

Attachment

DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES

1. Reference is made to consultations between Ministry of Environment, Climate Resilience, Disaster Management and Urban Renewal, the institution designated by the Government of the Commonwealth of Dominica, and officials of UNDP with respect to the provision of support services by the UNDP country office for the nationally managed project #91618- Supporting Sustainable Ecosystems by Strengthening the Effectiveness of Dominica's Protected Area System (SSE) "the Project".
2. In accordance with the provisions of the letter of agreement signed on May 8, 2015 and the project document, the UNDP country office shall provide support services during 2019 based on the AWP for the 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. Payments, disbursements, and other financial transactions	June to December 2019	\$1,093.86	Direct payment requests processing at \$60.77 3 international consultants: Biodiversity Firm: 7 payments PA Specialist: 5 payments Finance Specialist: 5 payments 1 CTA: 1 payment
2. Procurement of consultants Description (UPL): Consultant Recruitment	June to December 2019	\$1,291.65	Advertising- \$86.11; shortlist and selection- \$172.22; contract issuance- \$172.22 = \$430.55 each <ul style="list-style-type: none">• Biodiversity Assessment Specialist• Finance Specialist• Protected Area Systems Specialist

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3. Recruitment of project personnel; associated HR and insurance services	June to December 2019	\$557.39 \$ 1,122.81	Advertising, shortlist and interviews at \$1,114.78 per person - Admin Assistant Recurrent management services at \$775.07 per person per year; HR benefits at \$355.78 per person Costs for Admin shared between LCDP and SSE
4. Travel management: orientation, planned monitoring visits	June to December 2019	\$504.09	\$112.02 each Admin Assistant orientation Costs for Admin shared between LCDP and SSE At least 2 monitoring visits by the MCO by 2-person team
Total		US\$4,569.80	

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

The project will be conducted using UNDP's national implementation modality (NIM). The Ministry of Environment, Climate Resilience, Disaster Management and Urban Renewal (MoE) will act as the National Implementing Partner, with the support of UNDP. MoE will be responsible for directing and managing the project and monitoring compliance with project work plans as a basis for project execution. The MoE will be responsible for the daily implementation of activities by the project.

UNDP will provide technical and operational support necessary for the implementation of activities and the results of this project. For services provided, UNDP will ensure compliance with UNDP standards and procedures. UNDP will provide advance payments to the project upon request, using the Funding Authorization and Cash Expenditure (FACE) form, or make direct payments upon request where MoE has completed the procurement in accordance with government policies and procedures and in compliance with rules and procedures contained in the National Implementation Manual.

UNDP will administer funds provided by the Global Environmental Facility, having final fiduciary responsibility. UNDP will be able to assist in the management of any other additional fund for co-financing this project which may be acquired. Contributions will be subject to internal and external audits established in UNDP rules and financial regulations.



For the Government
Ms. Careen Prevost
Permanent Secretary
Ministry of Environment, Climate Resilience,
Disaster Management and Urban Renewal