

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 **“Implementing a “Ridge to Reef” Approach to Protecting Biodiversity and Ecosystem functions within and around Protected Areas in Grenada.”**

2. In accordance with the provisions of the letter of agreement signed on February 10, 2015 and the project document **“Implementing a “Ridge to Reef” Approach to Protecting Biodiversity and Ecosystem functions within and around Protected Areas in Grenada”**, the UNDP country office shall provide support services during 2019 based on the AWP 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	Janaury-December	USD 21,877.20	Direct payment requests processing for: 360 total transactions at \$60.77
Procurement of Local consultants	January-December	USD 6,334.00	Hiring of 12 local consultants at \$435.00 Advertising at \$1,114
Procurement of services	Janaury-December	USD729.24	12 procurements including equipment, supplies and workshops at \$60.77 each
Travel management	Janaury-December	USD 224.04	2 individual trips from the UNDP office to include senior level participation in Steering Committee meetings at \$112.02 each
<b>TOTAL</b>		<b>\$29,170.00</b>	

\*All costs rounded to the nearest \$10

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

The project will be conducted using UNDP's national implementation modality (NIM). The Ministry of Climate Resilience, The Environment, Forestry, Fisheries, Disaster Management and Information will act as the National Implementing Partner, with the support of UNDP. The Ministry of Climate Resilience, The Environment, Forestry, Fisheries, Disaster Management and Information will be responsible for directing and managing the project and monitoring compliance with project work plans as a basis for project execution. The The Ministry of Climate Resilience, The Environment, Forestry, Fisheries, Disaster Management and Information will be responsible for the daily implementation of activities by the project.

UNDP will provide technical and operational support necessary for the implementation of activities and the results of this project. For services provided, UNDP will ensure compliance with UNDP standards and procedures. UNDP will provide advance payments to the project upon request, using the Funding Authorization and Cash Expenditure (FACE) form, or make direct payments upon request where The Ministry of Climate Resilience, The Environment, Forestry, Fisheries, Disaster Management and Information has completed the procurement in accordance with government policies and procedures and in compliance with rules and procedures contained in the National Implementation Manual.

UNDP will administer funds provided by the Global Environmental Facility, having final fiduciary responsibility. UNDP will be able to assist in the management of any other additional fund for co-financing this project which may be acquired. Contributions will be subject to internal and external audits established in UNDP rules and financial regulations.

**DEPARTMENT OF ECONOMIC  
AND TECHNICAL COOPERATION**



For the Government of Grenada

Mr. Titus Antoine

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Ministry of Finance, Planning, Economic Development and Physical Development