

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

Dear Mr. Mergen Annabaev,

1. Reference is made to consultations between officials of the State Committee for Environmental Protection and Land Resources of Turkmenistan (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 personnel;
- (b) Administration of project personnel (Payroll, banking administration, extensions, entitlements etc.)
- (c) Payments to vendors and project personnel;
- (d) Issue/Apply deposits;
- (e) PCA reports review and certification;
- (f) F10 Settlement;
- (g) Identification and facilitation of training activities;
- (h) 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 Standard Basic Assistance Agreement between the Government of Turkmenistan and the United Nations Development Programme signed on 05 October 1993 (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.

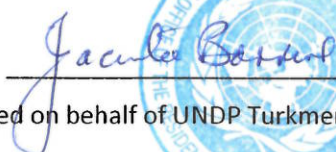
7. The manner and method of cost-recovery by the UNDP country office in providing the support services described in paragraph 3 above shall be specified in the annex to the programme support document or project document.

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.

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,



Signed on behalf of UNDP Turkmenistan

Jacinta Barrins

Resident Representative



For the Government

Mr. Mergen Annabaev

Chairman of the State Committee for Environmental Protection and Land Resources of Turkmenistan

" 17 " 09 2016

Attachment

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**DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES**

1. Reference is made to consultations between UNDP office in Turkmenistan; the institution designated by the Government of Turkmenistan and officials of UNDP with respect to the provision of support services by the UNDP country office for the nationally managed project “*Supporting climate resilient livelihoods in agricultural communities in drought-prone areas of Turkmenistan*”, #00097376 “the Project”.

2. In accordance with the provisions of the letter of agreement signed on \_\_\_\_\_ 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	Cost to UNDP of providing such support services per case/person in USD	Number of case	Percent of UNDP FT staff involvement	DPC Total Amount in USD
1. Human Resources				
a) TOR review and post classification + creation	34.35	45	50	772.88
b) Advertisement	92.22	45	50	2,074.95
c) Short-listing (including long-listing)	184.44	45	50	4,149.90
d) Writing test preparation (questions)	53.57	45	50	1,205.33
e) Writing test arrangement and administration	91.40	45	50	2,056.50
f) Test Evaluation	88.83	45	50	1,998.68
g) Interviewing	184.44	40	50	3,688.80
h) Reference check	40.06	40	50	801.20
i) Review recruitment case	25.85	45	50	581.63
j) Contract issuance	72.22	45	50	1,624.95
k) Recurrent personnel management services: staff payroll & banking administration & management (for whole contract period)	353.27	45	50	7,948.58
l) <i>Payroll validation, disbursement</i>	123.64	45	50	2,781.90
m) <i>Extension, promotion, entitlements</i>	105.98	40	50	2,119.60
n) <i>Leave monitoring</i>	17.66	18	5	15.89

o) <i>Leave monitoring</i> - Absence data management in Atlas only	5.70	18	6	6.16
p) Staff HR & Benefits Administration & Management ( <i>one time fee, per staff. Services incl. contract issuance, benefits enrollment, payroll setup - this price applies to the separation process as well</i> )	160.80	6	5	48.24
2. Finance				
a) Issue check only (Atlas Agencies only)	12.82	450	30	1,730.70
b) Vendor profile only (Atlas Agencies only)	15.44	150	30	694.80
c) Journal Voucher or General Ledger Journal Entry (GLJE)	35.67	150	30	1,605.15
d) PCA reports review and certification	25.80	150	30	1,161.00
e) F10 Settlement	24.82	450	30	3,350.70
f) Issue/Apply Deposits Only	16.36	15	30	73.62
3. Procurement				
a) Procurement not involving CAP - below US\$ 50,000				
- Issue Purchase Order	41.95	240	25	2,517.00
- Follow-up	41.95	240	25	2,517.00
b) Procurement process involving CAP (and/or ITB, RFP, requirements) - above US\$ 50,000)		0		
- Identification & selection	489.45	13	40	2,545.14
- Contracting/Issue Purchase Order	104.07	13	25	338.23
- Follow-up	107.07	13	25	347.98
c) Consultant recruitment			25	0.00
- Advertising	36.11	130	25	1,173.58
- Contract issuance	72.22	130	25	2,347.15
d) Procurement involving RACP (goods, services & consultant > US\$150,000)				
- Contracting	60.67	20	25	303.35
- Issue PO	41.95	19	25	199.26
- Follow up	60.67	20	25	303.35
Asset disposal (without CAP)	28.77	20	25	143.85
Asset disposal involving CAP	229.40	20	25	1,147.00
4. Admin Support				
a) Issue/Renew IDs (UN LP, UN ID, etc.) UPL	40.10	18	20	144.36
b) Registration for stay in TKM	71.83	30	20	430.98
c) Custom Clearance- Diplomatic cargo	332.46	30	20	1,994.76
d) Visa request (excl. government fee)	59.55	30	20	357.30

e) Transportation Arrangement	15.90	30	20	95.40
f) Hotel Reservation	17.63	30	20	105.78
g) Transportation Voucher Arrangement	10.14	20	20	40.56
h) Ticket request (booking, purchase)	71.79	15	20	215.37
i) Travel Authorization	27.12	14	20	75.94
j) Miscellaneous Letters	12.55	18	20	45.18
<b>Total DPC</b>				<b>57,880</b>

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

As the national implementing partner, the **State Committee for Environment Protection and Land Resources of Turkmenistan** (SCEPLR) will oversee all aspects of project implementation. SCEPLR is responsible for the protection of ecosystems, protection of surface and underground water resources and monitoring the environment and natural resources, and climate monitoring. In addition, it carries out environmental assessments of various projects. The SCEPLR structure includes 5 velayat (provincial) Environmental Protection agencies, The National Institute of Deserts, Flora and Fauna (NIDFF), Ecological control service. Among other tasks, provincial administrations units of the SCEPLR supervise the wastewater monitoring and control water use permit. They carry out systematic review and assessment of the environment in Turkmenistan, and develop standards for pollution control. SCEPLR will appoint a senior staff member to serve as the National Project Coordinator (NPC), who will be the lead individual responsible for overseeing the project.

Overall governance of the project will be carried out by the **Project Board**, which will include SCEPLR, other national agencies including the Ministries of Agriculture and Water Economy, Economy and Development, Foreign Affairs, National Committee on Hydrometeorology, Institute of Desert, Flora and Fauna, Research Institute of Water Management, Institute of Livestock Management, Velayat and Etrap (Administrative and Territorial Units at Provincial level) and UNDP. The Project Board may invite other agencies to join as members, with the roster to be definitively set and approved no later than the project's inception period. The National Project Coordinator will serve as Chair of the Project Board, with assistance from UNDP in organizing and running all meetings and other exchanges of information. Meetings of the Project Board will take place at least once annually in time for approval of the following year's Annual Work Plan. Additional meetings may be called as needed by the NPC.

UNDP will join SCEPLR in managing the project and providing quality assurance, in accordance with plans approved by the Project Board. Most of UNDP's work for the project will be based in its Country Office (CO) in Ashgabat, under the supervision of the Programme Specialist for Environment and Energy and other senior programme staff, including the UNDP Resident Coordinator and Deputy Resident Coordinator as warranted. UNDP will also engage contractors to carry out Midterm and Final Evaluations of the project. The UNDP Regional Technical Advisor, based in the UNDP Regional Service Centre in Istanbul, will provide technical support, assistance with coordination, and overall project monitoring to ensure consistency with expectations from UNDP and GEF. The day-to-day operations of the project will be carried out by five full-time project staff, headed by the **Project Manager**. The Project Manager will be responsible for carrying out the activities of the project as set forth in this Project Document and any revisions approved by the Project Board. At least one month in advance of the start of each project year, the Project Manager will prepare Annual Work Plans. These plans will be reviewed and approved by the Project Board and thereafter will be used by project staff as tools for planning, implementing, and tracking work flows. In addition, for each meeting of the Project Board, the Project Manager will prepare a full status report on project activity, including recent accomplishments, risks, and proposed mitigation measures. The Project Manager will also be responsible for preparing all required annual reports for UNDP and GEF.

UNDP country office staff will assist the Project Manager in all the administrative work of the project, including logistics and clerical work. In addition, the country office will provide administrative support to the Government with regard to various specific administrative functions, whose costs will be billed as Direct Project Costs according to this Letter of Agreement.

Responsibilities of other entities of the Government are set forth in the table below

Stakeholders/Partners	Roles and responsibilities	Involvement Plan and mechanisms
State Committee for Environment Protection and Land Resources of Turkmenistan	National implementing partner. Will provide overall project oversight and coordination with national initiatives and strategies regarding water management. Will join UNDP project team in leading design and execution of all project components at both national and velayat levels (including demonstration/investment projects for climate resilient agriculture and pasture management, as well as etrap climate adaptation action plans and national policies).	Chair of Project Board. Will join UNDP project team in leading design and execution of all project components at both national and velayat levels (including demonstration/investment projects for climate resilient agriculture and pasture management, as well as etrap climate adaptation action plans and national policies).
Ministry of Agriculture and Water Economy	Responsible for design and delivery of all project activity at the farm level, as well as accompanying training for farmers. Participate in development of national, regional, and local action plans on sustainable agricultural and land management. Will coordinate all connections between the project and local farmers' associations.  Will provide overall project oversight and coordination with national initiatives and strategies regarding water management. Will join UNDP project team in leading design and execution of all project components at both national and velayat levels (including demonstration/investment projects for low-water irrigation, municipal water supply, and canal linings, as well as regional action plans and national policies).	Project beneficiary,  Member of the project Board, participation in project design of pilot activities
National Committee on Hydrometeorology under the Cabinet of Ministers of Turkmenistan	Monitoring, O&M of observation network, preparation of drafts of regulations related to hydro-meteorological activities	Project Advisor
Ministry of Economy and Development	Support design and delivery of all project activity. Ministry will provide support especially in projects related to infrastructure and scaling up of investment activity. Will be responsible for ensuring implementation on NEPAAM	Member of the Project Board. Manage institutional structures for NEPAAM implementation
Institute of Desert, Flora and Fauna	Conservation and sustainable use of desert ecosystems and their resources	Project advisor

Research Institute of Water Management	Research on water quality and quantity issues	Project advisor
Institute of Livestock Management	Will participate in the design, implementation and valuation of the pilot of the livestock association in the desert pastures, provide technical input for the assessment of ecosystem values of natural pastures in the pilot etrap	Will participate in the design, implementation and valuation of the pilot of the livestock association in the desert pastures, provide technical input for the assessment of ecosystem values of natural pastures in the pilot etrap
Velayat (Administrative and Territorial Units at Provincial level)	Oversight and support for the implementation of the vulnerability assessment and planning, implementation and monitoring of the participatory adaptation plans in the pilot etrap.	Member of the Project Board
Etrap (Administrative and territorial unit at district level)	Direct participation in adaptation planning, implementation and monitoring of farmer and livestock association adaptation plans.	Implementing partner and member of etrap coordinating committees
Gengesh (local government bodies)	Support for agriculture and livestock associations adaptation planning and implementation. Member of etrap coordinating committee	Member of etrap coordinating committee
Daikhan (Farmer) and Livestock Associations	Participation and decision making at all stages of all activity related to agriculture, irrigation, drainage, and sustainable land and pasture management in the pilot entraps. For demonstration projects, formal letters of understanding outlining mutual commitments will be jointly prepared and signed.	Project implementers and direct beneficiaries
Daikhan farms	Participation as part of the pilot daikhan associations that also include a few daikhan farms. These farms will be directly involved at all stages of all activity related to agriculture, irrigation, drainage, and sustainable land and pasture management in the pilot entraps. For demonstration projects, formal letters of understanding outlining mutual commitments will be jointly prepared and signed.	Project implementers and direct beneficiaries
Daikhan Bank	The Daikhan Bank will be the key financial institution for providing credit funding to the pilot daikhan associations for implementation of the participatory adaptation management plans	Financial Institution supporting credit facilities for daikhan associations and diakhan farms

