

**STANDARD LETTER OF AGREEMENT BETWEEN UNDP AND THE GOVERNMENT OF FIJI FOR
THE PROVISION OF SUPPORT SERVICES**

Project Title: Implementing a Ridge to Reef approach to Preserve Ecosystem Services, Sequester Carbon, Improve Climate Resilience and Sustain Livelihoods in Fiji.

Project Award ID: 00083111/**Project ID:** 00091748/**PIMS Number:** 5216

Dear Mr Wycliffe,

1. Reference is made to consultations between officials of the Government of Fiji (hereinafter referred to as "the Government") and officials of UNDP with respect to the provision of support services by the UNDP Fiji multi-country office for nationally managed programmes and projects. UNDP and the Government hereby agree that the UNDP Fiji multi-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 Fiji multi-country office may provide support services for assistance with reporting requirements and direct payment. In providing such support services, the UNDP Fiji multi-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 Fiji multi-country office in providing such support services shall be recovered from the administrative budget of the project.
3. The UNDP Fiji multi-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 and management of project and programme personnel;
 - (b) Identification and facilitation of travel and training workshops; and
 - (c) Procurement of goods and contractual 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 *UNDP standard basic assistance agreement with the Government of Fiji dated 30th October, 1970* (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 Fiji multi-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 Fiji multi-country office resolved amicably between the Parties as per the Prodoc. (The Prodoc is the Project Document profiling the Project, its budget and administrative structure as per the GEF standards)

7. The manner and method of cost-recovery by the UNDP Fiji multi-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 Fiji multi-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.

Signed on behalf of UNDP


..... Date 04/10/2016

Mr. Bakhodir Burkhanov
Country Director of the UNDP Pacific Office in Fiji

Signed on behalf of Government of Fiji


..... Date 04-10-16

Mr. Joshua Wycliffe
Permanent Secretary
Ministry of Local Government, Housing and Environment
Fiji

DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES

1. Reference is made to consultations between the Department of Environment, the institution designated by the Government of Fiji and officials of UNDP with respect to the provision of support services by the UNDP Fiji multi-country office for the nationally managed programme or project: ***Implementing a Ridge to Reef approach to Preserve Ecosystem Services, Sequester Carbon, Improve Climate Resilience and Sustain Livelihoods in Fiji.***

2. In accordance with the provisions of the letter of agreement signed on _____ and the *project document*, the UNDP Fiji multi-country office shall provide support services for the *Project* as described below.

3. Support services to be provided:

<i>Support services (insert description)</i>	<i>Schedule for the provision of the support services</i>	<i>Cost to UNDP of providing such support services (where appropriate)</i>	<i>Amount and method of reimbursement of UNDP (where appropriate)</i>
Identification and/or recruitment and management of project personnel	At least 3 international consultants will be recruited during the project implementation. The project will recruit 1 project manager. UNDP will help facilitate recruitment if requested from government when needed.	International Consultants – US \$908.00 PMU staff – US\$825	US\$1733.00 (direct project cost)
Procurement of goods and contractual services	This includes procurement of office items needs for PMU set-up (6 laptops; 1 LCD projector, 1 printer; 1 Office Furniture) The project will also purchase 3 vehicles and any other equipment needed by the project and requested by government. At least 7 contractual services will be facilitated during the implementation of the project which will include vendor profiling. To facilitate payments (98) to vendors for purchasing technical equipment, field supplies, facilitation of contractual services, visa for consultants etc.	US \$1542.00 US\$514.00 US\$9,211.00	US\$11,267.00 (direct project cost)
Total Direct Project Cost (DPC)			US\$13,000

4. Description of functions and responsibilities of the parties involved:

Functions and Responsibility	Parties Involved	
	Government of Fiji	UNDP
Identification and/or recruitment and management of project personnel	<u>Project Manager</u> To develop ToRs, shortlist and select candidates To provide day-to-day oversight and advice to project staff To conduct annual performance review <u>International Consultant</u> To provide comments on ToR	<u>Project Manager</u> To assist in the development of the ToR and recruitment To advertise through national systems if needed <u>International Consultant</u> To develop ToR and conduct recruitment
Procurement of required goods and contractual services	To identify required goods and services for procurement as when needed To provide in-country assistance to the consultants To participate in performance evaluation of contractual services	To request quotation, issue purchase order, follow-up and provide payments To advertise, shortlist and issue contract for required contractual services To evaluate service delivery of consultants and service providers