



Ministry of National Security

Government of the Republic of Trinidad and Tobago

NS/INTAFF: 77/9/6 Vol. VII

August 25, 2021

Ms Randi Davis
Resident Representative
United Nations Development Programme
UN House
3A Chancery Lane
Port of Spain

Dear Ms Davis,

Support to the Ministry of National Security of Trinidad and Tobago – Forensic Pathologists

Kindly find attached signed copies of the project document *Support to the Ministry of National Security of Trinidad and Tobago – Forensic Pathologists*, to facilitate the engagement of three (3) forensic pathologists via the United Nations Volunteer Programme.

I would like to express my sincere appreciation for the support of the United Nations Development Programme (UNDP) in this critical area, and for its ongoing support to the Ministry of National Security in other critical areas. We look forward to the implementation of the project, and welcoming the UN Volunteers to Trinidad and Tobago.

Kindly note that Mrs. Nataki Atiba-Dilchan, Permanent Secretary (Ag), Ministry of National Security will represent the Ministry on the project board in the role of 'Executive'.

Please accept the assurances of my support and that of the Ministry in this regard, and look forward to deepening our partnership with the UNDP.

Sincerely,

A handwritten signature in blue ink that reads "Gary Joseph".

Permanent Secretary (Ag)

UNITED NATIONS DEVELOPMENT PROGRAMME

PROJECT DOCUMENT**Trinidad and Tobago**Empowered lives.
Resilient nations.

I. SUPPORT TO THE MINISTRY OF NATIONAL SECURITY OF TRINIDAD AND TOBAGO – FORENSIC PATHOLOGISTS

Project Number: 00110750**Implementing Partner:** Ministry of National Security (Trinidad and Tobago Forensic Science Centre)**Start Date:** August 2021**End Date:** August 2025 **PAC Meeting date:** 24th, August 2018**Brief Description**

Trinidad and Tobago is a high middle-income country with a stable political system but has been challenged by an upsurge in violence and crime, including homicides. The Government of Trinidad and Tobago has prioritised addressing this issue and has been enhancing its crime fighting capacity. In this regard, it has identified strengthening the human resource capacity of the Trinidad and Tobago Forensic Science Centre (TTFSC) of the Ministry of National Security as a key initiative. The objective of this project is to provide support to the Ministry of National Security (TTFSC) through the recruitment of three (3) Forensic Pathologists utilizing the International UN Volunteer (IUNV) modality. The IUNV Forensic Pathologists would be assigned to the Ministry of National Security, Trinidad and Tobago Forensic Science Centre (TTFSC).



Contributing Outcome UN MSDF: Equitable access to justice, protection, citizen security and safety reinforced.
Sustainable Development Goals (SDGs): 5, 10 and 16

CPD Outcome: To create an environment that ensures public safety and security through maintenance of law and order and commitment of all available resources to the protection of life and property

Indicative Output: Capacities of the security sector for governance and oversight are improved through the development of a citizen security approach to address crime and violence.

Total resources required:	US\$449,701.20	
Total resources allocated:	UNDP TRAC:	
	Donor:	
	Government:	US\$449,701.20
Total:	US\$449,701.20	

Agreed by (signatures):

Government	UNDP	Implementing Partner
 Mr. Gary Joseph Permanent Secretary Ministry of National Security Date: 25 th August 2021	 Ms. Randi Davis, UNDP Resident Representative Date: 26-Aug-2021	Print Name: (Not Applicable) Date:

I. DEVELOPMENT CHALLENGE

The development challenge that the project aims to address is central to safety and security in Trinidad and Tobago and aligns with national development plans.

Trinidad and Tobago (T&T) is situated in the South-Eastern Caribbean with a territory of 5,128 sq. km. and a population of 1.3 million. The country has largely enjoyed sustained economic growth driven primarily by expansion in the energy sector. Trinidad and Tobago, however, continues to confront serious challenges related to crime and violence, which require urgent multi-stakeholder responses. This challenge manifests itself in most areas of criminal activity and includes murder, organized crime, and drug trafficking. Additionally, Trinidad and Tobago, has been identified as a transshipment location, a geographical point for the shipment of drugs to points in Europe and North America. With the associated fallout of drug abuse, drug trafficking, gang violence and turf wars, and the proliferation of guns, these developments have in turn fuelled crimes such as robbery, assault, kidnappings, and murder. The following data¹ illustrates one example of this, the high murder rates that continue to plague the country:

Year	No. Of Murders Occurred
2010	473
2011	352
2012	380
2013	408
2014	405
2015	420
2016	462
2017	495
2018	517
2019	536
2020	393

The Government of the Republic of Trinidad and Tobago (GORTT) has implemented several initiatives aimed at bringing the current crime situation under control and is seeking to strengthen its national security apparatus.

In this regard, the Trinidad and Tobago Forensic Science Centre (TTFSC) of the Ministry of National Security (MNS) is one of the divisions which has been targeted for institutional strengthening. The Centre's mission is to provide for an impartial, reliable, and efficient forensic science service based on established scientific principles. This service includes the identification of illicit drugs; firearm examinations; identification of explosive residues; hand-writing comparisons and detection of alterations of documents; and forensic pathology services.

¹ Crime and Problem Analysis Branch, Trinidad and Tobago Police Service

The workload of the TTFSC has been impacted by the murder rate and otherwise increased demand for its services. Forensic Pathologists attached to the TTFSC are also required, at times, to operate in Tobago. Considering these challenges, the MNS is seeking to strengthen the capacity of the TTFSC to respond promptly and efficiently to requests for its services.

The objective of this project is to improve the capacity of the TTFSC by providing hands-on support to deal with the various cases, and where possible provide training to staff as required, so as to ensure that the TTFSC can support law-enforcement agencies in a timely and professional manner. The project, which will have a duration of four (4) years, will source the professional services of three (3) Forensic Pathologists to serve the TTFSC. Initially, the services of two (2) IUNV Forensic Pathologists will be retained for a period of two (2) years each for the first two (2) years of the project. Upon completion of their assignment, a third IUNV Forensic Pathologist will be recruited and assigned to the TTFSC for the final two (2) years of the project.

The International United Nations Volunteer Programme, which is administered by UNDP, contributes to peace and development through volunteerism worldwide. It works with partners to integrate qualified, highly motivated and well supported UN Volunteers into development programming and promote the value and global recognition of volunteerism.

The MNS has reached out to the UNDP to temporarily increase the staff complement of forensic pathologists by contracting three (3) IUNV experts for a period of two (2) years each, over four (4) years. This will immediately impact the efficiency of the operations of the TTFSC by increasing capacity. The experts will also train local pathologists so as to build local capacity. It should be noted that forensic pathologists have been provided to Trinidad and Tobago, through this modality, in the past.

Alignment with the Global Agenda

The GORTT signed on to the United Nations Multi-Country Sustainable Development Framework (UN MSDF) for the Caribbean in April 2017. The Framework intends to guarantee national ownership while promoting regional synergies in the implementation of the UN 2030 Sustainable Development Agenda. In this regard, Goals 5, 10 and 16 of the Agenda are applicable: Gender Equality (5); Reduced Inequalities (10); and Peace Justice and Strong Institutions (16). Priority Area 3 of the MSDF, "A Cohesive, Safe and Just Caribbean", acknowledges that challenges with citizen security are increasingly restricting the ability of Caribbean people to live full and productive lives. It seeks to address the challenges relating to crime, violence, and insecurity by supporting the creation of conditions for a cohesive, safe, and just Caribbean, while tackling the root causes that promote and perpetuate violence and insecurity.

II. STRATEGY

The UNDP Country Office in Trinidad and Tobago will assist the Government in addressing the current shortage of specialized forensic skills and critical capacity through the provision of specialized human resources.

The recruitment of Forensic Pathologists forms part of a broader strategy for enhancing the capacity of the Ministry of National Security to respond to crime in Trinidad and Tobago. It also builds on a previous agreement in 2007 between the Ministry of National Security and UNDP through which UNDP provided support for the recruitment of a Forensic Pathologist for the TTFSC through the IUNV modality. This IUNV was then recruited by the Ministry of National Security upon completion of his initial IUNV contract.

The approach to supporting the Ministry of National Security (TTFSC) will be one which focuses on service delivery to support the various cases that arise over each IUNV's two-year contractual period which will include the share of knowledge and experience with colleagues within the context of an improved framework for crime detection and resolution. The Forensic Pathologists will be required to provide services at different locations in Trinidad and Tobago, the cost for which will be borne by the Ministry of National Security.

III. RESULTS AND PARTNERSHIPS

Expected Results

In recent years, there has been a significant increase in the requests for post-mortem examinations, which has placed a severe strain on the ability of the TTFSC to deliver this service adequately to the country. It is expected that the recruitment of the Forensic Pathologists will enhance the capacity of the Ministry of National Security (TTFSC) to support national crime detection and resolution. This support will be specifically provided to undertake post-mortems to determine causes of unnatural death, particularly those suspected to involve a felony; identification of skeletal remains; and histological examination of tissues.

Partnership

UNDP Trinidad and Tobago will partner with the Ministry of National Security to support the TTFSC through the recruitment of three (3) IUNVs, via the United Nations Volunteers programme, over a period of four (4) years, with each IUNV serving a two (2) year contract.

Risks and Assumptions

Risks: See Risk Log at **Annex II**.

Assumptions: It is assumed that the TTFSC has the functional capability, inclusive of physical space and equipment, to receive the additional personnel within its existing facilities.

Stakeholder Engagement

The key stakeholder of this project is the Ministry of National Security which includes the Trinidad and Tobago Police Service (TTPS), the Trinidad and Tobago Defence Force (TTDF), and the Trinidad and Tobago Prison Service. Additional stakeholders that may benefit from this project are the Judiciary of Trinidad and Tobago, the Director of Public Prosecutions, the Police Complaints Authority, the Ministry of Health and by extension the GORTT. These stakeholders and members of the public may request post-mortem examinations in cases where there is uncertainty in the cause of death.

Knowledge

- Development of guidelines to drive the laboratory accreditation standards process tailored to the needs of the TTFSC and aligned to international best practices.
- Data collection and dissemination of annual statistics on post-mortem examinations conducted at the TTFSC will be made available to all key stakeholders and the public, subject to the laws of Trinidad and Tobago.

Sustainability and Exit Strategy

- There exists the possibility that additional IUNVs could be recruited by the TTFSC based on need; and
- Possibility for the TTFSC to recruit Trinidad and Tobago nationals who recently graduated as forensic pathologists to be trained under the experts.

The TTFSC will be able to provide an efficient and effective post-mortem examination service to Trinidad and Tobago and, it is expected that once the volunteers have left, their contributions will be maintained in the continuing delivery of the service by the other existing and any new pathologists employed at the TTFSC.

IV. PROJECT MANAGEMENT

The Executing Agency for the project will be the **Ministry of National Security**. This project will be managed using the Country Office Support to National Implementation (NIM) modality. Under this modality, UNDP is accountable for the effective and efficient use of resources for the achievement of programme results in conjunction with the Ministry of National Security. UNDP Country Office will therefore provide:

- (i) support to the TTFSC for the recruitment of three (3) Forensic Pathologists through the IUNV modality
- (ii) related human resource management support during the project period
- (iii) financial management of all inputs (Combined Delivery Reports (CDRs) showing quarterly/annual expenditures will be prepared by UNDP and forwarded to the Ministry of National Security for certification)

Inputs for this project will be financed by the Ministry of National Security as per the Financing Agreement at **Annex II**.

In accordance with the decisions and directives of UNDP's Executive Board, reflected in its Policy on Cost Recovery, this contribution (government funds), sourced from Other Resources, shall be subject to cost recovery by UNDP for indirect costs incurred by UNDP Headquarters (UNDP HQ) and Country Office (CO) structures in providing General Management Support (GMS) services. GMS encompasses general oversight and management functions of UNDP HQ and CO units, and include the following specific services:

- project identification, formulation and appraisal.
- determination of execution modality and local capacity assessment.
- briefing and de-briefing of project staff and consultants.
- general oversight and monitoring, including participation in project reviews.
- receipt, allocation and reporting to the donor of financial resources.

- thematic and technical backstopping through Bureaus; and
- systems, IT infrastructure, branding and knowledge transfer.

To cover these GMS costs, the contribution shall be charged a fee equal to 8%.

The project will be audited at least once in its lifetime and will be subject to an end of project evaluation. The outcomes and outputs of this project will form part of UNDP's corporate programme monitoring, reporting and oversight mechanisms. Project performance will be assessed through the convening of meetings of the Project Board which will forward recommendations to the Ministry of National Security (MNS) and the UNDP, for decisions in effecting changes or modifications to the project. The Project Board will be convened by the MNS in consultation with the UNDP initially, and thereafter by the Ministry. Minutes of these meetings will be prepared by the Project Focal Point for approval by all members of the Project Board. A Terminal Project Review meeting will be held prior to the closure of the project. In keeping with UNDP's rules and regulations which govern auditing requirements, all UNDP projects must be audited at least once in their lifecycle. UNDP will be responsible for:

- (i) selecting and engaging the external auditors to conduct a financial audit of the project; and
- (ii) the coordination of the conduct of the audit activity.

V. RESULTS FRAMEWORK												
Intended Outcome as stated in the MSDF 2016												
Priority Area: An Inclusive, Equitable and Prosperous Caribbean.												
Outcome Statement: Equitable access to justice, protection, citizen security and safety, reinforced.												
Sustainable Development Goals (SDGs): 5, 10, and 16.												
CPD Outcome: To create an environment that ensures public safety and security through maintenance of law and order and commitment of all available resources to the protection of life and property												
Applicable Output(s) from the UNDP Strategic Plan: Output 3.2.2 National and local systems enabled, and communities empowered to ensure the restoration of justice institutions, redress mechanisms and community security.												
Project title and Atlas Project Number: Support to The Ministry of National Security of Trinidad and Tobago – Forensic Pathologists (#00110750)												
OUTPUTS	OUTPUT INDICATORS	DATA SOURCE	BASELINE		TARGETS (by frequency of data collection)					DATA COLLECTION METHODS & RISKS		
			Value	Year	Year 1	Year 2	Year 3	Year 4	Year 5		FINAL	
Output 1 <i>Project Management</i>	1.1 Project Board established	1.1 Project board minutes	0	2021	1						1	Project Focal Point
	1.2 Project focal point identified and assigned	1.2 Reports from project focal point	0	2021	1						1	Project Focal Point
	1.3 Establishment of project baselines & indicators (to be evaluated at end of project) e.g., No. of cases processed over a 1-month period.	1.3 Reports from project focal point	TBD	2021	TBD	TBD					TBD	TBD

<p>Output 2 <i>Increase the number of forensic pathologists at the Trinidad and Tobago Forensic Science Centre</i></p>	<p>2.1 Number of forensic pathologists recruited through the UNV Programme</p>	<p>UNV contracts</p>	<p>0</p>	<p>2021</p>	<p>2</p>	<p>1</p>	<p>3</p>	<p>Progress reports from UNVs and evaluation reports from supervisors to be coordinated by project focal point. Risk: Insufficient orientation into the TTFSC, resulting in reduced output of UNVs and unnecessary conflicts with existing staff members. Inability to identify and recruit suitable candidates</p>
<p>Output 3 <i>Project communication</i></p>	<p>5.1 Project communication completed (inclusive of published press releases and other media events)</p>	<p>Media coverage</p>	<p>0</p>	<p>2021</p>	<p>0</p>	<p>2</p>	<p>4</p>	<p>Press and social media coverage.</p>

VI. MONITORING AND EVALUATION

The project will be monitored by the Project Focal Point, who will report on Output indicator progress to the Project Board on a quarterly basis. The Project Focal Point will also update the risk log on a quarterly basis. In accordance with UNDP's programming policies and procedures, the project will be monitored through the following monitoring and evaluation plan:

Monitoring Plan

Monitoring Activity	Purpose	Frequency	Expected Action	Partners (if joint)	Cost (if any)
Track results progress	Progress data against the results indicators in the RRF will be collected and analysed to assess the progress of the project in achieving the agreed outputs.	Quarterly, or in the frequency required for each indicator.	Slower than expected progress will be addressed by project management. Site Visits to be conducted by UNDP/UNV	MNS (TTFSC)/ UNDP	0
Monitor and Manage Risk	Identify specific risks that may threaten achievement of intended results. Identify and monitor risk management actions using a risk log. This includes monitoring measures and plans that may have been required as per UNDP's Social and Environmental Standards. Audits will be conducted in accordance with UNDP's audit policy to manage financial risk.	Quarterly	Quarterly project progress reports by Project Focal Point Risks are identified by the project focal point and actions are taken to manage risk. The risk log is actively maintained to keep track of identified risks and actions taken.	MNS (TTFSC)/ UNDP	0
Learn	Knowledge, good practices and lessons will be captured regularly, as well as actively sourced from other projects and partners and integrated back into the project.	At least quarterly	Relevant lessons are captured by the project team and used to inform management decisions on a monthly and/or quarterly basis.	MNS (TTFSC)/ UNDP	0

Annual Project Quality Assurance	The quality of the project will be assessed against UNDP's quality standards to identify project strengths and weaknesses and to inform management decision making to improve the project.	Annually	Areas of strength and weakness will be reviewed by project management team (project focal point and project assurance) and used to inform the project board that will take decisions to improve project performance.	MNS (TFSC)/ UNDP	0
Review and Make Course Corrections	Internal review of data and evidence from all monitoring actions to inform decision making.	At least annually	Performance data, risks, lessons and quality will be discussed by the project board and used to make course corrections.	MNS (TFSC)/ UNDP/Project Board	0
Final Project Report	A final project report will be presented to the Project Board and key stakeholders, consisting of progress data showing the results achieved against pre-defined annual targets at the output level, the annual project quality rating summary, an updated risk log with mitigation measures, and any evaluation or review reports prepared over the period.	At the end of the project (final report)	Project status updates will be prepared by the project focal point for the project board on a quarterly basis (or as required by the project board) which will feed into the final project report upon completion of the project	MNS (TFSC)/ UNDP/Project Board	0
Project Review (Project Board)	The project's governance mechanism (i.e., project board) will hold regular project reviews to assess the performance of the project and review the Multi-Year Work Plan to ensure realistic budgeting over the life of the project. In the project's final year, the Project Board shall hold an end-of-project review to capture lessons learned and discuss opportunities for scaling up.	Regular meeting at least twice per year; Final meeting at the end of the project	Any quality concerns or slower than expected progress should be discussed by the project board and management actions agreed to address the issues identified.	MNS (TFSC)/ UNDP/Project Board	0

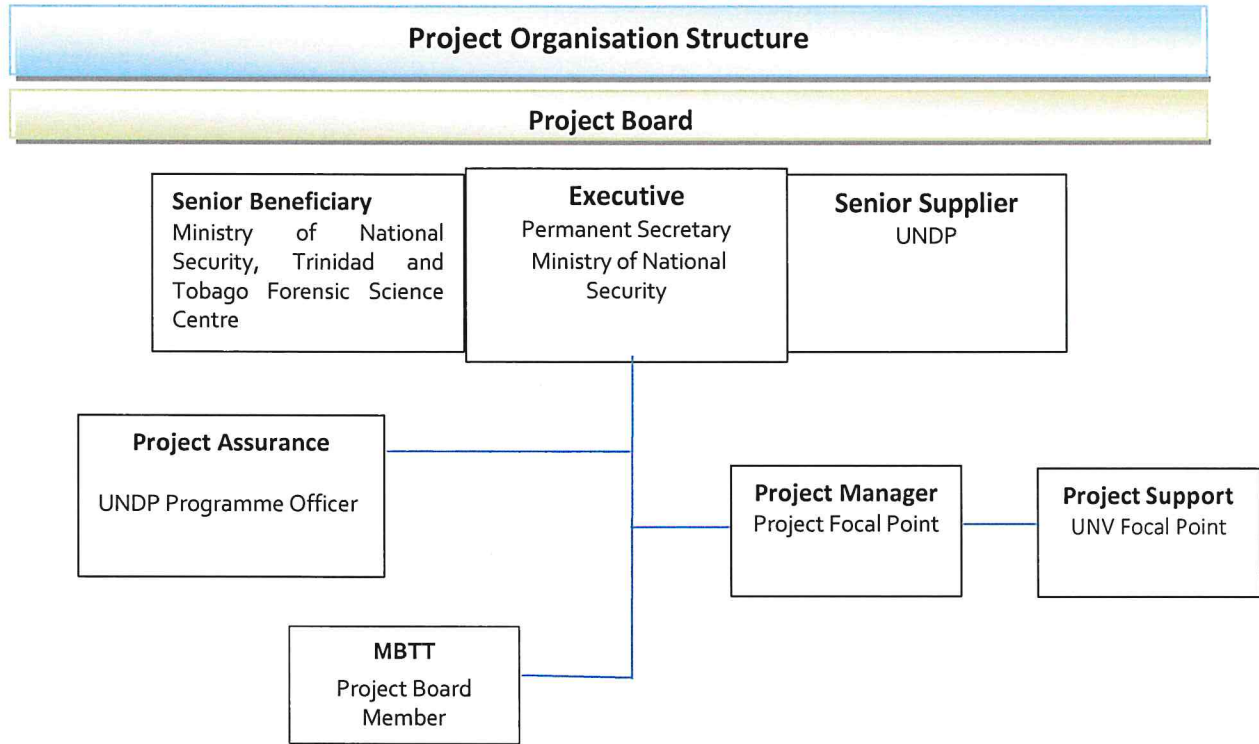
Evaluation Plan

Evaluation Title	Partners (if joint)	Related Strategic Plan Output	MSDF Outcome	Planned Completion Date	Key Evaluation Stakeholders	Cost and Source of Funding
Quarterly monitoring of project outputs	MNS (TTFSC)/ UNDP/ UNV		A Safe & Just Caribbean	At the end of each quarter	MNS (TTFSC)/ UNDP/ UNV	Built into Project Focal point role.

VII. ANNUAL WORK PLAN

EXPECTED OUTPUTS and RESULT INDICATORS	PLANNED ACTIVITIES	TIMEFRAME					RESPONSIBLE PARTY	Funding Source	Budget Description	Amount (USD)
		2021	2022	2023	2024	2025				
Output 1 <i>Establishment of Project Board</i>	1.1 Establishment of Project Board, identification of Project Focal Point(s), commitment of funds 1.2 Project focal point identified and assigned 1.3 Establishment and monitoring of project baselines & indicators and site visits to UNVs on the job	X					UNDP, MNS		NIL	
		X					UNDP, MNS		NIL	
		X	X	X	X		UNDP/UNV & MNS (TTFSC)		NIL	
		Sub-Total for Output 1							NIL	
Output 2 <i>Increase the number of forensic pathologists at the Trinidad and Tobago Forensic Science Centre</i>	2.1 (a) Two (2) IUNV Forensic Pathologists recruited and selected 2.1 (b) One (1) IUNV Forensic Pathologist recruited and selected 2.2 Conduct Induction and orientation for UN Volunteer 2.3 Acquisition of medical licenses (from MBTT)	X					UNDP/UNV & MNS (TTFSC)	Two (2) IUNVs proforma cost for a 2-year placement	\$276,010.00	
			X	X			UNDP/UNV & MNS (TTFSC)	One (1) IUNV proforma cost for a 2-year placement	\$138,005.00	
		X		X			UNDP/UNV & MNS (TTFSC)	Induction of TTFSC/MNS/UNDP and UNV	\$500.00	
		X	X	X	X		UNDP/UNV & MNS (TTFSC)	Annual cost of Licenses	\$1,875.00	
		Sub-Total for Output 2							\$416,390.00	
Output 3 <i>Project communication</i>	5.1 Project communication completed (inclusive of published press releases and other media events)		X	X	X	X	UNDP/UNV & MNS (TTFSC)	Communications costs to be provided in kind by the Ministry	\$0.00	
		Sub-Total for Output 3							NIL	
		Budget Sub-Total							\$416,390.00	
		General Management Support (GMS) 8%							\$33,311.20	
		TOTAL							\$449,701.20	

VIII. GOVERNANCE AND MANAGEMENT ARRANGEMENTS



The roles and responsibilities of the parties are listed below:

Project Board:

1. Makes decisions on major project changes.
2. Provides approval to move to different phases of the project.
3. Oversees project implementation on a quarterly basis via reports/updates from Project Focal Point.
4. Schedules and convenes Project Board meetings on a quarterly basis at minimum and/or when required.

Executing Agency – The Ministry of National Security (MNS):

1. Obtain and allocate resources for the project in a timely manner.
2. Certification of annual expenditure reports prepared by UNDP.
3. Convene and chair Project Board meetings.
4. Participate in monitoring and evaluation of project.
5. Collaborate with UNDP and UNV in drafting Description of Assignments and Terms of Reference where necessary.
6. Take responsibility for administrative arrangements within the Trinidad and Tobago Forensic Science Centre to facilitate working arrangement for project personnel and ensuring office space and equipment are available to the IUNVs.
7. Conduct induction and orientation of IUNVs.
8. MNS to work closely with the Medical Board of Trinidad and Tobago and IUNVs to ensure all documentation is in order prior to the arrival of the volunteer.
9. MNS to ensure with other partners (such as the Immigration Division and the Ministry of Foreign and CARICOM Affairs) that issuance and extension of visa and work permits for the IUNVs are processed in a well-planned manner in the shortest time possible.
10. Revisiting the project's Theory of Change, that is, how the project outputs are expected to translate into intended outcomes and the sequence necessary for this to happen effectively. When project implementation personnel are recruited after the project, sessions should be held with new staff to ensure that all key personnel are on the same page and have the same understanding of the project design and implementation.

UNDP- Senior Supplier:

To facilitate implementation of the project, the UNDP Trinidad and Tobago Country Office will provide the following services in accordance with UNDP/UNV procedures:

1. Identification and recruitment of three (3) IUNVs with prior agreement of the Executing Agency, MNS. The MNS will liaise with UNDP on any matters of concern.
2. Participate in meetings of the Project Board.
3. Provide thematic and technical backstopping.
4. Participate with the MNS in joint supervision of the IUNVs.
5. Conduct Project Monitoring Visits for volunteer management/support and monitoring per quarter.
6. Regularly review and document the status of project objectives, activities, outputs, risks and emerging issues and when necessary, convey concerns to relevant parties.
7. Financial management of the project, preparation of financial reports and provision of

administrative support for the IUNV (salaries, etc).

8. In collaboration with the MNS, revisit the project's Theory of Change, that is, how the project outputs are expected to translate into intended outcomes and the sequence necessary for this to happen effectively.
9. Ensure all stakeholders understand the project rationale, objective, change theory and implementation mechanism.

Medical Board of Trinidad and Tobago (MBTT)

1. Review of CVs in shortlist process.
2. Vet the qualifications of selected candidates.
3. Issue licences to practise in Trinidad and Tobago.
4. Participate in Project Board meetings, as a member of the Project Board to facilitate points 1-3 above.

Project Focal Point (Internal to MNS)

1. Manage the activities which are required to achieve project outputs.
2. Provide direction and guidance to project team /responsible parties.
3. Liaise with the Project Board to ensure overall direction and integrity of the project.
4. Responsible for project administration.
5. Liaise with UNDP Programme Officer and Project Senior Supplier.
6. Manage project consultants.
7. Ensure M&E activities are conducted as indicated in the Project Document.
8. Liaise with Government on financial matters. and
9. Schedule and assist in the convening of Project Board meetings on a quarterly basis or as necessary.

IX. LEGAL CONTEXT

This Project Document shall be the instrument referred to as such in Article 1 of the Standard Basic Assistance Agreement (SBAA) between the participating Government and the United Nations Development Programme, signed on 20 May 1976.

The following type of revisions may be made to the Project Document with the signature of the UNDP Resident Representative after consultation with the Cooperating Agency (the "Cooperating Agency" also referred to under the present document as the "Executing Agency") and provided he or she is assured in writing that the other signatories of the Project Document have no objections to the proposed changes:

- a) Revisions in or addition of any of the Annexes of the Project Document.
- b) Revisions that do not involve significant changes in the immediate objectives, outputs or activities of the project, but are caused by the re-arrangement of inputs already agreed to or by cost increases due to inflation.
- c) Mandatory annual revisions, which re-phase the delivery of agreed project inputs, or increased expert, or other costs due to inflation, or take into account agency expenditure flexibility.

Consistent with Article III of the SBAA, the responsibility for the safety and security of the Executing Agency, its personnel and property, and of UNDP's property in the Executing Agency's custody, rests with the Executing Agency.

The Executing Agency shall:

- a) Put in place where the project is being executed an appropriate security plan and maintain the security plan, taking into account the security situation in the country; and
- b) Assume all risks and liabilities related to the Executing Agency's security, and the full implementation of the security plan.

UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan where necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this agreement.

The Executing Agency agrees to undertake all reasonable efforts to ensure that none of the funds received by the UNDP, pursuant to the Project Document, are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by the UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document.

X. ANNEXES

I. RISK ANALYSIS.

II. FINANCING AGREEMENT



ANNEX I: OFFLINE RISK LOG

Project Title: Support to the Ministry of National Security of Trinidad and Tobago – Forensic Pathologists		Award ID: 00112084		Date: TBC					
#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status ²
1	Inability to locate funding for the duration of the project	March 2021	Financial	If funding is not available, the project will be terminated which will impact negatively on the capacity of the MNS (TTFSC) to conduct autopsies. P=2 I=4	Consult with the MNS on the funds available to cover the cost of the UNVs.	UNDP	UNDP		
2	Inability to promptly establish a Project Board for overseeing the project duties and stages.	March 2021	Operational	P = 1 I = 5	Collaborate with the MNS for the establishment of the Project Board and discuss how it will operate in support of successful project implementation.	UNDP/MNS	UNDP		
3	The inability to locate Forensic Pathologists through the UNV Programme (who are available and willing to take up the assignment given pandemic).	March 2021	Operational	P = 3 I = 5	Engage in an external search for a candidate.	UNDP/UNV	UNV		
4	Inability to attain licences from MBTT in a timely fashion.	March 2021	Operational	P = 3 I = 5	Engage the MBTT prior to and throughout the implementation of the project	MNS/UNDP /UNV	UNDP		

² The risk log will be update on a quarterly basis by the project focal point in collaboration with UNDP.

Annex II

FINANCING AGREEMENT BETWEEN THE UNITED NATIONS DEVELOPMENT PROGRAMME AND THE MINISTRY OF NATIONAL SECURITY, TRINIDAD AND TOBAGO

The United Nations Development Programme ("UNDP") and the Government of the Republic of Trinidad and Tobago acting through the Ministry of National Security, ("the Ministry"), hereinafter referred to individually as "Party" and collectively as "the Parties", have agreed to co-operate in the implementation of a project in the Republic of Trinidad and Tobago (hereinafter referred to as "the Project"), as described in the Project document Project No. 00110750 - *Support to the Ministry of National Security of Trinidad and Tobago – Forensic Pathologists*, in the Republic of Trinidad and Tobago, and submitted to the Ministry for information.

WHEREAS the Ministry has informed UNDP of its willingness to contribute funds (hereinafter referred to as "the contribution") to the UNDP on a cost-sharing basis to increase the resources available for the Project;

WHEREAS the UNDP shall designate an Implementing Partner for the implementation of each Project financed from the contribution (hereinafter referred to as "the Implementing Partner")

NOW THEREFORE, UNDP and the Ministry hereby agree as follows:

Article I

1. The Ministry shall, in the manner referred to in paragraph 2 of this Article, deposit with the UNDP, the contribution of ***Four Hundred and Forty-Nine Thousand and Seven Hundred and One United States Dollars and Twenty Cents (US\$449,701.20)***
2. The Ministry shall, in accordance with the schedule of payments set out below, deposit the contribution in **UNDP Contributions Account, #36349562 at the Citibank N.A., 111 Wall Street, New York, NY 10043, ABA/ACH Routing Number: 021000089, SWIFT: CITIUS33 (In making the deposit please identify the project).**

	<u>Date payment due</u>	<u>Amount (USD)</u>
(a)	1 st October 2018	91,454.40
(b)	30 th September 2021	179,123.40
(c)	30 th September 2022	179,123.40

3. The Ministry will inform UNDP when the Contribution is paid via an e-mail with remittance information to contributions@undp.org, providing the following information: Ministry's name, UNDP country office, Project No. 00110750 - *Support to the Ministry of National Security of Trinidad and Tobago – Forensic Pathologists*. This information should also be included in the bank remittance advice when funds are remitted to UNDP.
4. The above schedule of payments³ takes into account the requirement that contributions shall be paid in advance of the implementation of planned activities. It may be amended to be consistent with the progress of project delivery. UNDP shall not absorb any loss (including but not limited to exchange fluctuations) under the Project. The Parties acknowledge and agree that all losses shall be charged to the Project.
5. All financial accounts and statements shall be expressed in United States dollars.
6. UNDP may agree to accept Contributions in a currency other than United States dollars provided such currency is fully convertible or readily usable by UNDP and subject to the provisions of paragraph 5 above. Any change in the currency of the Contribution shall be made only in agreement with UNDP.

Article II

1. In accordance with the decisions and directives of UNDP's Executive Board reflected in its Policy on Cost Recovery from Other Resources, the Contribution shall be subject to cost recovery for *indirect costs incurred by UNDP headquarters and country office structures in providing General Management Support (GMS) services*. To cover these GMS costs, the contribution shall be charged a fee equal to 8%. Furthermore, as long as they are unequivocally linked to the specific project(s), all direct costs of implementation, including the costs of implementing partner, will be identified in the project budget against a relevant budget line and borne by the project accordingly.
2. The aggregate of the amounts budgeted for the project, together with the estimated costs of reimbursement of related support services, shall not exceed the total resources available to the project under this Agreement as well as funds which may be available to the project for project costs and for support costs under other sources of financing.

Article III

³ It is recommended that country offices negotiate the number of installments to ensure at least six months' anticipated disbursements are funded with each installment. This will make processing of contributions and reporting more efficient for the country offices.

1. The contribution shall be administered by the UNDP in accordance with UNDP regulations, rules, policies and procedures, applying its normal procedures for the execution of its projects.
2. Project management and expenditures shall be governed by the regulations, rules, policies and procedures of UNDP and, where applicable, the regulations, rules, policies and procedures of the Implementing Partner.

Article IV

1. The implementation of the responsibilities of the UNDP and of the Implementing Partner pursuant to this Agreement and the relevant project document shall be dependent on receipt by the UNDP of the contribution in accordance with the schedule of payments set out in Article 1, paragraph 2, above. UNDP shall not start implementation of the activities prior to receiving the Contribution or the first tranche of the Contribution (whichever is applicable).
2. If unforeseen increases in expenditures or commitments are expected or realized (whether due to inflationary factors, fluctuation in exchange rates or unforeseen contingencies) UNDP shall submit to the Ministry on a timely basis a supplementary estimate showing the further financing that will be necessary. The Ministry shall use its best endeavours to make available to UNDP the additional funds required.
3. If the Contribution referred to in Article 1, paragraph 2, above, are not received in accordance with the payment schedule, or if the additional financing required in accordance with paragraph 2, above, is not forthcoming from the Ministry or other sources, the assistance to be provided to the Project under this Agreement may be reduced, suspended or terminated by UNDP.

Article V

Ownership of equipment, supplies and other property financed from the contribution shall vest in UNDP. Matters relating to the transfer of ownership by UNDP shall be determined in accordance with the relevant policies and procedures of UNDP.

Article VI

The contribution shall be subject exclusively to the internal and external auditing procedures provided for in the financial regulations, rules, policies and procedures of UNDP.

Article VII

UNDP shall provide the Ministry on request with financial and other reports prepared in accordance with UNDP reporting procedures.

Article VIII

1. UNDP shall notify the Ministry when all activities relating to the Project have been completed in accordance with the Prodoc.
2. Notwithstanding the completion of all activities relating to the Project, UNDP shall continue to hold unutilized funds from the Contribution until all commitments and liabilities incurred in implementation of the activities financed by the contribution have been satisfied and these activities brought to an orderly conclusion.
3. If the unutilized funds prove insufficient to meet such commitments and liabilities, UNDP shall notify the Ministry and consult with the Ministry on the manner in which such commitments and liabilities may be satisfied.
4. In cases where the Project is completed in accordance with the project document any funds below 5,000 USD (five thousand US Dollars) that remain unexpended after all commitments and liabilities have been satisfied shall be automatically reallocated by UNDP. Any funds above 5,000 USD (five thousand US Dollars) that remain unexpended after all commitments and liabilities have been satisfied shall be reallocated by UNDP after consultation with the Ministry.

III. ARTICLE IX

The Parties agree that it is important to take all necessary precautions to avoid corrupt practices. To this end, UNDP shall maintain standards of conduct to govern the performance of its staff, including of corrupt practices in connection with the award and administration of contracts, grants, or other benefits, as set forth in the Staff Regulations and Rules of the United Nations, the UNDP Financial Regulations and Rules, and the UNDP Procurement Manual.

IV. ARTICLE X

Consistent with numerous United Security Council resolutions, including S/RES/1269 (1999), S/RES 1368 (2001), and S/RES/1373 (2001), both the Donor and UNDP are firmly committed to the international fight against terrorism, and in particular, against the financing

of terrorism. It is the policy of UNDP to seek to ensure that none of its funds are used, directly or indirectly, to provide support to individuals or entities associated with terrorism. In accordance with this policy, UNDP undertakes to use reasonable efforts to ensure that none of the Donor funds provided under this Agreement are used to provide support to individuals or entities associated with terrorism.

Article XI

1. After consultations have taken place between the two Parties to this Agreement and provided that the funds from the Contribution already received are, together with other funds available to the Project, sufficient to meet all commitments and liabilities incurred in the implementation of the Project, this Agreement may be terminated by UNDP or by the Ministry. The Agreement shall cease to be in force thirty days after either of the Parties may have given notice in writing to the other Party of its decision to terminate the Agreement.
2. If the unutilized contribution-payments, together with other funds available to the Project, are insufficient to meet such commitments and liabilities, UNDP shall notify the Ministry and consult with the Ministry on the manner in which such commitments and liabilities may be satisfied.
3. Notwithstanding termination of this Agreement, UNDP shall continue to hold unutilized funds until all commitments and liabilities incurred in implementation of the activities financed by the contribution have been satisfied and these activities brought to an orderly conclusion.
4. In cases where this agreement is terminated before Project completion any funds below 5,000 USD (five thousand US Dollars) that remain unexpended after all commitments and liabilities have been satisfied shall be automatically reallocated by UNDP. Any funds above 5,000 USD (five thousand US Dollars) that remain unexpended after all commitments and liabilities have been satisfied shall be reallocated by UNDP after consultation with the Ministry.

Article XII

Any notice or correspondence between UNDP and the Ministry will be addressed as follows:

(a) To the Ministry:

Address: Permanent Secretary
Ministry of National Security
Temple Court 1, Nos. 31-33 Abercromby
Street
Port of Spain
Trinidad and Tobago

(b) Upon receipt of funds, UNDP shall send an electronic receipt to the Ministry, email address provided below, as confirmation that the remitted funds have been received by UNDP

Ministry email address: (gjoseph@mns.gov.tt)

Attention: Gary Joseph, Permanent Secretary,
Ministry of National Security,
Trinidad and Tobago

(c) To UNDP: Randi Davis, Resident Representative,
Trinidad and Tobago, Aruba, Curacao and
Sint Maarten


Address: United Nations Development Programme
UN House
3A Chancery Lane
Port of Spain
Trinidad and Tobago

Article XIII

This Agreement shall enter into force upon the signature of this Agreement by parties hereto, on the date of the last signature.

IN WITNESS WHEREOF, the undersigned, being duly authorized thereto, have signed the present Agreement in the English and language in two copies.

For the Ministry:
Mr. Gary Joseph
Permanent Secretary
Ministry of National Security

(Signature) 
Name: GARY JOSEPH
Title: PERMANENT SECRETARY
Date: 25TH AUGUST, 2021
Place: PORT OF SPAIN
TRINIDAD & TOBAGO

For the United Nations Development Programme
Ms. Randi Davis
Resident Representative, Trinidad and Tobago,
Aruba Curaçao and Sint Maarten

(Signature) 
Name: Randi Davis
Title: Resident Representative
Date: 26-Aug-2021
Place: Port of Spain, Trinidad and Tobago

