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| **Note to UNFPA user: How to use this form**1. This is the basic model form of an amendment to a contract for professional services. This form can be used for both high value as well as De Minimi’s.
2. This form was issued in August 2015. If it has been more than one year since this date, please visit the PSB intranet to ensure that you are using the most recent version.
3. General information is given in these green text boxes; please assure to remove the text box before completing/finalizing the document.
4. Comments and specific instructions are in square brackets [highlighted in yellow], and must be completed/deleted before the document is finalized.
5. Use this form of contract in conjunction with UNFPA’s Procurement Procedures.
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| ***Note to UNFPA User*:** Please use the below guidance for the creation of the Contract Nº |
| CCC | This indicates the Country in which the tender process is being carried out in, the procurement official should replace these with their 3 digit country identifier, in case of not know, please reference the [ISO 3 Digit Country Codes](http://en.wikipedia.org/wiki/ISO_3166-1_alpha-3) |
| YY | This indicates the year in which the process is being carried out, the procurement official should replace with the last two digits of the current year.  |
| NNN | This represents the consecutive number of process which the office is carrying out in the year, procurement officials must assure to have log of processes and assign numbers accordingly. |

**[Insert Date]**

**AMENDMENT Nº [Insert number in words] ([Insert in number]) TO**

**CONTRACT Nº UNFPA/CCC/PSC/YY/NNN**

**BETWEEN THE UNITED NATIONS POPULATION FUND (UNFPA)
AND
[INSERT NAME OF CONTRACTOR]**

**SERVICES RELATED TO THE [TITLE OF CONTRACT]**

This amendment has been agreed between the UNFPA and [Insert name of Contractor] to reflect the following modification to the above mentioned Contract, which was signed on [Insert Date]:

[LIST ARTICLES TO BE AMENDED]

All other terms and conditions of the Professional Service Contract remain unchanged.

**IN WITNESS WHEREOF**, the parties hereto have caused this Amendment to be signed in their respective names on the dates written below.

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| **For and on Behalf of UNFPA** | **For and on Behalf of [Insert name of Contractor]** |
|  |  |
| Signature | Signature |
| Name: |  | Name: |  |
| Title |  | Title |  |
| Date: |  | Date: |  |