



Empowered lives.  
Resilient nations.

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

### Project 00090319 “Macedonia's Second Biennial Update Report on Climate Change”

Dear Minister Bashkim Ameti,

1. Reference is made to consultations between officials of the Government of FYR of Macedonia (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) 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 UNDP Standard Basic assistance Agreement with the Government (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 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.



*Empowered lives.  
Resilient nations.*

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,

A handwritten signature in black ink, appearing to be 'L. Vinton'.

---

Signed on behalf of UNDP  
*Louisa Vinton*  
*Resident Representative*

---

For the Government  
Bashkim Ameti  
Minister  
Ministry of Environment and Physical Planning

## Attachment

### **DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES**

1. Reference is made to consultations between Ministry of Environment and Physical Planning, the institution designated by the Government of FYR of Macedonia and officials of UNDP with respect to the provision of support services by the UNDP country office for the nationally managed programme or project 00090319 “Macedonia's Second Biennial Update Report on Climate Change” [or “the Project”].
2. In accordance with the provisions of the letter of agreement signed on 20 June 2016 and 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 (insert description)	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)
1. Human Recourse Management	Constantly for all contracts (both national and locally recruited internationals)	According to the Universal Price list	GLJE
2. Procurement of Goods/Services	Constantly for all procurement	According to the Universal Price list	GLJE
3. Financial Management	Constantly	According to the Universal Price list	GLJE
		Total from GEF grant: up to USD 5,000	

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

- Resident Representative/Deputy Resident Representative
  - Overall approval of projects;
  - Ensures the timelines and cost-effectiveness of services provided;
  - Ensures that all applicable rules and procedures are fully met in the course of project implementation;
  - Signs the project personnel contracts;
  - Signs the contracts for procurement of goods/services;
- Programme Officer
  - Approves the workplan and project progress reports;
  - Takes part in the recruitment and selection process;
  - Ensures that all procurement and recruitment are according to the Annual Project Work Plan;
  - Approves travel for the Project Manager and Travel Authorization Form for all project related international travel;
  - Provides advice and facilitation;
  - Mobilizes additional resources if needed;

- Programme Assistant
  - Certifies relevance of payments (based on agreed work plan) to project activities;
  - Informs Finance Assistant of changes in the Pipeline;
  - “One Stop Shop” for operational follow up within the country office, when relevant,
- Operations
  - Maintain an up-to-date database of the project personnel;
  - Maintain a roster of suppliers;
  - Manages processes of recruitment;
  - Carry out the procurement procedure for goods/services
  - Arranges International Travel.
- Finance Assistant
  - Certifies availability of funds to process the payment;
  - Makes direct payment on behalf of the project;
  - Prepares mandatory and other budget revisions;
  - Prepares and sends to Project Manager a reconciliation of expenses
  - Prepare Delivery Reports on quarterly basis;
  - Processes VAT exemptions;

#### Ministry of Environment and Physical Planning

- National Project Director or nominated representative in the Project Board
  - Endorses the workplan and progress reports;
  - Ensures that all Ministry inputs committed to the project are made available in a timely fashion;
  - Takes part or delegates the authority to a representative of the MOEPP in the recruitment and selection process;
- Project Managers (and administrative assistant of projects as required)
  - Prepares the annual work plan, budget and progress reports;
  - Keep attendance record of project staff;
  - Keep an updated inventory of the project and ensures the proper use and maintenance of the equipment;
  - Ensures utilization of the project funds according to the agreed annual work plan and the project budget;