

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

Dear Mr. Antoine,

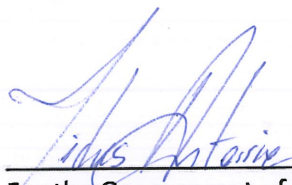
1. Reference is made to consultations between officials of the Government of Grenada (hereinafter referred to as "the Government") and officials of UNDP with respect to the provision of support services by the UNDP country office for nationally managed programmes and projects. UNDP and the Government 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 budget of the project.
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; and
 - 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 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 the project, the annex to the project document will be revised with the mutual agreement of the UNDP resident representative and the designated institution.
5. The relevant provisions of the ***Standard Basic Assistance Agreement between the Government of Grenada and UNDP signed by the parties on 30 January 1985*** (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 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
Mr. Magdy Martinez Soliman
Resident Representative



For the Government of Grenada

Mr. Titus Antoine

Director, Department of Economic and Technical Cooperation

Ministry of Finance, Planning, Economic Development and Physical Development

Attachment

DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES

1. Reference is made to consultations between the Ministry of Finance, Planning, Economic Development and Physical Development (Ministry of Finance), the institution designated by the Government of Grenada and officials of UNDP with respect to the provision of support services by the UNDP country office for the nationally managed project “**Climate Resilient Agriculture for Integrated Landscape Management**”.

2. In accordance with the provisions of the letter of agreement signed on 29 November 2019 and the project document “**Climate Resilient Agriculture for Integrated Landscape Management**”, the UNDP country office shall provide support services for the project as described below.

3. Support services to be provided:

Support services	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)
Payments, disbursements, and other financial transactions	For the project duration	USD 13,980.00	Direct payment requests processing for: 2 international consultants and 10 service providers, estimated 6 payment instructions per contract 30 local consultants at 4 payment instructions per contract 19 national procurements including equipment, supplies and workshops at 2 payment instructions per contract 230 total transactions at \$60.77
Recruitment of project personnel; associated HR and insurance services	For the project duration	USD 22,850.00	Recruitment of core of 5 in project management unit (Project Management, Financial and Admin Assistance, Knowledge Management Expert, Gender Expert, M&E Expert) including one-time advertising, shortlist and interviews at \$1,114.78 per person Recurrent management services at \$775.07 per person per year HR benefits at \$355.78 per person
Procurement of consultants	For the project duration	USD 13,780.00	Hiring of 30 local consultants and 2 international consultants at \$430.55 each

Procurement of services and equipment, disposal of equipment	For the project duration	USD 17,040.00	<p>4 procurements requiring local CAP approval:</p> <ul style="list-style-type: none"> Development of 5 watershed management plans Removal of 40ha of bamboo Implementation of beach erosion control measures Improvement of competitiveness of at least 10 small businesses) at \$993.97 each <p>18 procurements not requiring local CAP approval:</p> <ul style="list-style-type: none"> Field equipment (3) Hardware and software (2) Satellite images and aerial photography Analytical equipment Equipment and tools (3) Digital cameras ICT equipment Develop management plan for La Sagesse PA Operationalize La Sagesse PA management plan Design and implement training programmes Design and implement gender-responsive public awareness programme Support certification of agricultueal products Design and implement soil and water management training programmes at \$388.26 each 12 equipment disposals at \$506.65
Travel management	For the project duration	USD 3,360.00	30 individual trips from the UNDP office to include senior level participation in the inception workshop, Steering Committee meetings, bi-annual M&E of project activities, programmatic spot checks and field visits, project closure at \$112.02 each
TOTAL		\$71,010.00	

*All costs rounded to the nearest \$10

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

As per the Project Document “**Climate Resilient Agriculture for Integrated Landscape Management**”.