

**STANDARD LETTER OF AGREEMENT BETWEEN  
THE UNITED NATIONS DEVELOPMENT PROGRAMME AND  
THE CARIBBEAN INSTITUTE FOR METEOROLOGY AND HYDROLOGY ON THE IMPLEMENTATION  
OF "STRENGTHENING DISASTER MANAGEMENT CAPACITY OF WOMEN IN THE COOPERATIVE  
REPUBLIC OF GUYANA AND COMMONWEALTH OF DOMINICA"  
WHEN UNDP SERVES AS IMPLEMENTING PARTNER**

Your Excellency,

1. Reference is made to the consultations between officials of the United Nations Development Programme (hereinafter referred to as "UNDP") in Barbados and officials of the *Caribbean Institute for Meteorology and Hydrology* (hereinafter referred to as "CIMH") with respect to the realisation of activities by CIMH in the implementation of the project 00110785 Strengthening Disaster Management Capacity of Women in the Cooperative Republic of Guyana and Commonwealth of Dominica, as specified in Attachment 1: Project Document, to which UNDP has been selected as implementing partner.
2. In accordance with the Project Document and with the following terms and conditions, we confirm our acceptance of the activities to be provided by CIMH towards the project, as specified in Attachment 2: Description of Activities (hereinafter referred to as "Activities"). Close consultations will be held between CIMH and UNDP on all aspects of the Activities.
3. CIMH shall be fully responsible for carrying out, with due diligence and efficiency, all Activities in accordance with its Financial regulations, rules and other directives, only to the extent they are consistent with UNDP's Financial Regulations and Rules. In all other cases, UNDP's Financial Regulations and Rules must be followed.
4. In carrying out the activities under this Letter, the personnel and sub-contractors of CIMH shall not be considered in any respect as being the employees or agents of UNDP. UNDP does not accept any liability for claims arising out of acts or omission of CIMH or its personnel, or of its contractors or their personnel, in performing the Activities or any claims for death, bodily injury, disability, damage to property or other hazards that may be suffered by CIMH, and its personnel as a result of their work pertaining to the Activities.
5. Any subcontractors, including NGOs under contract with CIMH, shall work under the supervision of the designated official of CIMH. These subcontractors shall remain accountable to CIMH for the manner in which assigned functions are discharged.
6. Upon signature of this Letter, UNDP will make payments to CIMH, according to the schedule of payments specified in Attachment 3: Schedule of Activities, Facilities and Payments.
7. CIMH shall not make any financial commitments or incur any expenses which would exceed the budget for the Activities as set forth in Attachment 3. CIMH shall regularly consult with UNDP concerning the status and use of funds and shall promptly advise UNDP any time when CIMH is aware that the budget to carry out these Activities is insufficient to fully implement the project in the manner set out in the Attachment 2. UNDP shall have no obligation to provide CIMH



with any funds or to make any reimbursement for expenses incurred by CIMH in excess of the total budget as set forth in Attachment 3.

8. CIMH shall submit a cumulative financial report each quarter (31 March, 30 June, 30 September and 31 December). The report will be submitted to UNDP through the UNDP Country Director or UNDP Resident Representative within 30 days following those dates. The format will follow the standard UNDP expenditure report [a model copy of which is provided as Attachment 4]. UNDP will include the financial report by CIMH in the financial report for project 00110785 Strengthening Disaster Management Capacity of Women in the Cooperative Republic of Guyana and Commonwealth of Dominica.
9. CIMH shall submit such progress reports relating to the Activities as may reasonably be required by the project manager in the exercise of his or her duties.
10. CIMH shall furnish a final report within 12 months after the completion or termination of the Activities, including a list of non-expendable equipment purchased by CIMH and all relevant audited or certified financial statements and records related to such Activities, as appropriate, pursuant to its Financial Regulations and Rules.
11. Equipment and supplies that may be furnished by UNDP or procured through UNDP funds will be disposed as agreed, in writing, between UNDP and CIMH.
12. Any changes to the Project Document which would affect the work being performed by CIMH in accordance with Attachment 2 shall be recommended only after consultation between the parties.
13. For any matters not specifically covered by this Letter, the Parties would ensure that those matters shall be resolved in accordance with the appropriate provisions of the Project Document and any revisions thereof and in accordance with the respective provisions of the Financial Regulations and Rules of the CIMH and UNDP.
14. The arrangements described in this Letter will remain in effect until the end of the project, or the completion of activities of CIMH according to Attachment 2, or until terminated in writing (with 30 days' notice) by either party. The schedule of payments specified in Attachment 3 remains in effect based on continued performance by CIMH unless it receives written indication to the contrary from UNDP.
15. Any balance of funds that is undisbursed and uncommitted after the conclusion of the Activities shall be returned within 90 days to UNDP.
16. Any amendment to this Letter shall be effected by mutual agreement, in writing,
17. All further correspondence regarding this Letter, other than signed letters of agreement or amendments thereto should be addressed to Magdy Martinez-Soliman, Resident Representative a.i., UNDP, UN House, Marine Gardens, Hastings, Christ Church, Barbados.
18. CIMH shall keep the UNDP Resident Representative fully informed of all actions undertaken by them in carrying out this Letter.

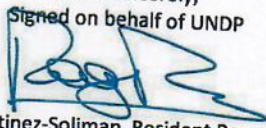
19. UNDP may suspend this Agreement, in whole or in part, upon written notice, should circumstances arise which jeopardise successful completion of the Activities.

20. Any dispute between the UNDP and CIMH arising out of or relating to this Letter which is not settled by negotiation or other agreed mode of settlement, shall, at the request of either party, be submitted to a Tribunal of three arbitrators. Each party shall appoint one arbitrator, and the two arbitrators so appointed shall appoint a third arbitrator, who shall be the chairperson of the Tribunal. If, within 15 days of the appointment of two arbitrators, the third arbitrator has not been appointed, either party may request the President of the International Court of Justice to appoint the arbitrator referred to. The Tribunal shall determine its own procedures, provided that any two arbitrators shall constitute a quorum for all purposes, and all decisions shall require the agreement of any two arbitrators. The expenses of the Tribunal shall be borne by the parties as assessed by the Tribunal. The arbitral award shall contain a statement of the reasons on which it is based and shall be final and binding on the parties.

21. If you are in agreement with the provisions set forth above, please sign and return to this office two copies of this Letter. Your acceptance shall thereby constitute the basis for CIMH's participation in the implementation of the project.

Yours sincerely,

Signed on behalf of UNDP



Magdy Martinez-Soliman, Resident Representative

[Date]



Signed on behalf of CIMH

Dr David Farrell, Principal

[Date]



**Attachment 1**

PROJECT DOCUMENT

**Attachment 2**

DESCRIPTION OF ACTIVITIES

Project number: 00110785

Project title: Strengthening Disaster

Management Capacity of Women in the Cooperative Republic of Guyana and Commonwealth of  
Dominica

Results to be achieved by CIMH

1. Scoping visit conducted to identify agricultural systems and potential crop, livestock and livelihood options. A report of the scoping visit will be produced outlining the detailed plans for contextualisation and implementation of the Participatory Integrated Climate Services for Agriculture (PICSA) for the Commonwealth of Dominica
2. Training of Trainers (ToT) workshop completed for agricultural field staff in Dominica. ToT workshop report (season 1 and 2) to be developed
3. PICSA implemented in the Commonwealth of Dominica by the trained agricultural field staff with the national farmer groups
4. Planning and review workshop completed. A workshop report is to be completed as part of this process
5. A detailed Monitoring and Evaluation (M&E) will be developed to focus specifically on PICSA implementation and effects. A M&E report will be produced from the first two seasons of PICSA implementation in Dominica

Work to be performed by CIMH

1. Scoping Study  
This activity is intended to identify the key agricultural systems in Dominica; how climate and weather influence them and what information may be useful to farmers. This involves preliminary research online and through literature searches ahead of a week-long activity in Dominica where University of Reading (UoR), CIMH and UNDP representatives will work with national partners to firstly gather key informants who are able to explain in more depth the key climate information needs for those systems (firstly in a half-day meeting before individual meetings throughout the week). This week will also involve some initial work with small groups of farmers to identify key information needs from the perspective of the farmer
2. Training of Trainers  
A five-day training of trainers (ToT) for agricultural field staff will be undertaken in late 2019 or early 2020 (season 1) and mid to late 2020 (season 2) so that field staff are trained in the context and concepts of climate services and the PICSA approach. Training is focused so that field staff are able to use the participatory tools that are designed to help farmers to interpret climate information and use it in their decision-making processes. These trainings will include those staff who work directly with farmers as well as the more senior staff to allow the necessary 'buy-in' to enable the implementation of work with farmers to be successful.



The majority of PICSA training tools are generic and can be used across different locations and contexts. However, certain elements will be adapted to fit with the local context following the scoping visit.

### 3. Implementation of PICSA

At the end of the ToT, the trained agricultural field staff will have a clear plan for working with established farmer groups and will lead implementation of PICSA in a series of meetings in the lead up to the season. It is anticipated that each trained staff will each implement PICSA to approximately 50 farmers during the implementation, depending on the number of farmer groups they interact with

### 4. Planning and Review Process

Following implementation and ahead of the agricultural season the agricultural field staff will gather for a two-day planning and review (P&R) workshop. The first day will include reflection from field staff on implementation to date, identifying successes and challenges and provision of an opportunity to identify and rectify any issues field staff have been experiencing. Day two will focus on the long term forecast with the Dominica Meteorological Services along with CIMH presenting the three-month forecast for the agricultural season before field staff are given a chance to analyse and discuss how to share this information with their farmer groups in a final meeting ahead of the season

### 5. Monitoring and Evaluation

A detailed M&E plan will be developed to focus specifically on PICSA implementation and effects. Quantitative and qualitative methods have been established to understand the scale and effectiveness of PICSA interventions and will be adapted for the specific context of Dominica and to ensure complementarity with the overall project M&E

## Description of inputs:

### 1. Scoping Study

This activity will involve UoR staff conducting online and literature research in preparing for the week-long activity in Dominica where University of Reading and CIMH representatives will travel to the island for meetings with national partners who will be better able to explain the key climate information needs for those systems (firstly in a half-day meeting before individual meetings throughout the week). UoR and CIMH will lead these meetings

### 2. Training of Trainers

A five-day training of trainers (ToT) for agricultural field staff will be organized and undertaken in late 2019 or early 2020 (season 1) and mid to late 2020 (season 2) so that field staff are trained in the context and concepts of climate services and the PICSA approach. A ToT will be organized by UoR in collaboration with CIMH and the Ministry of Agriculture who will prepare the necessary documentation and materials as well as facilitating the ToT sessions for both season 1 and 2. UoR in collaboration with CIMH will also adapt the PICSA training tools to fit the local context based on the scoping mission. Training is focused so that field staff are able to use the participatory tools that are designed to help farmers to interpret climate information and use it in their decision-making processes. These trainings will include those staff who work directly with farmers as well as the more



senior staff to allow the necessary 'buy-in' to enable the implementation of work with farmers to be successful.

### 3. Implementation of PICSA

At the end of the ToT, the trained agricultural field staff will have a clear plan for working with established farmer groups and will lead implementation of PICSA in a series of meetings and workshops in the lead up to the season. During this phase CIMH and UoR will provide remote support to the trained agricultural field staff to provide guidance during this process.

### 4. Planning and Review Process

Following implementation and ahead of the agricultural season a two day planning and review workshop will be convened to allow for a reflection on implementation to date and focusing on the three-month forecast for the agricultural season before field staff are given a chance to analyse and discuss how to share this information with their farmer groups in a final meeting ahead of the season.

UoR and CIMH will compile and prepare the necessary documents leading up to the meeting and will also travel to Dominica to facilitate this meeting for season 1. Remote support will be provided for the planning and review process for season 2.

### 5. Monitoring and Evaluation

UoR in collaboration with CIMH will develop a detailed M&E plan to focus specifically on PICSA implementation and effects adapted for the specific context of Dominica and to ensure complementarity with the overall project M&E. Additionally M&E fieldwork would be piloted and set up

#### Annexes:

Attach, as appropriate, job descriptions for consultants, terms of reference for contracts, technical specifications for equipment items, training nomination forms, etc.





Sub-Activity	Planning and Review process		Training, workshop and conferences	5,793		
1.2.3: Training of agricultural extension officers (AEOs) and farmers for application of PCCA to improve risk resilience in target hazard-prone communities			Training, workshop and conferences 1,890			
			Travel 2,227			
			Travel 900			
			Printing and publications 2,000			
Monitoring, evaluation and reporting			Travel 2,941			
			Travel 900			
			Printing and publications 5,000			







Revised: June 2021

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**Phase 2: Work to be performed by the CIMH/UoR**

1. 2021 Wet season (June to November 2021) implementation and support
  - i. With the season started 1<sup>st</sup> June, full implementation not being possible, CIMH and UoR, in collaboration with the Dominica Meteorological Services will provide some support to AEOs. Two climate related virtual briefings will be delivered toward the end of June and August to facilitate discussions between AEOs and farmers to determine if adjustments to resource allocations and other activities were necessary for the first and second halves of the season. AEOs should also seek to collect climate information released toward the end of July, September and October.
  - ii. After the first half of the season at the end of August, UoR, with the support from a local enumeration team, will perform a partial, light evaluation of the June to August implementation with about 100 farmers. In October a virtual meeting will be convened to share findings of the evaluation that would advise planning and preparation for the 2021-2022 Dry Season.
2. Full Implementation of PICSA Season 2 – December 2021-May 2022 Dry Season
  - i. Toward the end of November 2021, an agriculture outlook forum will be delivered by the CIMH, UoR and the Dominica Meteorological Services. After the release of the season's forecasts, implications for the season will be discussed. Outcomes from the implications discussions will help to guide what adjustments to operations would be necessary during the season. Another virtual forum will be held toward the end of February 2022 to advise on the last three months of the season.
  - ii. In June 2022, once the dry season has officially ended, the 100 farmers included in the previous light evaluation will be revisited to complete the evaluation of the impact of the 2021 wet season training on their farm practices and to evaluate the impact of the 2021-22 dry season training on their farm practices. In addition, a subset of this group will provide more in-depth qualitative data on the impact of their PICSA learning on their farming practice. It is anticipated that this would include some face to face training.
  - iii. A face to face, post evaluation workshop would be held in Dominica with senior agriculture officers and policy makers, AEOs and select farmers to share evaluation results and review the programme for a mainstreamed roll out of the PICSA programme.







