

**STANDARD LETTER OF AGREEMENT (LOA) BETWEEN**  
**THE UNITED NATIONS DEVELOPMENT PROGRAMME AND**  
**SWAZILAND PUBLIC PROCUREMENT AGENCY**  
**TO CARRY OUT ACTIVITIES**  
**WHEN UNDP PROVIDES SUPPORT SERVICES TO THE STRENGTHENING GOOD GOVERNANCE**  
**AND CITIZEN PARTICIPATION, PROJECT**

Dear Sir,

1. Reference is made to the consultations between officials of the United Nations Development Programme (hereinafter referred to as "UNDP") in Swaziland and officials of the Swaziland Public Procurement Regulation Authority (SPPRA) with respect to the realization of activities by *the Swaziland Public Procurement Regulation Authority (SPPRA)* the implementation of the UNDP support services to: Project Number: 00077239 entitled Strengthening Good Governance and Citizen Participation, as specified in Attachment 1: Project Document, to which UNDP has been selected as a responsible party.
2. In accordance with the LOA signed between the government implementing partner and UNDP for support services and with the following terms and conditions, we confirm our acceptance of the activities to be provided by *Swaziland Public Procurement Regulation Authority (SPPRA)* towards the project, as specified in Attachment 2: Description of Activities (hereinafter referred to as "Activities"). Close consultations will be held between *Swaziland Public Procurement Regulation Authority (SPPRA)* and UNDP on all aspects of the Activities.
3. *Swaziland Public Procurement Regulation Authority (SPPRA)* shall be fully responsible for carrying out, with due diligence and efficiency, all Activities in accordance with its Financial Regulations and Rules.
4. In carrying out the activities under this Letter, the personnel and sub-contractors of *Swaziland Public Procurement Regulation Authority (SPPRA)* shall not be considered in any respect as being the employees or agents of UNDP. UNDP does not accept any liability for claims arising out of acts or omission of *Swaziland Public Procurement Regulation Authority (SPPRA)* or its personnel, or of its contractors or their personnel, in performing the Activities or any claims for death, bodily injury, disability, damage to property or other hazards that may be suffered by *Swaziland Public Procurement Regulation Authority (SPPRA)* and its personnel as a result of their work pertaining to the Activities.
5. Any sub-contractors, including NGOs under contract with *Swaziland Public Procurement Regulation Authority (SPPRA)* shall work under the supervision of the designated official of *Swaziland Public Procurement Regulation Authority (SPPRA)*. These sub-contractors shall remain accountable to *Swaziland Public Procurement Regulation Authority (SPPRA)* for the manner in which assigned functions are discharged.
6. Upon signature of this Letter, UNDP will make payments to *Swaziland Public Procurement Regulation Authority (SPPRA)* according to the schedule of payments specified in Attachment 3: Schedule of Activities, Facilities and Payments.
7. *Swaziland Public Procurement Regulation Authority (SPPRA)* shall not make any financial commitments or incur any expenses which would exceed the budget for the Activities as set forth in Attachment 8. *The Swaziland Public Procurement Regulation Authority (SPPRA)* shall regularly consult with UNDP concerning the status and use of funds and shall promptly advise UNDP any time when *Swaziland Public Procurement Regulation Authority (SPPRA)* is aware that the budget to carry out these Activities is insufficient to fully implement the project in the manner set out in the Attachment 2. UNDP shall have no obligation to provide *Swaziland Public Procurement Regulation Authority (SPPRA)* with any funds or to make any reimbursement for expenses incurred by *Swaziland Public Procurement Regulation Authority (SPPRA)* in excess of the total budget as set forth in Attachment 3.
9. *Swaziland Public Procurement Regulation Authority (SPPRA)* shall submit a cumulative financial report each quarter (31 March, 30 June, 30 September and 31 December). The report will be submitted to UNDP through the UNDP Resident Representative within 30 days following those dates. The format will follow the standard UNDP expenditure report [a model copy of which is provided as Attachment 4]. UNDP will include the financial report by *the Swaziland Public Procurement Regulation Authority (SPPRA)* in the financial report for Project Number 00077239 entitled Strengthening Good Governance and Citizen Participation.
10. *Swaziland Public Procurement Regulation Authority (SPPRA)* shall submit such progress reports relating to the Activities as may reasonably be required by the project manager in the exercise of his or her duties.
11. *Swaziland Public Procurement Regulation Authority (SPPRA)* shall furnish a final report within 6 months after the completion or termination of the Activities, including a list of non-expendable equipment purchased by *Swaziland Public Procurement Regulation Authority (SPPRA)* and all relevant audited or certified financial statements and records related to such Activities, as appropriate, pursuant to its Financial Regulations and Rules.

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12. Equipment and supplies that may be furnished by UNDP or procured through UNDP funds will be disposed as agreed, in writing, between UNDP and *Swaziland Public Procurement Regulation Authority (SPPRA)*.

13. Any changes to the LOA between the government implementing partner and UNDP for support services which would affect the work being performed by *Swaziland Public Procurement Regulation Authority (SPPRA)* in accordance with Attachment 2 shall be recommended only after consultation between the parties.

14. For any matters not specifically covered by this Letter, the Parties would ensure that those matters shall be resolved in accordance with the appropriate provisions of the LOA for support services and any revisions thereof and in accordance with the respective provisions of the Financial Regulations and Rules of the *Swaziland Public Procurement Regulation Authority (SPPRA)* and UNDP.

15. The arrangements described in this Letter will remain in effect until the end of the project, or the completion of Activities according to Attachment 2, or until terminated in writing (with 30 days notice) by either party. The schedule of payments specified in Attachment 3 remains in effect based on continued performance by *Swaziland Public Procurement Regulation Authority (SPPRA)*, unless it receives written indication to the contrary from UNDP.

16. Any balance of funds that is undispersed and uncommitted after the conclusion of the Activities shall be returned within 90 days to UNDP.

17. Any amendment to this Letter shall be effected by mutual agreement, in writing,

18. All further correspondence regarding this Letter, other than signed letters of agreement or amendments thereto should be addressed to:

*Mr Israel Dessalegne*  
*UNDP Resident Representative*  
*PO Box 261*  
*Mbabane*  
*Swaziland*

19. *Swaziland Public Procurement Regulation Authority (SPPRA)* shall keep the UNDP Resident Representative fully informed of all actions undertaken by them in carrying out this Letter.

20. UNDP may suspend this Agreement, in whole or in part, upon written notice, should circumstances arise which jeopardize successful completion of the Activities.

21. Any dispute between the UNDP and *Swaziland Public Procurement Regulation Authority (SPPRA)* arising out of or relating to this Letter which is not settled by negotiation or other agreed mode of settlement, shall, at the request of either party, be submitted to a Tribunal of three arbitrators. Each party shall appoint one arbitrator, and the two arbitrators so appointed shall appoint a third arbitrator, who shall be the chairperson of the Tribunal. If, within 15 days of the appointment of two arbitrators, the third arbitrator has not been appointed, either party may request the President of the International Court of Justice to appoint the arbitrator referred to. The Tribunal shall determine its own procedures, provided that any two arbitrators shall constitute a quorum for all purposes, and all decisions shall require the agreement of any two arbitrators. The expenses of the Tribunal shall be borne by the parties as assessed by the Tribunal. The arbitral award shall contain a statement of the reasons on which it is based and shall be final and binding on the parties.

22. If you are in agreement with the provisions set forth above, please sign and return to this office two copies of this Letter. Your acceptance shall thereby constitute the basis for your *Swaziland Public Procurement Regulation Authority (SPPRA)* participation in the implementation of the project.

Yours sincerely,  
Signed on behalf of UNDP

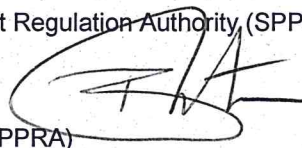


*Israel Dessalegne*  
*Resident Representative*

Date: 20/12/16

Signed on behalf of The *Swaziland Public Procurement Regulation Authority (SPPRA)*

Mr. Bongani Motsa  
Chief Executive Officer  
*Swaziland Public Procurement Regulation Authority (SPPRA)*  
Mbabane



Date: 8/FEB/2017