

# ANNEX F: HANDOVER CERTIFICATE

## Handover Certificate

*[Name of Project]*

Name of Implementing Organization \_\_\_\_\_

Project Name/Code (if relevant): \_\_\_\_\_

Project Location (including Governorate, District, Sub-District, Community and, if relevant, Camp name)

Description of Project, including activities, assets and materials (hereafter, the 'Project')

The handover of the above-mentioned project activities, including all assets and materials, was organized and performed on [\_\_\_\_\_] and at [\_\_\_\_\_] in the presence of:  
*Date* *Location*

Individuals/organizations present for handover, including community representatives:

The terms and specifications for the project activities had previously been agreed under the Land Use Agreement signed on [\_\_\_\_\_] with [\_\_\_\_\_].  
*Date signed* *Party to Land Use Agreement with Implementing Org*

The project activities have been inspected, accepted, and declared to be substantially completed by: [\_\_\_\_\_] hereafter, the 'Recipient(s)'.  
*Handover Recipient(s)*

# ANNEX F: HANDOVER CERTIFICATE

(CONTINUED)

By accepting the project handover, Recipient agrees to:

- The Recipient assumes full possession of the Project as of the date of signing.
- [IF CURRENT OCCUPANTS] Pursuant to the Land Use Agreement signed on [DD/MM/YYYY], the Recipient confirms that the Current Occupants, as that term is defined under that agreement, will be provided with and allowed to enjoy the benefits of the [Project name] project for a minimum of 12 months.
- [IF CURRENT OCCUPANTS] The Recipient agrees to guarantee and protect the rights of the Current Occupants to remain on the land and protect them from any threats of coercion, harassment or forced eviction during this period.
- For the duration of the tenancy period of 12 months from the date of signing, the Recipient shall not lease, sell or otherwise dispose of any assets, materials or other products of this Project.
- The Recipient releases the Implementing Organization from all claims, actions, suits and demands which it presently has or which might in the future arise out of or in connection with the Project.
- Any and all liability related to the Project is fully assumed by the Recipient as of the date of handover signature.
- The Recipient is responsible for the maintenance of the work and materials of the Project which have been handed over.
- The Implementing Organization reserves the right to visit the project during the three years following the signing of this document on a regular basis. These activities include the taking of pictures, post-implementation monitoring and surveying and granting access to visitors.

## SIGNATURES :

In witness thereof, the undersigned parties confirm that they have read, understood and fully approved the agreement:

1. Name: \_\_\_\_\_

Designation: **IMPLEMENTING ORGANIZATION**

Signature/Date \_\_\_\_\_

2. Name: \_\_\_\_\_

Designation: **LOCAL AUTHORITY REPRESENTATIVE IF PUBLIC LAND**

**LANDOWNER/PoA IF PRIVATE**

Signature/Date \_\_\_\_\_

## WITNESSED BY:

3. Name: \_\_\_\_\_

Designation: **LOCAL COMMUNITY REPRESENTATIVE (Recommended)**

Signature/Date \_\_\_\_\_

4. Name: \_\_\_\_\_

Designation: **LOCAL COMMUNITY REPRESENTATIVE (Recommended)**

Signature/Date \_\_\_\_\_