

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

Dear Mr. Ahmed Rasheed,

1. Reference is made to consultations between officials of the Government of Maldives (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 administrative budget of the office.
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) Processing of project related financial transactions
 - (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 Assistance Agreement (the "SBAA") signed on 27th January 1978, 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 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 country office in accordance with this letter shall be handled pursuant to the relevant provisions of the SBAA.

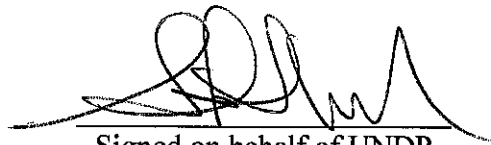
7. The manner and method of cost-recovery by the UNDP country office in providing the support services described in paragraph 3 above shall be specified in the annex to the programme support document or project document.

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
Shoko Noda
Resident Representative



For the Government
Mr. Ahmed Rasheed
Executive Director, National Disaster Management Centre



11 April 2016

Attachment

DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES

1. Reference is made to consultations between National Disaster Management Center, the institution designated by the Government of Maldives and officials of UNDP with respect to the provision of support services by the UNDP country office for the nationally managed project Scaling up the National Capacity for Disaster Risk Reduction and Management in the Maldives Project (), hereby referred to as "the Project".

2. In accordance with the provisions of the project document, the UNDP country office shall provide support services for the Project as described below.

3. Support services to be provided:

Support services	Details*	Schedule	Amount in USD	Cost to UNDP
1.	Output 1.1: Capacity Building of atoll and island level Disaster Management Focal points Payments to: 1.1.1 Technical Capacity to develop ToRs of atoll and island DM focal points	Apr 16 – Aug 16	5,000	As per attached Local Price List
	Output 1.2: Establishment of community based disaster response teams(CERT) Payments to 1.2.1 Training of 30 master trainers to train CERT members at island level	Apr 16 – March 17	11,500	
	1.2.2 Training of CERT members and establishing CERTs at atoll level	Apr 16 – Sep 17	20,000	
	Output 1.3: Enhancing disaster response capacity of CERTs Payments to 1.3.1 Strengthening CERTs with disaster response equipment(Flood drainage pumps, firefighting kits, Search and rescue kits)	Nov 16 – Sep 17	60,000	
2.	Output 2.1: Establishment of early warning communication with stakeholders and local councils Procurement and Process Payment of 2.1.1 Establish a video conferencing system for the dissemination of early warning to key government stakeholders and atoll councils	Apr 16 – June 17	30,000	
	Payments to 2.1.2 Working with MMS and private sector, establish capacity for island level hazard monitoring	Apr 16 – March 17	10,000	
	Procurement and Process Payment of 2.1.3 Establishment of early warning system for the dissemination of early warning to all island councils	Apr 16 – March 17	30,000	
3.	Output 2.2: Establishment of thresholds for atoll/island level hazards and disasters Processing Payments 2.2.1 Establishment of data collecting mechanism through crowdsourcing	Jan 17 – Nov 17	20,000	
	2.2.2 Use of space based technology to monitor and forecast hazards and hazard impacts at atoll/island level	Jan 17 – Nov 17	14,000	

	2.2.3 Perception survey conducted in 10 islands to understand community perception on disasters	Jan 17 – Nov 17	5,000
	2.2.4 National forum for disaster management key stakeholders and atoll and island level focal points	Jan 17 – Nov 17	20,000
4.	Output 3.1: Establishment of data system for decision making on disaster mitigation and preparedness Payments to 3.1.1 Revival and customization of disaster loss database to Maldives to collect and analyze disaster loss data	Apr 16 – June 17	7,852
5.	Output 4: Monitoring and Evaluation Payments to 4.1- conduct field trips for monitoring of sites	Jan 17 – Nov 17	12,000
	4.2- Project audit	Sep 17 – Dec 17	2,500
	4.3- Exit strategy for project	Sep 17 – Dec 17	5,000
6.	Outcome 5: PMU Payment to 5.1 Project Manager	Apr 16 – Dec 17	36,000
	5.2 Project Associate	Apr 16 – Dec 17	24,000
	5.3 UNDP Project Support	Apr 16 – Dec 17	30,000
	5.4 Office Supply	Apr 16 – Dec 17	6,000

**Note:* The above details are based on the activities as per the signed AWP 2016-2017

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

MoFA:

1. Submission of original invoice, signed vendor forms and other supporting documentation for processing Requests for Direct Payment
2. Certification for approval of payments to consultants via e-mail by Project Director

UNDP:

1. Processing of payments as submitted by the IP