

## STANDARD LETTER OF AGREEMENT

### BETWEEN UNDP AND THE GOVERNMENT FOR THE PROVISION OF SUPPORT SERVICES

Dear H.E. Ali Bin Saleh Al Saleh and H.E. Khalifa Bin Ahmed Al Dahrani

1. Reference is made to consultations between officials of the Government of *Bahrain* (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 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 (Implementing Partner) 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 Implementing Partner, the following support services for the activities of the project:
  - (a) Identification and/or recruitment of project personnel;
  - (b) Identification and facilitation of training activities;
  - (a) Procurement of goods and services;
4. The procurement of goods and services and the recruitment of 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 a project, the annex to the project document is revised with the mutual agreement of the UNDP resident representative and the Implementing Partner.
5. The relevant provisions of the *UNDP standard basic assistance agreement with the Government of Bahrain, signed on 3 August 1978* (the "SBAA") or the Supplemental Provisions forming part of the project document, 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 Implementing Partner. 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.

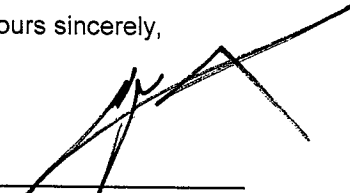
7. The manner and method of cost-recovery by the UNDP country office in providing the support services described in paragraph 3 above shall be specified in the annex to the project document.

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.

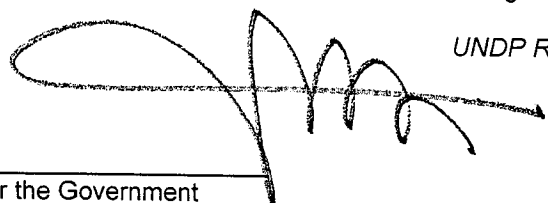
10. If you are in agreement with the provisions set forth above, please sign and return to this office two signed copies of this letter. Upon your signature, this letter shall constitute an agreement between your Government and UNDP on the terms and conditions for the provision of support services by the UNDP country office for nationally managed programmes and projects.

Yours sincerely,



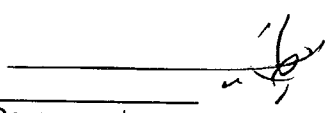
Signed on behalf of UNDP  
Mr Sayed Aqa  
UNDP Resident Representative

01 NOV 2009



For the Government  
H.E. Ali Bin Saleh Al Saleh, Chairman of the Shura Council

01 NOV 2009



For the Government  
H.E. Khalifa Bin Ahmed Al Dahrani, Chairman of the Council of Representatives

Date 1 November 2009

Attachment

**DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES**

1. Reference is made to consultations between *the Nuwab and Shura of the Kingdom of Bahrain*, the institutions designated by the Government of Bahrain and officials of UNDP with respect to the provision of support services by the UNDP country office for the nationally managed project 00057437 *Support to Strengthen the Capacity of the Parliamentary Secretariat*.

2. In accordance with the provisions of the letter of agreement signed on 1 November 2009 and the *Project Document*, the UNDP country office shall provide support services for the *Support to Strengthen the Capacity of the Parliamentary Secretariat Project* as described below.

3. Support services to be provided:

Support services (insert description)	Schedule for the provision of the support services	Cost to UNDP of providing such support services (where appropriate)	Amount and method of reimbursement of UNDP (where appropriate)
1. Assistance in recruiting International Consultants from UNDP networks	October 2009 – September 2011		
2. Assistance in organizing Study Exchanges	October 2009 – September 2011		
3. Assistance in recruiting a Project Manager to manage the project part-time	October 2009 – September 2011		

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

UNDP will provide Project assurance supporting the Project Board by carrying out objective and independent project oversight and monitoring functions. UNDP will also provide support to the Project Manager in implementing the Project Activities as outlined in the Project Document, by resourcing and recruiting specialists to undertake the activities and utilizing their networks for study exchanges and other sharing of information.