

UNSCO



10 December 2009

**EXCHANGE OF LETTERS
BETWEEN
THE UNITED NATIONS SPECIAL CO-ORDINATOR'S OFFICE
AND
THE UNITED NATIONS DEVELOPMENT PROGRAMME**

Your Excellency,

Reference is made to the consultations between officials of the United Nations Development Programme / Programme of Assistance to the Palestinian People (UNDP/PAPP) and the United Nations Special Coordinator's Office with respect to the implementation of the project "Maximizing Impact 2010-2011",

Whereas the UNDP and the Government of Norway concluded a Cost-Sharing Agreement (the Agreement) on 10 December 2009 setting out the general arrangements for receipt and use of resources from the Government of Norway through the UNDP/PAPP for the project "Maximizing Impact 2010-2011" for the amount of NOK 11,700,000 (USD \$1,674,860).

Whereas the UNDP and the UNSCO have agreed to cooperate in the implementation of the project "Maximizing Impact 2010-2011",

This Exchange of Letters together with the Agreement sets forth the terms and procedures for the implementation of the Project which is summarized in the Project Document "Maximising Impact 2010-2011", dated 15 September 2009.

The Goal of the Project is "Maximizing the impact of UNSCO in the oPt through ensuring a level of alignment between the UN, the LACS structure, the PA, local donor structures (e.g. JLC) and international structures (e.g. AHLC)."

The Purpose and Objectives of the Project are "Enhanced engagement in the multilevel aid coordination structure, enhanced analysis and strengthening access" through "enhanced research and monitoring and evaluation services to the PA, donors and UN" and "Enhancement of UNSCO's relationships with its Israeli interlocutors and improve support to the Humanitarian Coordinator on access issues".

Whereas UNDP/PAPP shall be the executing agency, responsible to, and accountable for, the administration of the project.

Whereas UNSCO shall be responsible for the project outputs as specified within the project document.



Ownership of equipment, supplies and other properties financed from the contribution shall vest in UNDP, until such time when the project is closed when ownership will be transferred to UNSCO. The transfer of ownership by UNDP shall be determined in accordance with the relevant policies and procedures of UNDP.

This letter hereby reaffirms our cooperation for the implementation of the project activities, the details of which are explained within the Project Document. (Annex1)

Sincerely Yours,

A handwritten signature in black ink, appearing to read 'Jens Toyberg-Frandzen'.

Jens Toyberg-Frandzen
Special Representative of the Administrator

On behalf of the
United Nations Special Coordinator's Office

A handwritten signature in black ink, appearing to read 'Max Gaylard'.

Name: Max Gaylard
Title: Deputy Special Coordinator
Date: 10 December 2009



Project Document (Annex 1)



Budget Breakdown (Annex 2)

Financial proposal for two years from 1 January 2010 to 31 December 2011

Category (description)	Unit Cost	2010	2011	Total in US\$
Staffing:				
One Access Liaison officer at the P-3 level	Per year salary and salary related costs US\$ 175,700	175,700.00	175,700.00	351,400.00
One Research Monitoring and Evaluation officer at the P-3 level	Per year salary and salary related costs US\$ 175,700	175,700.00	175,700.00	351,400.00
One Israeli Affairs National Professional Officer at the NPO-B level	Per year salary and salary related costs US\$ 97,600	97,600.00	97,600.00	195,200.00
One National Data Base Officer at the GS-6 level	Per year salary and salary related costs US\$ 65,100	65,100.00	65,100.00	130,200.00
One National Research Liaison Officer at the GS-6 level	Per year salary and salary related costs US\$ 65,100	65,100.00	65,100.00	130,200.00
Commissioned Research thru external consultants	Per year \$20,000	20,000.00	20,000.00	40,000.00
Other operational activities costs:				
Office space:				
Pre-fab containers	Per container 7k for three containers	21,000.00		21,000.00
Installation and electronic, IT & commu cabling costs	Per containers 10k for three containers	20,000.00		20,000.00
Furniture (desk tables and chairs)	Lump sum approx for seven staffs	5,500.00		5,500.00
Transport Costs:				

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Purchase three vehicles	Per vehicles US\$ 17,500	52,500.00			52,500.00
Fuel and transport maintenance costs	Lump sum US\$ 500 per month per vehicles	12,000.00	12,000.00		24,000.00
Travel:					
Travel and DSA costs for attendance at conferences and workshops in Israel and the Region	Lumpsum requirement for the year	12,000.00	12,000.00		24,000.00
Travel to humanitarian or M&E conferences, meetings etc	Lumpsum requirement for the year	20,000.00	20,000.00		40,000.00
IT equipment:					
Computer (desktop + notebook)	6 desktop + notebook	17,500.00			17,500.00
Communication equipment (Black Berry)	Per black berry US\$ 500	1,500.00			1,500.00
Black berry subscriptions	Per month US\$ 100 each	3,600.00	3,600.00		7,200.00
Communication Expenses:					
Telephone Costs	Per month approx US\$ 200.00	12,000.00	12,000.00		24,000.00
Publications:					
Publication of a brochure/report printing	Lumpsum requirement for printing costs	4,000.00	4,000.00		8,000.00
Outreach event/lectures:					
Events aimed at exchanging ideas between UN, Governmental, and non-Governmental Organizations and hospitality	Lump sum requirement for the events	25,000.00	25,000.00		50,000.00
Miscellaneous Expenses:					
Any unforeseen costs will be covered throughout the year (including UNDP ISS cost)	Lumpsum requirement	4,000.00	4,000.00		8,000.00
Programable amount for the UNSCO project					
UNDP Miscellaneous & ISS cost		820,300.00	702,500.00		1,522,800.00
UNDP Management Fees 7%		21,360.00	21,330.00		42,690.00
		58,916	50,654		109,570.3
Total financial proposal in US\$		900,576	774,284		1,674,860

OK ready

Integrated Support Services

→ UPL

integrated support services?