level Agreement

Field Level Agreement between

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



## Entering the data - The FLA title



Field Level Agreement

Field Level Agreement between  
World Food Programme (WFP) and  
*[Insert full legal name of the NGO]*

Regarding the implementation of a WFP assistance programme:

*[Limited Emergency Operation/ Country Strategic Plan / Interim Country Strategic Plan/Transitional Interim Country Strategic Plan]* - (the "Operation")

Enter the full name of the NGO .

Enter the Operation description



## Entering the data - Address information

This Field Level Agreement is entered into between:

- (A) **World Food Programme**, an autonomous joint subsidiary programme of the United Nations and the Food and Agriculture Organization of the United Nations, with headquarters in Rome, Italy, acting through its Country Office for *[insert name of the country]*, of *[insert full address of the Country Office]* ("WFP"); and
- (B) *[insert full legal name of the NGO]*, a non-governmental, non-profit, non-political organisation, with offices at *[insert full address of the NGO in the country of the Operation]* (the "**Cooperating Partner**"; WFP and the Cooperating Partner each referred to as a "**Party**", and collectively as the "**Parties**").

Enter the country name and WFP Country Office address

Enter the full legal name of the NGO (same as in the document title) and full address of the NGO



# Entering the data - Date and WFP Bank info

## 2. Effective Date and Term

- 2.1 The Agreement shall come into effect on the date the last Party signs it ("**Effective Date**") and shall remain in force until **[Enter date]**, unless terminated earlier in accordance with Article 17 of the WFP General Conditions of the Field Level Agreement.



Enter the start date of the agreement

## 3. Payments

- 3.1 Payments to WFP shall be made into the WFP's bank account specified below  
**[Insert WFP's Bank Account]**



Enter WFP's Bank Account



# Entering the data - The FLA title

**For: World Food Programme**

**For:**  
**[Insert full legal name of the NGO]**

**Name:**  
**[Insert name of WFP Signatory]**

**Name:**  
**[Insert name of NGO Signatory]**

**Title:**  
**[Insert title of WFP Signatory]**

**Title:**  
**[Insert title of NGO Signatory]**

**Date:**  
**[Enter the date the agreement is signed]**

**Date:**  
**[Enter the date the agreement is signed]**



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



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



# Agreement Documents and Order of priority

## 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 \[2021.V01.EN\]](#)<sup>1</sup>
- 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*



Select the special condition with a simple click