



Ministério da Agricultura  
e Ambiente

Gabinete do Ministro

UN FUNDS & PROGRAMMES		
DATE	REF	
21.08.2018	ACTION	INFO
Representative		
Programme Coordinator		
Deputy Representative		
Operations Manager/Deputy		
Representative		
Security Advisor		
Unit Coordinator/ Specialist		
Executive Associate		
Messenger		

Tomás Benchemim  
Celeste e Anguiano PI  
OEF Original  
A 21/9/2018

Exma. Senhora  
Maria Celeste Benchemimol - PNUD

N/Ref.595/11.0/GMAA/2018

Praia, 21 de setembro de 2018

Assunto: "Managing multiple sector threats on marine ecosystems to achieve sustainable blue growth" - Assinado

O Gabinete do Ministro de Agricultura e Ambiente endereça os seus melhores cumprimentos e aproveita o ensejo, para enviar a vossa nota em anexo, referente ao assunto supracitado, devidamente assinada.

Aproveitamos esta oportunidade para reiterar a V. Exa os protestos dos nossos melhores cumprimentos.

A Directora de Gabinete

*Ethel Fernandes Rodrigues*

/Ethel Fernandes Rodrigues/





Praia, September 12<sup>th</sup>, 2018

Excellences,


1. Reference is made to consultations between officials of the Government of Cabo Verde (hereinafter referred to as “the Government”) and officials of UNDP with respect to the provision of support services by the UNDP country office in Cabo Verde for nationally managed “**Managing multiple sector threats on marine ecosystems to achieve sustainable blue growth**” Project ID 9705. 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 the Ministry of Agriculture and Environment and the Ministry of Maritime Economy designated in the relevant programme support document or 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-designated institution the Ministry of Agriculture and Environment and the Ministry of Maritime Economy 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 designated institution, the following support services covered by the Direct Project Costs, for the activities of the programme/project:
  - i. Payments, disbursements and other financial transactions
  - ii. Recruitment of staff, project personnel, and consultants
  - iii. Payroll management services and Medical Clearance Services for all staff, external access to ATLAS for project managers and other staff
  - iv. Procurement of services and equipment, including disposal
  - v. Travel including visa requests, ticketing, and travel arrangements
  - vi. Organization of training activities, conferences, and workshops, including fellowships
  - vii. -Shipment, custom clearance, vehicle registration, and accreditation
  - viii. Security management service and Malicious Acts Insurance Policy
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 paragraphs 3 & 4 above shall be detailed in an annex to the programme support document or 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 and related section in the programme support document or project document is revised with the mutual agreement of the UNDP resident representative and the designated institution.



5. The relevant provisions of the Standard Basic Assistance Agreement with the Government (the "SBAA") dated January 31<sup>st</sup>, 1976, 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 programme or project through its designated institution the Ministry of Agriculture and Environment and the Ministry of Maritime Economy. 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 programme support document or 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 paragraphs 3 & 4 above shall be specified in the annex to the programme support document or 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  
Ana Graça  
Resident Representative



  
For the Government  
H.E. Mr. Gilberto Silva  
Minister of Agriculture and Environment  
Date:



**DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES**

1. Reference is made to consultations between Ministry of Agriculture and Environment, the institution designated by the Government of Cabo Verde and officials of UNDP with respect to the provision of support services by the UNDP country office for the nationally managed project “**Managing multiple sector threats on marine ecosystems to achieve sustainable blue growth**” Project ID 9705

2. In accordance with the provisions of the letter of agreement signed on September 12<sup>th</sup>, 2018 and the Project Document, the UNDP country office shall provide support services for the Project ID 9705 as described below.

3. Support services to be provided:

Support services	Schedule for the provision of the support services	Estimated cost to UNDP for providing such support services	Method of reimbursement to UNDP
1. Financial Services	Project Duration	150,000 USD	The reimbursement of UNDP will be done on quarterly basis through GLJE
2. Human Resources Services			
3. Procurement services			
4. Travel Services			
5. General Administration Services			
6. Security services			

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



Support services	Description (but not limited to)
Financial Services	<ul style="list-style-type: none"> <li>- Payment process</li> <li>- Issue check</li> <li>- Vendor profile</li> </ul>
Human Resources Services	<ul style="list-style-type: none"> <li>- Staff selection and recruitment process (advertising, short-listing, interviewing)</li> <li>- Medical clearance</li> <li>- Staff HR &amp; Benefits Administration &amp; Management (at issuance of a contract, and again at separation)</li> <li>- Recurrent personnel management services: staff Payroll &amp; Banking Administration &amp; Management (Payroll validation, disbursement, performance evaluation, extension, promotion, entitlements, leave monitoring)</li> <li>- Interns Management</li> </ul>
Procurement services	<ul style="list-style-type: none"> <li>- Consultant recruitment (advertising, short-listing and selection, contract issuance)</li> <li>- Procurement process involving local CAP and/or ITB, RFP requirements (Identification &amp; selection, contracting/issue purchase order, follow-up)</li> <li>- Procurement not involving local CAP; low value procurement (Identification &amp; selection, issue purchase order, follow-up)</li> <li>- Disposal of equipment</li> </ul>
Travel Services	<ul style="list-style-type: none"> <li>- Travel authorization and arrangements</li> <li>- F10 settlement</li> </ul>
General Administration Services	<ul style="list-style-type: none"> <li>- Issue/Renew IDs (UN LP, UN ID, etc.)</li> <li>- Shipment, customs clearance, vehicle registration</li> <li>- Issuance of visas, telephone lines</li> <li>- External access to Atlas</li> <li>- Organization of training activities, conferences, and workshops</li> </ul>
Security services	<ul style="list-style-type: none"> <li>- Security clearance</li> <li>- Security plan and management</li> <li>- Malicious Acts Insurance Policy</li> </ul>
Quality Control/Quality Assurance	<ul style="list-style-type: none"> <li>- Audit, evaluations, quality assurance services on project implementation</li> </ul>
Policy advisory support	<ul style="list-style-type: none"> <li>- Provision of policy advisory services and coordination (horizontal and vertical) with national and international entities on sectoral interventions</li> </ul>
Technical backstopping	<ul style="list-style-type: none"> <li>- Guidance on technical best practices and approaches</li> </ul>
Resource management and reporting	<ul style="list-style-type: none"> <li>- AR Management Process (Create/apply receivable pending item, Issue/Apply Deposit)</li> <li>- Overall management and administration of projects</li> </ul>

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