

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

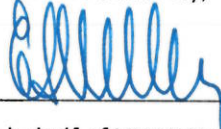
Dear Mr. Batyrmurad Orazmuradov,

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 (the State Committee for Environmental Protection and Land Resources of Turkmenistan, hereinafter referred to as "the Committee") 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 Committee 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 and in agreement with the Committee, the following support services for the activities of the programme/project:
 - (a) Identification and/or recruitment of project personnel in agreement with the Committee;
 - (b) Administration of project personnel (Payroll, banking administration, extensions, entitlements etc.) in agreement with the Committee (in cases related to contract extension)
 - (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 in agreement with the Committee.

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 the Committee. 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 the Committee 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

Elena Panova

Resident Representative

"29" 05 2018



For the Government

Mr. Batyrmurad Orazmuradov

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

"11" 06 2018

Attachment

DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES

1. Reference is made to consultations between UNDP office in Turkmenistan, the State Committee for Environmental Protection and Land Resources of Turkmenistan (hereinafter referred to as "the Committee") and officials of UNDP with respect to the provision of support services by the UNDP country office for the nationally managed project "*Sustainable Cities in Turkmenistan: Integrated Green Urban Development in Ashgabat and Awaza*" (Project ID: 00081872), "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	Schedule for the provision of the support services	Cost to UNDP of providing such support services per case/person in USD	Number of case	DPC Total Amount in USD
1. Human Resources				
a) TOR review and post classification + creation	1st and 2nd quarter 2018	34.35	25	515.25
b) Advertisement	1st and 2nd quarter 2018	92.22	25	1,383.30
c) Short-listing (including long-listing)	1st and 2nd quarter 2018	184.44	25	2,766.60
d) Writing test preparation (questions)	1st and 2nd quarter 2018	53.57	25	803.55
e) Writing test arrangement and administration	1st and 2nd quarter 2018	91.4	25	1,371.00
f) Test Evaluation	1st and 2nd quarter 2018	88.83	25	1,332.45
g) Interviewing	1st and 2nd quarter 2018	184.44	25	2,766.60
h) Reference check	1st and 2nd quarter 2018	40.06	25	600.90
i) Review recruitment case	1st and 2nd quarter 2018	25.85	25	387.75
j) Contract issuance	1st and 2nd quarter 2018	72.22	25	1,083.30
k) Recurrent personnel management services: staff payroll & banking administration & management (for whole contract period)	1st and 2nd quarter 2018	353.27	25	5,299.05

Support services	Schedule for the provision of the support services	Cost to UNDP of providing such support services per case/person in USD	Number of case	DPC Total Amount in USD
l) <i>Payroll validation, disbursement</i>	1st and 2nd quarter 2018	123.64	25	1,854.60
m) <i>Extension, promotion, entitlements</i>	Yearly	105.98	25	1,324.75
n) <i>Leave monitoring</i>	Yearly	17.66	25	110.38
o) <i>Leave monitoring - Absence data management in Atlas only</i>	Yearly	5.7	25	35.63
p) <i>Staff HR & Benefits Administration & Management (one time fee, per staff. Services incl. contract issuance, benefits enrollment, payroll setup - this price applies to the separation process as well)</i>	Yearly	160.8	25	1,005.00
2. Finance				
a) <i>Payment to vendor and staff</i>	Quarterly, yearly	29.85	2000	17,910.00
- <i>Urgent payments to vendor and staff (within 1 day)</i>	Ad hoc	59.7	15	268.65
- <i>Urgent payments to vendor and staff (within 3 day)</i>	Ad hoc	37.31	20	223.86
b) <i>Issue check only (Atlas Agencies only)</i>	Ad hoc	12.82	120	461.52
- <i>Issue check only (Atlas Agencies only - within 1 day)</i>	Ad hoc	25.64	20	153.84
- <i>Issue check only (Atlas Agencies only - within 3 days)</i>	Ad hoc	16.03	20	96.18
c) <i>Vendor profile only (Atlas Agencies only)</i>	As per the working plan	15.44	250	1,158.00
d) <i>Journal Voucher or General Ledger Journal Entry (GLJE)</i>	Quarterly, yearly	35.67	50	535.05

Support services	Schedule for the provision of the support services	Cost to UNDP of providing such support services per case/person in USD	Number of case	DPC Total Amount in USD
e) PCA reports review and certification	As per the working plan	25.8	200	1,548.00
f) F10 Settlement	As per the working plan	24.82	250	1,861.50
g) Issue/Apply Deposits Only	As per the working plan	16.36	45	220.86
3. Procurement				
a) Procurement not involving CAP - below US\$ 50,000				
- Identification and selection	As per the working plan	282.29	500	35,286.25
- Issue Purchase Order	As per the working plan	41.95	500	6,292.50
- Follow-up	As per the working plan	41.95	500	5,243.75
b) Procurement process involving CAP (and/or ITB, RFP, requirements) - above US\$ 50,000)				
- Identification & selection	As per the working plan	489.45	50	7,341.75
- Contracting/Issue Purchase Order	As per the working plan	104.07	50	1,561.05
- Follow-up	As per the working plan	107.07	50	1,338.38
c) Consultant recruitment				
- Advertising	As per the working plan	36.11	50	451.38
- shortlisting and selection	As per the working plan	157.13	50	1,964.13
- Contract issuance	As per the working plan	72.22	50	902.75
d) Procurement involving RACP (goods, services & consultant > US\$150,000)				
- Identification & selection	As per the working plan	582.33	9	1,310.24
- Contracting	As per the working plan	60.67	9	136.51
- Issue PO	As per the working plan	41.95	9	113.27

Support services	Schedule for the provision of the support services	Cost to UNDP of providing such support services per case/person in USD	Number of case	DPC Total Amount in USD
-Follow up	As per the working plan	60.67	9	136.51
e) Asset disposal (without CAP)	By the closure of the project	28.77	9	64.73
f)Asset disposal involving CAP	By the closure of the project	229.4	3	172.05
4. Admin Support				
a) Issue/Renew IDs (UN LP, UN ID, etc.) UPL	3rd and 4th QTR 2017	40.1	20	160.40
b) Registration for stay in TKM	As per the working plan	71.83	100	1,436.60
c) Custom Clearance-Diplomatic cargo	As per the working plan	332.46	20	1,994.76
d) Visa request (excl. government fee)	As per the working plan	59.55	150	1,786.50
e) Hotel Reservation	As per the working plan	17.63	150	477.00
f) Transportation Voucher Arrangement	As per the working plan	10.14	150	528.90
g) Ticket request (booking, purchase)	As per the working plan	71.79	150	2,153.70
h) Travel Authorization	As per the working plan	27.12	150	813.60
i) Miscellaneous Letters	As per the working plan	12.55	150	1,255.00
Total DPC				119,999.25

Total amount for support services shall not exceed 119,999.25 USD.

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** (the Committee) will oversee all aspects of project implementation. This role is consistent with the role of the Committee as the national body responsible for the implementation of state governance in the field of nature conservation in Turkmenistan, developing proposals for the formation of a unified state policy in the field of nature protection and rational nature management in Turkmenistan, ensuring the development and implementation of state programs and other policy documents in the field of nature protection and rational nature management, participation in international cooperation in the field of nature protection, coordinating the activities of ministries and other central government bodies for the implementation of Turkmenistan's commitments arising from international environmental treaties.

Overall governance of the project will be carried out by the **Project Board**, which will include the Committee, other national agencies including the Ministries of Agriculture and Water Economy, Finance and Economy, Energy, Automobile Transport, Municipal Services, Foreign Affairs 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 the Committee 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 and arising challenges in implementation of the project. 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. The Committee will coordinate the work of project team in leading design and execution of all project components at both national and velayat levels.	The Committee will chair the meetings of Project Board. The Committee will coordinate the work project team in leading design and execution of all project components at both national and velayat levels.
Ministry of Energy of Turkmenistan	Member of the Project Board. Will participate in the development and implementation of all project activities on all matters concerning energy and street lighting. Join UNDP, the Committee and other ministries and departments in the development of national, regional and local plans of action for urban	ME is the project beneficiary, Member of the Project Board and is involved in the development of pilot activities of the project.

Stakeholders/Partners	Roles and responsibilities	Involvement Plan and mechanisms
	<p>development.</p> <p>ME will have the overall supervision and coordination of the project with national initiatives and strategies related to energy, energy efficiency and renewable sources of energy. ME will join the project team of UNDP in leading the development and execution of all project components in the field of energy, energy efficiency and renewable sources of energy both at the national and at the regional level.</p>	
<p>Ministry of Automobile Transport of Turkmenistan</p>	<p>Member of the Project Board. Will participate in the development and implementation of all project activities on all issues related to transport. Will join UNDP, the State Committee and other ministries and departments in developing national, regional and local action plans for urban development.</p> <p>The MAT will provide overall supervision and coordination of the project with national initiatives and strategies in the field of transport. The MAT will join the UNDP project team in managing the development and implementation of all project components in the field of transport at both the national and regional levels.</p>	<p>MAT is the project beneficiary, Member of the Project Board and is involved in the development of pilot activities of the project.</p>
<p>Ministry of Municipal Services of Turkmenistan</p>	<p>Member of the Project Board. Will participate in the development and implementation of all project activities on all issues related to waste management and utility issues. Will join UNDP, the State Committee and other ministries and departments in developing national, regional and local action plans for urban development.</p>	<p>MMS is the project beneficiary, Member of the Project Board and is involved in the development of pilot activities of the project.</p>
	<p>The MMS will carry out overall supervision and coordination of the project with national initiatives and strategies related to waste management and utility issues. The MMS will join the UNDP project team in guiding the development and implementation of all project components related to waste management and utility issues at both the national and regional levels.</p>	
<p>State Committee for Tourism of Turkmenistan</p>	<p>Member of the Project Board. Will participate in the development and implementation of all project activities on all issues related to tourism and Avaza. Will join UNDP, the State Committee and other ministries and departments in</p>	<p>SCT is the project beneficiary, Member of the Project Board and is involved in the development of pilot</p>

Stakeholders/Partners	Roles and responsibilities	Involvement Plan and mechanisms
	<p>developing national, regional and local action plans for urban development.</p> <p>The SCT will carry out overall supervision and coordination of the project with national initiatives and strategies. The SCT will join the UNDP project team in guiding the development and implementation of all project components at both the national and regional levels.</p>	<p>activities of the project.</p>
Khyakimlik of Ashgabat	<p>The Ashgabat Administration will oversee and support the implementation of Ashgabat's development planning, as well as facilitate the planning, implementation and monitoring of joint plans.</p>	<p>Khyakimlik of Ashgabat is a member of the Project Board</p>
Khyakimlik of Turkmenbashi	<p>The administration of Turkmenbashi will oversee and support the implementation of Avaza's development planning, as well as facilitate the planning, implementation and monitoring of joint plans.</p>	<p>Khyakimlik of Turkmenbashi is a member of the Project Board</p>