



Yerevan, 19 February 2018

Dear Mr. Avakian,

1. Reference is made to consultations between officials of the Development Foundation of Armenia (hereinafter referred to as "the DFA") and officials of the United Nations Development Programme (hereinafter referred to as "UNDP", collectively referred to as "Parties") with respect to the provision of support services by the UNDP Country Office in Armenia for "E-governance as an Electronic Tool for Facilitating the Government to Attract Foreign Investments" Project. UNDP and the DFA hereby agree that the UNDP Country Office may provide such support services at the request of the Government through its institution designated in the project document, through this Letter of Agreement (hereinafter referred to as "LOA") and as described below.
2. The UNDP Country Office may provide support services for assistance with reporting requirements and direct payment. In providing such support services, the UNDP Country Office shall ensure that the capacity of the DFA is strengthened to enable it to carry out such activities directly. The costs incurred by the UNDP Country Office in providing such support services shall be recovered from the administrative budget of the office.
3. The UNDP Country Office may provide, at the request of the designated institution, the support services described in the Attachment 1 "Description of Services", which specifies the manner and method of cost-recovery by the UNDP Country Office in providing the support services.
4. The procurement of goods, works and services and the recruitment of project personnel by the UNDP Country Office shall be in accordance with the UNDP regulations, rules, policies and procedures. If the requirements for support services by the Country Office change during the life of the project, the Attachment 1 shall be revised with the mutual agreement of the UNDP Resident Representative and the designated institution.
5. The relevant provisions of the *UNDP Standard Basic Assistance Agreement with the Government signed on 8th March 1995 in Yerevan* (the "SBAA"), including the provisions on liability and privileges and immunities, shall apply to the provision of such support services. The DFA shall retain overall responsibility for the nationally managed project. The responsibility of the UNDP Country Office for the provision of the support services described herein shall be limited to the provision of such support services as detailed in Attachment 1.

United Nations Development Programme

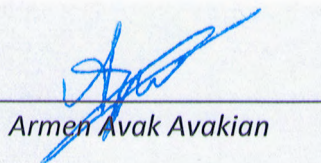
6. Any claim or dispute arising under or in connection with the provision of support services by the UNDP Country Office in accordance with this letter shall be handled pursuant to the relevant provisions of the SBAA.
7. The UNDP Country Office shall submit progress reports on the support services provided and shall report on the costs reimbursed in providing such services, as may be required.
8. Any modification of the present arrangements shall be effected by mutual written agreement of the parties hereto.
9. If you are in agreement with the provisions set forth above, please sign and return to this office two signed copies of this letter. Upon your signature, this letter shall constitute an agreement between the DFA and UNDP on the terms and conditions for the provision of support services by the UNDP Country Office for "E-governance as an Electronic Tool for Facilitating the Government to Attract Foreign Investments" Project.

Yours sincerely,



Dmitry Mariyasin

UNDP Resident Representative a.i.



Armen Avak Avakian
Chief Executive Officer
Development Foundation of
Armenia

United Nations Development Programme

Annex to Annual Work Plan # 00107774/00107958

UNDP COUNTRY OFFICE SUPPORT SERVICES

Reference is made to the Letter of Agreement signed between the Government of Armenia and UNDP as part of the 2016-2020 Country Programme Action Plan (CPAP) whereby the parties agreed that the UNDP country office will provide implementation support services as described below.

	Description of services	Reimbursement amount based on the Universal Price List 2017 used by UNDP for cost recovery with other UN Agencies (in USD)	UNIT
1	Payment Process	34.48	Per voucher
2	Credit card payment	36.30	Per transaction
3	New vendor creation in ATLAS	18.04	Per vendor
4	Payroll validation	35.11	Per person, quarterly
5	Leave monitoring	5.02	Per person, quarterly
6	IC and SC recruitment, including	205.96	Per person
6a	Advertisement	41.19	
6b	Short listing	82.38	
6c	Contract Issuance	82.38	
7	Issue IDs	34.18	Per ID
8	F10 Settlement	28.29	Per item
9	Ticket request	27.80	Per ticket
10	Hotel reservation	12.50	Per booking
11	Visa request	22.80	Per person
12	Vehicle Registration	33.20	Per item
13	Procurement process involving local CAP or RACP/ACP	475.27	Per case
13a	Identification and selection	237.63	
13b	Contracting/Issue PO	118.82	
13c	Follow-up	118.82	
14	Procurement not involving review bodies	192.05	Per case
14a	Identification and selection	96.02	
14b	Contracting/Issue PO	48.01	
14c	Contract follow-up	48.01	
15	Disposal of equipment	241.68	Per lot