

Annex 8: Standard letter of agreement between UNDP and Government of Belize for the provision of support services

Project Title: Capacity-building for the strategic planning and management of natural resources in Belize

PIMS No. 4917 - ATLAS BU: SLV10 - Proposal No.: 00080643 - Project No.: 00090265

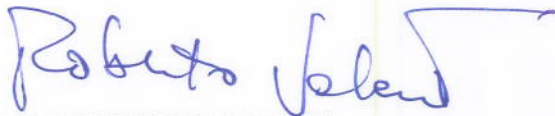
Excellency,

1. Reference is made to consultations between officials of the Government of *Belize* (hereinafter referred to as “the Government”) and officials of UNDP with respect to the provision of support services by the UNDP country office for nationally managed programmes and projects. UNDP and the Government hereby agree that the UNDP country office may provide such support services at the request of the Government through its institution designated in the relevant programme support document or project document, 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 Government-designated institution 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 following support services for the activities of the programme/project:
 - (a) Identification and/or recruitment of project and programme personnel;
 - (b) Identification and facilitation of training activities;
 - (a) Procurement of goods and services;
4. The procurement of goods and services and the recruitment of project and programme personnel by the UNDP country office shall be in accordance with the UNDP regulations, rules, policies and procedures. Support services described in paragraph 3 above shall be detailed in an annex to the programme support document or project document, in the form provided in the Attachment hereto. If the requirements for support services by the country office change during the life of a programme or project, the annex to the programme support document or project document is revised with the mutual agreement of the UNDP resident representative and the designated institution.
5. The relevant provisions of the Standard Basic Assistance Agreement (SBAA) between the Authorities of the Government of Belize and the United Nations Development Programme (UNDP), signed by the Parties on 25th August, 1982 (the "SBAA") including the provisions on liability and privileges and immunities, shall apply to the provision of such support services. The Government shall retain overall responsibility for the nationally managed programme or project through its designated institution. 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 detailed in the annex to the programme support document or project document.
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 manner and method of cost-recovery by the UNDP country office in providing the support services described in paragraph 3 above shall be specified in the annex to the programme support document or project document.
8. 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.

9. Any modification of the present arrangements shall be effected by mutual written agreement of the parties hereto.

10. 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 your Government and UNDP on the terms and conditions for the provision of support services by the UNDP country office for nationally managed programmes and projects.

Yours sincerely,



Signed on behalf of UNDP
Roberto Valent
Resident Representative



For the Government
Minister Lisel Alamilla
Ministry of Forestry Fisheries and Sustainable Development

Attachment: Description of UNDP Country Office Support Services

1. Reference is made to consultations between the Ministry of Ecology and Natural Resources, the institution designated by the Government of Belize and officials of UNDP with respect to the provision of support services by the UNDP country office for the nationally managed project “Capacity-building for the strategic planning and management of natural resources in Belize” (*PIMS No. 4917 - ATLAS BU: SLV10 - Proposal No.: 00080643 - Project No.: 00090265*).

2. In accordance with the provisions of the letter of agreement signed and the programme support document (*project document*), the UNDP country office shall provide support services for the Project as described below.

3. Support services to be provided:

Support services (insert description)	Schedule for the provision of the support services	Cost to UNDP of providing such support services (where appropriate)	Amount and method of reimbursement of UNDP (where appropriate)
1. Identification and/or recruitment of project personnel * Project Manager * Project Assistant	Oct 2014 – Sept 2017 Oct 2014 – Sept 2017	As per the UPL: US\$ 674.64	UNDP will directly charge the project upon receipt of request of services from the Implementing Partner (IP)
2. Procurement of goods: * Data show * PCs * Printers	Oct 2014 – Sept 2017	As per the UPL: US\$ 232.74 for each purchasing process	As above
3. Procurement of Services Contractual services for companies	On-going throughout implementation when applicable	As per the UPL: US\$ 599.94for each hiring process	As above
4. Payment Process	On-going throughout implementation when applicable	As per the UPL: US\$ 36.39 for each	As above
5. Staff HR & Benefits Administration & Management	On-going throughout implementation when applicable	As per the UPL: US\$ 215.73 for each	As above
6. Recurrent personnel management services: Staff Payroll & Banking Administration & Management	On-going throughout implementation when applicable	As per the UPL: US\$ 478.48 for each	As above
8. Ticket request (booking, purchase)	On-going throughout implementation when applicable	As per the UPL: US\$ 35.74for each	As above
10. F10 settlement	On-going throughout implementation when applicable	As per the UPL: US\$ 32.45 for each	As above
		US\$ 10,000	

4. Description of functions and responsibilities of the parties involved:
UNDP will conduct the full process while the role of the Implementing Partner (IP) will be as follows:

- The Implementing Partner will send a timetable for services requested annually/ updated quarterly
- The Implementing Partner will send the request to UNDP for the services enclosing the specifications or Terms of Reference required
- For the hiring staff process: the IP representatives will be on the interview panel,
- For Hiring CV: the IP representatives will be on the interview panel, or participate in CV review in case an interview is not scheduled