

**STANDARD LETTER OF AGREEMENT BETWEEN UNDP AND THE STATE COMMITTEE OF THE
REPUBLIC OF UZBEKISTAN FOR ECOLOGY AND ENVIRONMENTAL PROTECTION FOR THE
PROVISION OF SUPPORT SERVICES TO THE PROJECT "SUSTAINABLE NATURAL RESOURCE
USE AND FOREST MANAGEMENT IN KEY MOUNTAINOUS AREAS IMPORTANT FOR GLOBALLY
SIGNIFICANT BIODIVERSITY" 00080814**

Dear Mr. Kuchkarov,

1. The United Nations Development Programme (UNDP) and the State Committee of the Republic of Uzbekistan for Ecology and Environmental Protection (hereinafter referred to as "Committee") hereby agree that the UNDP country office may provide support services for nationally managed project, at the request of the Committee, as described in the project document between the UNDP and the Committee for the project "Sustainable natural resource use and forest management in key mountainous areas important for globally significant biodiversity" 00080814 (hereinafter referred to as "the Project"), which will be implemented by the State Committee of the Republic of Uzbekistan for Ecology and Environmental Protection.

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 Project.

3. The UNDP country office may provide, at the request of the Committee, the following support services for the activities of the Project:

- (a) Identification and/or recruitment of project and programme personnel and consultants;
- (b) Identification and facilitation of training activities, seminars and workshops;
- (c) Procurement of goods and services;
- (d) Processing of payments, disbursements and other financial transactions;
- (e) Administrative services including travel authorization, visa requests and other arrangements;

4. The procurement of goods and services and the recruitment of the Project 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 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 the Project, the annex to the project document will be revised with the mutual agreement of the UNDP Resident Representative and the Committee.

5. The relevant provisions of the Standard Basic Assistance Agreement (SBAA) between the Government of Uzbekistan and the UNDP, signed by Parties on 10th June 1993, 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 Project through its 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 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 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. Upon the signature, this letter shall constitute an agreement between the Committee of Uzbekistan and UNDP on the terms and conditions for the provision of support services by the UNDP country office for the Project.

For the State Committee of the Republic of
Uzbekistan for Ecology and Environmental
Protection:

Name:
Position:
Organization:

Date: _____

On behalf of UNDP:



Stefan Priesner
Resident Representative
UNDP Uzbekistan

Date: _____

Attachment

DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES

1. Reference is made to consultations between the Committee and UNDP with respect to the provision of support services by the UNDP country office for the nationally managed “Sustainable natural resource use and forest management in key mountainous areas important for globally significant biodiversity” 00080814 (“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 (insert description)	Cost to UNDP of providing such support services (where appropriate) ¹	Amount in USD and method of reimbursement of UNDP (where appropriate)	
<i>Recruitment services</i>			
1. Staff selection and recruitment process (<i>Service Contract - SC</i>)	525.92	525.92	per case
- Advertising			
- Short-listing			
- Interviewing			
2. Staff HR & Benefits Administration & Management - the issuance of a contract, and - again at separation)	183.47	183.47	one time, per staff
3. Recurrent personnel management services: Staff Payroll & Banking (<i>Service Contract - SC</i>) - Administration & Management - Payroll validation, disbursement - Performance evaluation - Extension, promotion, entitlements - Leave monitoring - Income statement production	401.28	401.28	annual fee, per staff, per calendar year
4. File maintenance (SC/IC)	18.79	18.79	per person
5. Issuance of Employment Certificates	15.76	15.76	per person
6. Recruitment from the Roster of Good candidates	135.33	135.33	per person
7. Consultant recruitment	205.96	205.96	per case
- Advertising			
- Short-listing & selection			
- Issue contract IC or RLA - Issue Purchase Order (PO)			
8. Vendor profile creation in system	18.04	18.04	per vendor

¹ The prices are given as of Y2017 and shall be subject to annual revision.

9. Interns Management	63.35	63.35	per person
10. Assistance in SDS Registration (letter, labor book, list of documents, visiting SDS)	44.93	44.93	per person
11. Assistance with issuance of UN ID card	4.70	4.70	per ID
12. Retainer (e.g. translator) personnel recruitment/TOR verification	5.16	5.16	per person
Finance services			
1. Payment process	34.48	34.48	per payment
2. GL Journal entry (GLJE)	19.21	19.21	per transaction
3. Deposit	7.92	7.92	per transaction
4. F10 settlement	28.29	28.29	per item
Administrative services			
1. Hotel reservation	9.27	9.27	per person
2. Visa support	32.75	32.75	per person
3. Organizing coffee breaks in UNDP CO premises (for projects)	13.94	13.94	per person
4. Rent of UN vehicle (including driver + fuel)	1.32	1.32	per km
- outside Tashkent	18.11	18.11	per hour
- in Tashkent during working hours			
5. Car washing arrangements	29.01	29.01	per item annual fee
6. Taxi services reconciliation	33.91	33.91	per item
7. Processing documents for mobile services	21.93	21.93	per case
8. Processing documents for fuel consumption	24.78	24.78	per case
9. Letters – NVs, outgoing letters	22.68	22.68	per item
10. Request for air and train tickets	13.48	13.48	per ticket
11. Travel authorization (PO/e-req.)	30.93	30.93	per case
12. Disposal of equipment	241.68	241.68	per case
Information technology services			
1. undp.org email account	13.39	13.39	per mailbox per month
2. Technical support to users (installation of software, ICT consulting, support in acquisition of ICT hardware/software, etc.)	20	20	per hour
3. Use copying facilities of the CO	0.06	0.06	per page
4. Rent of conference room, including PC, projector, sound system-fee	100	100	per day
Procurement services			
1. Procurement process involving CAP, RACP, ACP			
The process includes:			
- Review and announcement of solicitation documents			
- Advertisement in local and global websites			
- Conducting pre-bid meeting			
- Bid receipt and opening			
- Review of evaluation results			
- Preparation, submission and approval of Procurement Review Committee			
- Review and signature of contract			
	475.27	475.27	per case

- Maintaining Atlas POs - Follow up			
2. Procurement process not involving CAP The process includes: - Review and announcement of solicitation documents - Advertisement in local websites - Bid receipt and opening - Review and approval of evaluation results - Review and signature of contract - Maintaining Atlas POs	192.05	192.05	per case
3. Power of Attorney issuance	13.44	13.44	per item

4. Description of functions and responsibilities of the parties involved shall be regulated as specified in the project document.