




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

Dear Honorable Minister

1. Reference is made to consultations between officials of the Ministry of Environment, Climate Change & Natural resources (MECCNAR) the Gambia (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 such as the "**- Building the Gambia's capacities and resilience to Climate Change related Disasters, Natural Resources Management, Environmental protection and enhanced livelihoods Programme**". 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 should 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;
 - (c) 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 Agreement (the "SBAA") of February 1975, 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

5. The relevant provisions of the Standard Basic Agreement (the "SBAA") of February 1975, 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 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 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
Ade Mamonyane Lekoetje
UNDP Resident Representative

Date



For the Government (Ministry of Environment Climate Change and Natural resources-MECCNAR)

Date 23/02/2018

Attachment

DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES

1. Reference is made to consultations between National Environment Agency, the institution designated by the Government of The Gambia and officials of UNDP with respect to the provision of support services by the UNDP country office for the nationally managed programme or project **“Disaster Risk Management (DRM) and Climate Resilience & Natural Resources Management (DRM & CR /NRM) Project”**
2. In accordance with the provisions of the letter of agreement signed on February 23rd 2018 and the programme support document **“for the period 2017-2021”**, the UNDP country office shall provide support services for the Programme or Project as described below.
3. Support services to be provided:

Support services (insert description)	Schedule for the provision of the support services	Cost of the activities for which Support Services will be provided	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 and program personnel	23/2/2018 through 31 st December 2018	US \$45,000	As per universal price list	
2. Identification and facilitation of training activities	23/2/2018 through 31 st December 2018	US \$50,000	As per universal price list	
3. Procurement of Goods and Services (contracts, consultancies, equipment, training, evaluation etc)	23/2/2018 through 31 st December 2018	US \$80,000.00	As per universal price list	