

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

**Dear Eugénio, da Graça,  
State Secretary for Trade and Industry**

1. Reference is made to consultations between officials of the Government of *São Tomé and Príncipe* 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 programs 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 LPAC Meeting of 11/02/2021, 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.

*Eg*

Attachment

**DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES**

1. Reference is made to consultations between State Secretary for Trade, Industry, Agriculture and Services, the institution designated by the Government and officials of UNDP with respect to the provision of support services by the UNDP country office for the nationally managed project, " Value Chain for Export".

2. In accordance with the provisions of the letter of agreement signed on 15/02/2021 and the programme support document, Initiation Plan, the UNDP country office shall provide support services for the Project as described below.

3. Support services to be provided:

Support services	Schedule for the provision of the support services	Cost (USD)	Amount and method of reimbursement of UNDP (where appropriate)
Management Expenses	2021/2022	150.000,00	N/A
International Consultancy	2021/2022	250.000,00	N/A
3.Local Consultants	2021/2022	100.000,00	N/A
4. Contractual Services-Companies	2021/2022	250.000,00	N/A
5.Equipment	2021/2022	50.000,00	N/A
6.Awards	2021/2022	500.000,00	N/A
7.Others	2021/2022	200.000,00	N/A

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

The project will be implemented in a national implementation mode (NIM) by the State Secretary for Trade, Industry, Agriculture and Services through the Directorate of Trade (DT).

Considering the nature of the project and the short implementation period, no additional structures will be created disconnected from the implementing entities.

Considering that the project has an implementation period of 18 months, and in view of DT's limited project management experience and capabilities, the UNDP office in Sao Tome and Principe will provide implementation support services at the government's request, which include the following:

- Communications: to transmit project results through UNDP media such as social networks and website.
- Human resources: support with the recruitment, selection, hiring and administration of project staff contracts.
- Procurement: assistance in the procurement of good or services on behalf of the project, covering the entire procurement cycle.
- Finance: direct payment requests.

- Advice and technical support: for the proper implementation of the project according to rules and procedures, including contract management.
- Follow-up reporting and documentation of lessons learned: evidence-based reporting on results achieved compared to baseline and assessment; meeting substantive reporting requirements.
- Advocacy: effective advocacy, media interaction, public information, and communication of the project's activities as part of the broader communication and advocacy activities of UNDP and partner.

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 affected 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 programs and projects.

Yours sincerely,



*K. Wawiernia*

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Signed on behalf of UNDP  
Katarzyna Wawiernia  
Resident Representative

*Au service  
des peuples  
et des nations*



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For the Government  
Eugénio da Graça  
15/02/2021