

# STANDARD LETTER OF AGREEMENT BETWEEN UNDP AND THE MINISTRY OF YOUTH AND SPORTS AFFAIRS FOR THE PROVISION OF SUPPORT SERVICES

## Project: *Support to King Hamad Award*

### HOW TO USE THIS LETTER OF AGREEMENT

- This agreement is used to provide appropriate legal coverage when the UNDP country office provides support services under national execution.
- This agreement must be signed by a governmental body or official authorized to confer full legal coverage on UNDP. (This is usually the Minister of Foreign Affairs, the Prime Minister /or Head of State and the Implementing Partner) The UNDP country office must verify that the government signatory has been properly authorized to confer immunities and privileges.
- A copy of the signed standard letter will be attached to each project document requiring such support services. When doing this, the UNDP country office completes the attachment to the standard letter on the nature and scope of the services and the responsibilities of the parties involved for that specific project document.
- The UNDP country office prepares the letter of agreement and consults with the regional bureau in case either of the parties wishes to modify the standard text. After signature by the authority authorized to confer immunities and privileges to UNDP, the government keeps one original and the UNDP country office the other original. A copy of the agreement should be provided to UNDP headquarters (BOM/OLPS) and the regional bureau.

Your Excellency Mr. Hisham bin Mohammed Al Jowder,

1. Reference is made to consultations between officials of the Ministry of Youth and Sports Affairs and officials of UNDP with respect to the provision of support services by the UNDP country office for nationally implemented programmes and projects. UNDP and the Government hereby agree that the UNDP country office may provide such support services at the request of the Ministry of Youth and Sports Affairs 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 Ministry of Youth and Sports Affairs 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 project.

3. The UNDP country office may provide, at the request of the Ministry of Youth and Sports Affairs, the following support services for the activities of the programme/project:

- (a) Identification and/or recruitment of project and programme 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 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 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 project document is revised with the mutual agreement of the UNDP Resident Representative and the Ministry of Youth and Sports Affairs.

5. The relevant provisions of the UNDP Standard Basic Assistance Agreement with the Government of Bahrain signed on 3 August 1978, 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 implemented programme or project through the Ministry of Youth and Sports Affairs. 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.

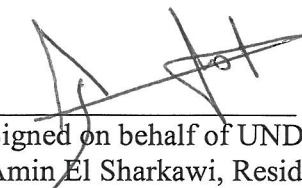
7. The manner and method of cost-recovery by the UNDP country office in providing the support services described in paragraph 3 above shall be specified in the annex to the project document.

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.

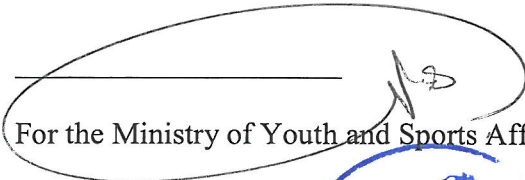
9. Any modification of the present arrangements shall be effected by mutual written agreement of the parties hereto.

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 the Ministry of Youth and Sports Affairs and UNDP on the terms and conditions for the provision of support services by the UNDP country office for nationally implemented programmes and projects.

Yours sincerely,

  
Signed on behalf of UNDP  
Amin El Sharkawi, Resident Representative



  
For the Ministry of Youth and Sports Affairs

Mr. Hisham bin Mohamed Al Jowder, Minister of Youth and Sports Affairs

[January 2018]



Attachment

DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES

1. Reference is made to consultations between the Ministry of Youth and Sports Affairs, the institution 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 implemented project *Support to King Hamad Award*.

2. In accordance with the provisions of the letter of agreement signed on [insert date of agreement] 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	Amount and method of reimbursement of UNDP
Recruitment of project personnel	As outlined in the Project Document, section VII "Multi-Year Work Plan"	As outlined in the Project Document, section VII "Multi-Year Work Plan"	As outlined in the Project Document, section VII "Multi-Year Work Plan"
Facilitation of capacity building activities			
Procurement of goods and services			

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

UNDP will provide project assurance supporting the project board by carrying out the objectives 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, sourcing and recruiting experts to undertake the activities and to contribute to the capacity building of the national organization.