

# LETTER OF AGREEMENT

between

**Ministry of Forestry, Fisheries and Sustainable Development**  
2<sup>nd</sup> Floor West Block Building, Belmopan, Cayo District

And

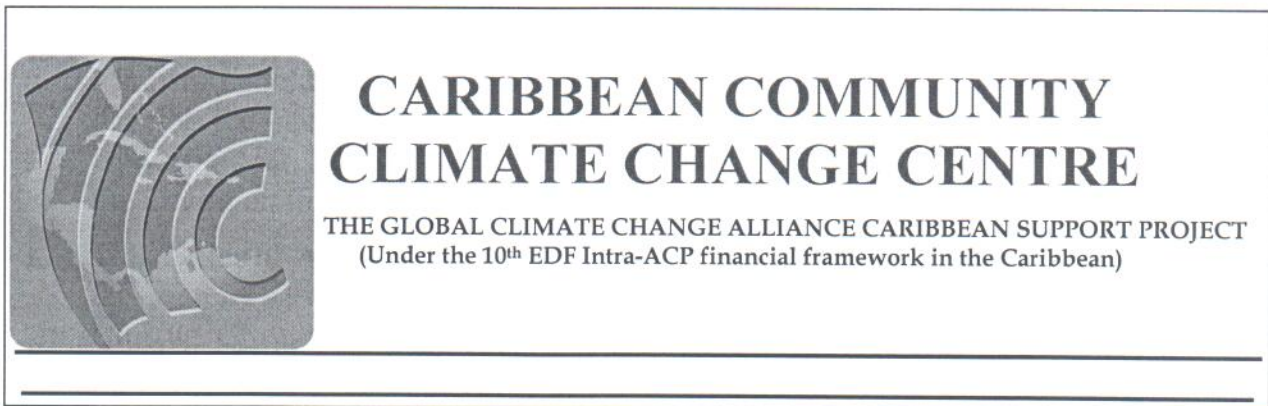
**Caribbean Community Climate Change Centre**  
2<sup>nd</sup> Floor, Lawrence Nicholas Building, Ring Road, Belmopan, Cayo District

The Ministry of Forestry, Fisheries and Sustainable Development (MFFSD) on behalf of the Government Of Belize (hereinafter referred to as the "Ministry") regarding the project –**“Enabling Activities for the Preparation of Belize’s Third National Communication to the UNFCCC – 00076372”**, and Caribbean Community Climate Change Center (CCCCC) (hereinafter referred to as the "Centre") regarding the project **“The European Union (EU) Global Climate Change Alliance (GCCA) Caribbean Support Project”**, established this Letter of Agreement to develop a National Climate Change Policy, Strategy and Action Plan.

Both parties will agree to the following:

- a) The Ministry through the project **“Enabling Activities for the Preparation of Belize’s Third National Communication to the UNFCCC – 00076372”** and the Centre through **“The European Union (EU) Global Climate Change Alliance (GCCA) Caribbean Support Project”** will jointly finance the consultancy to develop the National Climate Change Policy, Strategy and Action Plan.
- b) The Centre will enter into a contract for the delivery of the services in the Terms of Reference with the agreed selected contractor. The contract will be made in triplicate being one copy each for the Centre, the MFFSD and the Contractor.
- c) The Ministry through the project **“Enabling Activities for the Preparation of Belize’s Third National Communication to the UNFCCC – 00076372”** will co-finance the consultancy to develop the National Climate Change Policy, Strategy and Action Plan. The Ministry has agreed to contribute 50% of the overall cost of the consultancy leading up to a maximum of USD 30,000. (The total to be contributed by the Ministry (half of the agreed total with the contractor leading up to a maximum of US\$30,000) will be disbursed to the Centre after the contract with the contractor has taken effect. The Centre will be responsible for further disbursements to the agreed consultant.
- d) The Terms of Reference for the development of the National Climate Change Policy, Strategy and Action Plan to be utilized will be that approved by the Belize National Climate Change Committee whom the Government of Belize

- f) The procurement of the service/consultancy will be led and completed by the Centre. A copy of all the procurement papers should be sent to the TNC Project Manager of Ministry of Forestry, Fisheries and Sustainable Development; Item 4 "Financing" of the Procurement Notice should include the project **“Enabling Activities for the Preparation of Belize’s Third National Communication to the UNFCCC – 00076372.”**
- g) European Union Procurement procedures will be followed. Logo's to be included in all documents, products and advertisements relating to this consultancy are: Coat of Arms, GEF, EU, GCCA and UNDP (Logos should be placed in this order from left to right and should be placed on the same line either at the bottom or top of the publication). Letterhead should read as follows:



- h) ALL deliverables are to be approved by the Centre and the Ministry and disbursement of funds will be according to agreement in the contract between the Centre and the selected contractor.
- i) Final copies of ALL deliverables (both hard copy and digital) are to be sent to the TNC Project Manager of the Ministry of Forestry, Fisheries and Sustainable Development.
2. This Letter of Agreement forms the framework for cooperation between the Ministry and the Centre to achieve the identified shared results, and to facilitate and develop the National Climate Change Policy, Strategy and Action Plan for Belize. Upon signature, this letter shall constitute an agreement between the Ministry and the Centre on the terms and conditions set out in this Letter of Agreement.
3. This Letter of Agreement shall remain in effect for the duration of the time stated in the contract signed by the Centre and the selected consultant to prepare the National Climate Change Policy, Strategy and Action Plan. The parties may extend this Letter of Agreement once a contract extension is granted to the consultant. Any modification of the present arrangements shall be effected by mutual written agreement of the parties hereto.

Belmopan City  
Telephone: +(501) 822-0810  
Email address: [promg.cc@ffsd.gov.bz](mailto:promg.cc@ffsd.gov.bz)

For the Centre, the contact person will be:

Joseph McGann  
Programme Manager  
EU GCCA Caribbean Support Project  
Caribbean Community Climate Change Centre  
2<sup>nd</sup> Floor Lawrence Nicholas Building  
Ring Road  
P.O. Box 536  
Belmopan  
Telephone: +(501) 822-1094 / 822-1104  
Email: [jomac31@yahoo.com](mailto:jomac31@yahoo.com) ; [jmcgann@caribbeanclimate.bz](mailto:jmcgann@caribbeanclimate.bz)

For and on behalf of the Ministry of Forestry, Fisheries and Sustainable Development



Wendel Parham (Ph. D.)  
Chief Executive Officer  
Ministry of Forestry, Fisheries and Sustainable Development

Date

06/12/13

For and on behalf of the Caribbean Community Climate Change Centre



Dr. Kenrick Leslie  
Executive Director  
Caribbean Community Climate Change Center

Date

6/12/13

\*\*\*Please initial ALL pages\*\*\*