

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



Dear Mr. Shilegov,

1. Reference is made to consultations between City of Skopje (hereinafter referred to as "the City of Skopje") 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 City of Skopje hereby agree that the UNDP country office may provide such support services at the request of the City of Skopje 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 City of Skopje 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 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 Act of Cooperation between the Republic of Macedonia and the United Nations Development programme (Standard Basic Assistance Agreement) signed on 30 October 1995 (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 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 the City of Skopje 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
Louisa Vinton
Resident Representative



For the City of Skopje
Petre Shilegov
Date:



Attachment

DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES

1. Reference is made to consultations between the City of Skopje and officials of UNDP with respect to the provision of support services by the UNDP country office for the nationally managed project “Resilient Skopje: Scaling-up for Sustainability, Innovation and Climate Change”, “the Project”.

2. In accordance with the provisions of the letter of agreement signed on 06 July 2018 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. Identification and recruitment of project personnel	At the beginning of the project, and as needed during the project implementation	Indicated in the Project Budget	In accordance with the Universal Price List
2. Procurement of goods and services	As needed in accordance with the project work plans and the project procurement plan	Indicated in the Project Budget	In accordance with the Universal Price List
3. Financial Management	Continuously during the project implementation	Indicated in the Project Budget	In accordance with the Universal Price List

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

- **Monitoring, Evaluation and Innovation Associate**

- Facilitates application of innovative tools throughout the project implementation;
- Prepares a Project Monitoring Plan and develops tools for indicators’ monitoring;
- Develops a methodology for impact assessment of the existence of the City of Skopje Innovation Lab and supports the development of the lessons learned at the end of the project

- **Operations team**

- Manages processes of recruitment;
- Carries out the procurement procedure for goods/services;
- Arranges International Travel;

- Makes direct payment on behalf of the project;
- Prepares mandatory and other budget revisions;
- Processes VAT exemptions;