

## Premises Proposal Checklist

### Background

- ☐ Overview of current premises situation
- ☐ Rationale for the project

### Agency Requirements

- ☐ List of Agencies participating in the project
- ☐ Letter of Interest, signed by all participating Agencies
- ☐ Projected space requirements per each Agency, according to JIU standards
- ☐ MOSS requirements
- ☐ Common Services and other Agency-specific needs

### Building Options

- ☐ List of available options

### UNCT Preference

- ☐ The UNCT's first, second and third choice of the available options listed above
- ☐ Description of the selection criteria used to establish this list of options
- ☐ Details of each option:
- ☐ Description of the building location
  - ☐ Description of the building's general condition
  - ☐ A layout of the building/compound
  - ☐ Indicate whether the building was originally constructed for office accommodation or residential purposes
  - ☐ Indicate the gross size of the building/compound in square meters
  - ☐ Indicate whether the size of the building can accommodate all participating Agencies, taking into account any future expansions
  - ☐ An itemized list of the renovation needs plus preliminary cost estimates
  - ☐ Security requirements for the building/compound
  - ☐ Other information, as advised by the WGCP (e.g. seismic study, soil stability study, etc.)

### Financial Component

- ☐ The Standard WGCP Cost-Benefit Analysis (CBA) for the three preferred options, outlining the expected cost savings, if any
- ☐ One-time costs for the UN Agencies should be **included** in the CBA
  - ☐ One-time costs should be **annualized**
  - ☐ A narrative detailing expected benefits, which may or may not be quantifiable (this is optional and in addition to the decision-making matrix in the CBA)
- ☐ For options where the Government provides the building – Details of technical and financial support provided by the Government, i.e.:
- ☐ Whether or not the building is provided rent-free
  - ☐ How long the UN is allowed to occupy the premises
  - ☐ Itemized list of renovation works and associated costs, paid by the Government / UN Agencies
- ☐ If commercial premises – Details regarding the new lease, i.e.:
- ☐ Length of lease period
  - ☐ Rental rate; indicate how does this rate compare to the local market rate
  - ☐ Specify the list of technical renovation works and associated costs that the lessor will perform
  - ☐ Indicate whether the lessor is the owner, a sub lessee, or an agent
  - ☐ Indicate whether the lease agreement complies with the principle terms and conditions of the UN Standard Lease. If not, indicate specific differences
- ☐ Details of the current premises arrangement, e.g.:
- ☐ The expiry date of current lease(s)
  - ☐ Legal & financial obligations to terminate current lease(s)
  - ☐ Details of the MOA with the Government (where applicable)
  - ☐ Details if premises owned by a UN Agency

### **Security**

- ☐ A DSS report of the preferred site(s), including DSS recommendations to bring the building up to MOSS<sup>1</sup>, along with a Security & Risk Assessment of your country and duty station
- ☐ An itemized list of security measures recommended by DSS and their cost estimates
  - ☐ A DSS Security & Risk Assessment of the country

### **Agencies' Endorsement**

- ☐ The proposal should be agreed upon and signed off by all Heads of Agencies involved

### **Other items, which may be submitted at a later stage**

- ☐ Inter-agency MOU
- ☐ Complete and signed MOU<sup>2</sup>, including all Annexes
- ☐ MOA between Government and UN system (where applicable)
- ☐ Complete MOA<sup>3</sup>, including all Annexes

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<sup>1</sup> Please remember to clearly identify any security-related works, and separate these from other renovation and/or construction works.

<sup>2</sup> The draft MOU needs to be reviewed and agreed on by the respective HQs of all participating Agencies, before submitting it to the WGCP.

<sup>3</sup> The draft MOA needs to be reviewed and agreed on by the respective HQs of all participating Agencies, before submitting it to the WGCP.