



UNITED NATIONS DEVELOPMENT PROGRAMME

GOVERNMENT OF LEBANON

PROJECT BUDGET LEB/02/002

Project Title: National Programme for Improving Living Conditions: BUILDING CAPACITY FOR POVERTY REDUCTION

Start Year: 2002

End Year: 2005

Executing Agent: NEX - Ministry Of Social Affairs

Implementing Agent: NEX - National Execution




Revision Type: INI - INITIAL

Budget Financing (in US\$)	
INPUTS	REV "A"
UNDP	
01-UNDP-IPF / TRAC - (Trac 1.1.1)	334,000
Cost Sharing	
Government	887,620
Country Office Admin. Costs:	44,380
TOTAL	1,266,000

Parallel Funding (in US\$)	
Inputs	Rev "A"
UNDP - SPPD (ILO)	35,000
GOV/CAS	532,000
TOTAL	567,000

Brief Description

The principal objective of the project is to enhance the leadership and advocacy role of the Ministry of Social Affairs, to mainstream social policy considerations in the national decision making; and to assist in the formulation and implementation of social policies at the national level and at more specifically in the Ministry of Social Affairs. Technical assistance and coordination support will include the formulation of policy papers in the area of social protection in light of its priority for poverty reduction. Also in this context, MoSA will benefit from technical support to act as a key member of the national Advisory Committee for mainstreaming of the Millennium Development Goals. The project will also include assistance towards the implementation of a national Multi-Purpose Household Survey, which will provide for a national poverty line and a realistic base for poverty reduction policies. Applied policies and reforms will focus on elaborating and implementing the Ministry's vision and plans to restructure service provision, by revitalizing the Social Development Services Centers and reforming MoSA's partnership modality with NGOs.

Approved by	Signature:	Date:	Name/Title:
UNDP		26/4/2002	Yves de San Resident Representative
Executing Agent:		26/4/2002	Assaad Diab Minister of Social Affairs
Government		26/4/2002	Jamal Itani President

Government of LEBANON

**United Nations Development Programme
Ministry of Social Affairs
Council for Development and Reconstruction**

Capacity Building for Poverty Reduction

Brief Description

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Date: May 2002

PART I-A. SITUATION ANALYSIS

In light of the deteriorating economic and social conditions brought about by the end of the civil war, the Lebanese Government recognized the need to devise a strategy to revive post-war Lebanon's role in the region and enable it to meet the challenges of the 21st century. The overarching objective of government policies was to achieve high economic growth and recovery, which would result in an improvement of the living conditions of the Lebanese population. The strategy of the government was two-fold: (a) reconstruction and modernization of physical and institutional infrastructure, and (b) fiscal and monetary stabilization through reducing inflation, stabilizing the value of the Lebanese currency and controlling the budget deficit. The primary assumption of the government strategy was that such measures would form an enabling environment for attracting private sector investment as the main engine for growth and development. Lebanon does not have an integrated national strategy for Social Development.

1. Capacity to develop national plans and policies is limited by virtue of the dearth of data and national statistics. The Government made significant efforts during the past decade to build baseline data in a number of areas through a number of sample surveys and studies, supported by the UN system, the Central Administration of Statistics, the Ministry of Social Affairs and many others. Despite these efforts, Lebanon still has not developed a comprehensive set of socio-economic indicators, to serve as a basis for analyzing and monitoring the extent and distribution of poverty.

2. In the same context of enhancing decision-making capacity, The Ministry of social Affairs realizes the need for national policies that aim to reduce poverty and/or improve security measures against poverty, notably in under-served areas and vulnerable social groups. A social development and poverty eradication policy would require stimulating employment-creating investments; promoting regional development in deprived areas; improving the coverage and quality of primary social services; and, building a social safety net. Experience in this field and based on the successes achieved by the regional programmes and sectoral - field characterized projects, suggest that the situation is ready to move into a more advanced stage of development work and poverty reduction.

3. The Government has declared the need to reduce the size of the administration and increase efficiency of public sector service provision and management as a priority for the new decade. In this context, the Ministry of Social Affairs has begun a process of assessing capacity building needs to improve targeting of services provided by its Social Development Services Centers. This effort was launched in 1999 - through the Preparatory Assistance project for Improving living conditions. Capacity building needs of MoSA also address the effectiveness of its partnership with Civil Society groups and NGOs.

PART I-B. STRATEGY

The Ministry of Social Affairs, previously "The Directorate of Social Welfare" (1959-1993), is a principal provider of social services to vulnerable groups through its local Social Development Services Centers (SDSCs) and in partnership with national and local NGOs. Since its establishment as a Ministry, it advocated, collected national statistics, and led national dialogues for the promotion and formulation of national anti-poverty policies and programmes. The Ministry also coordinated and prepared the National Report for the World Summit for Social Development in Copenhagen in 1995 (www.undp.org.lb/programme/governance/poverty/summit.html). The Ministry's pioneer and groundbreaking efforts and achievements in collecting demographic data and formulation policy proposals, ([link to UNFPA site](http://www.unfpa.org)) and in analyzing social and regional (poverty) disparities (www.undp.org.lb/programme/governance/poverty/molc/main.html) are supported by UNDP and UN System. Its rehabilitation of the Social Development Services Centers is also a partnered effort with the UN System and more recently, the World Bank. The Ministry is also in the process of a critical review of its capacities, and is

likely to embark on a restructuring effort aiming to improve efficiency, reduce cost and better target services to the poor population.

The Ministry of Social Affairs is the principal beneficiary, of the assistance provided by UNDP through the Poverty Strategy Initiative (PSI) and a preparatory Assistance project to build Government capacities that focus on improving living conditions of the poor, notably in the Ministry of Social Affairs (Leb/98/004). The Preparatory Assistance project, identified national statistical survey needs, and institutional capacity building needs in MoSA including its Social Development Services Centers, on one hand, and (pro-poor) policy-making, on the other hand. (*Annex 1: Leb/98/004 -Project Document and terminal report*).

A New MoSA/UNDP project was approved by the Council of Ministers Decision 33/02 dated 14 February 2002 approving the project (*See Annex2*) aiming to assist the Ministry in pursuing the following objectives and outputs:

- To produce an updated mapping of the living conditions in Lebanon and to measure (for the first time) the Poverty Line (and other related incidences), including the implementation of a National Multi-Purpose Survey (*See Annex 3: Council of Ministers Decision 10/02 dated 17 January 2002 approving the implementation of the Survey*).

The Multi-Purpose Survey has been the subject of extensive consultations between the Ministry of Social Affairs (MoSA) - United Nations Development Programme (UNDP) and Central Administration of Statistics (CAS) and the Council for Development and Reconstruction (CDR) in the context of the above-mentioned project (Leb/98/004). The consultations resulted in an agreement on the Survey modality, the institutional relationships between CAS and MoSA and other concerned partners, the time frame for the survey and the allocation of funds through the current project in addition to parallel funding from CAS's budget in the amount of \$532,000 (*Annex 4: Signed Minutes of meeting outlining agreement between MoSA and CAS for the MPS*).

Consultations are continuing for the mobilization of funds through CDR, including potentially a Grant from Norwegian Foreign Ministry intended for surveying socio-economic conditions in the Liberated South. Consultations for the integration between PAPFAM with the Multi-Purpose Survey are also continuing and if successful will lead to additional capacity building support to CAS and funding support to the Multi-Purpose Survey.

- To assist MoSA develop its advocacy and outreach as a champion for Human Development and play an effective role in mainstreaming social policy considerations through such vehicles as the Millennium Development Goals Report (MDGR) and vocal presence of Lebanon in international fora.
- To implement institutional reforms in MoSA both at the central and decentralized levels with the aim to promote the administration of social services and strengthen local and NGO capacities for self-organization and for achieving effective results. Reforms at the central level will aim to improve the administration of social services in line with the recommendations of the 20/20 Initiative. At the decentralized level, reforms will aim to implement MoSA strategy of programme-based decentralization of social services through its Social Development Services Centers (SDSCs) and its partnership with NGOs. In this context The project will support MoSA to operationalize various feasibility studies and processes launched in cooperation with the World Bank, CDR and UNDP, through an intervention package and training:
 - To implement an integrated reform and capacity building programme of the SDSCs and consolidate the relationship and partnership with NGOs at the level of the centers. The outcome is to streamline and increase the affectivity and relevance of SDSCs' programmes to the needs of

the communities and social groups that they serve and will involve restructuring 50% of SDSCs and contracted NGOs. This component will specifically build on the results of the “Diagnostic, Policy and Strategy Study, and Feasibility Study of the Social Development Services Centers” to be commissioned by CDR.

- Improve outreach and effectiveness of MoSA’s partnership with NGOs through:
 - a) A programme to strengthen internal governance capacity of NGOs through the establishment of an NGO Resource Center and the provision of training and networking services. The overall objective of the project is to enable the development and capacity building of NGOs as proactive, effective and autonomous organizations enjoying sound internal governance, in order to improve their contribution to the sustainable development of Lebanon. More specifically this involves the strengthening of civil society, by building the capacities of NGOs and providing them with a supportive “enabling environment” in which to operate and contribute to the development of the country. (*Annex 5: Concept paper of NGO Resource and Service Center*).
 - b) The implementation of reforms in MoSA’s mandate and practices in outsourcing social services to NGOs. This will build on the assessment and criteria recommendations completed under the World Bank’s assistance to MoSA in this context. This will include the adoption of development-based and results-based criteria for the MoSA/NGO contractual arrangements and the implementation of a gradual phasing out of non-compliant contracts and introducing a new generation of NGOs services. The project will also liaise to and coordinate MoSA partnership with ESCWA for the completion of an NGO survey and directory.
- To formulate elements of a national plan for social protection, which should include targeted policies in priority areas for protecting the poor and the vulnerable. More specifically, UNDP is soliciting the expert advice of the International Labor Organization (ILO) through a Support Project (SPPD – Leb/02/001) to provide the Ministry of Social Affairs as well as its other national partners (CDR, CAS, The Prime Minister’s Office, etc.) with technical assistance through global expertise and experiences to formulate a blue print for a framework for social protection policy and propose methodologies for building capacities for the implementation of the provision of social protection services at the national level. (*Annex 6: SPPD Project Document (Leb/02/001)*). This component of the project will aim to forge partnerships with national agents in government, civil society and the private sector through a participatory process of examining policy issues and formulating policy papers. This component of the project will also build on the analyses and information compiled in the Social Outlook Study and the Caza booklets, which were completed in the context of the project (Improving Living Conditions for the Poor – Leb/98/004).

PART II - RESULTS FRAMEWORK

PROJECT RESULTS AND RESOURCES FRAMEWORK

<p>Intended Outcome as stated in the Country Results Framework: Improved national capacity to monitor human and income poverty and inequality</p>			
<p>Outcome indicator: national estimates of human and income poverty are regularly updated and disaggregated by gender and region.</p>			
<p>Applicable Strategic Area of Support (from SRF) and TTF Service Line (if applicable): Monitoring Poverty and Inequality</p>			
<p>Partnership Strategy: UNDP will lead and provide TA for the analysis of the survey findings. MoSA will be the tutelage Ministry responsible for analyzing the findings of the survey and streamlining them. The Central Administration of Statistics will implement the Survey. The Council for Development and Reconstruction will support resource mobilization efforts and participate in the technical committee for the implementation of the Survey. Potential partners in the Technical Committee include the Arab League, AGFUND, UNFPA, (PAPFAM Survey) ESCWA and EU.</p>			
<p>Project title and number: Capacity Building for Poverty Reduction - Leb/02/002</p>			
Intended Outputs	Output Targets for (years)	Indicative Activities	Inputs
1.1 National multi-purpose poverty survey completed 1.2 Poverty measured using both UBN and PL approaches 1.3 Social mapping produced	Field data fully collected (2003) Mapping of Living Conditions produced (2004) Poverty measured (PL - UBN) (2004) Final reports (including analysis of data) produced and published (2004)	Coordinate and form a Technical Committee for the multi-purpose survey including MoSA, CAS, CDR and UNDP Preliminary survey design completed and institutional arrangement defined (2002) Pilot testing of the survey completed and survey operation begun (2002) Analyze final data and produce reports	Led by MoSA/UNDP Project Team Coordination led by MoSA/UNDP Project Team Parallel input provided by CAS. Oversight and coordination support by MoSA/UNDP Team Consultants, editors, printing and publication
1.4 Millennium Development	2002	A consultative review process of	UNDP and SURF MDG strategy and

<p>Goals mainstreamed and monitoring capacity developed through the first MDG Report</p> <p>1.5 MoSA a member of the MDGIR Advisory Committee, actively involved in preparing the MDGIR and monitoring MDG goals as well as being a primary partner in the advocacy and outreach.</p>	<p>2003</p>	<p>the MDGs conducted with MoSA</p> <p>MoSA a key member of the national Advisory Committee for mainstreaming MDGs and becoming a thematic focal point for the MDGR</p> <p>Coordination mechanism between MoSA and UN System led by UNDP developed and adopted</p> <p>Implementation of national workshops with Civil Society, government, and Private sector to launch a national dialogue on MDGs</p> <p>Implementation of an advocacy campaign in partnership with the Media including the production of relevant publications</p>	<p>translation of the strategy and a brief FORs of MoSA developed</p> <p>Formulation of a Communication Strategy</p> <p>UN System Coordination Meetings</p> <p>Workshops, seminars, Sessions in Parliament Consultants to prepare MDGR, Steering committee to review MDGR.</p> <p>Brochure, Media spots, Local workshops, Publications</p>
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Intended Outcome as stated in the Country Results Framework: Increased capacity of local government structure and civil society organization for analysis, advocacy and social mobilization

Outcome indicator: promoting and institutionalizing partnerships with NGOs and increasing efficiency within SDSCs
Applicable Strategic Area of Support (from SRF) and TTF Service Line (if applicable): Self-organization and development of alliances by the poor

Partnership Strategy:

The mechanisms include the identification and implementation of joint-programming and collaborative activities including training activities, community-based meetings, and workshops, youth camps, press releases and media events. UNDP will lead coordination and joint-programming efforts with donors and UN system agencies, and assist the process of capacity building of the SDSCs, within the context. The Ministry of Social Affairs is the National Executing Agency. Cooperating bodies include local government notably municipalities, and Community Based Organizations (CBOs), and NGOs. The project will also provide coordination services and oversight assistance of related donor programmes in the Ministry of Social Affairs, notably by the World Bank and ESCWA in the area of modernizing and benchmarking the relationship between MoSA and NGOs.

Project title and number: Capacity Building for Poverty Reduction - Leb/02/002

Intended Outcomes	Output Targets for (years)	Indicative Activities	Inputs
1.6 Framework for MoSA/NGO partnerships developed including the adoption of clear contractual criteria and product line Operationalization of the MOSA WB assessment of partnership with NGOs.	2003: NGOs classified and contracts identified as well as a package of intervention elaborated	Classify NGOs and set-up plan of action Identify contracts to break and contracts to transfer	Parallel inputs: a) results and recommendations MoSA/WB study on NGO criteria; b) CDR commissioned Study: Diagnostic, Policy and Strategy Study, and Feasibility Study of the Social Development Services Centers (SDSCs) TA from Project staff
1.7 Establishment of an NGO Resource and Service Center whose activities/services will focus on providing space for NGOs and full access to information and advisory	2003-2004	Providing services to NGOs, including physical space; office services; meeting space; conference facilities; and similar services. Developing and implementing an exit strategy that ensures sustainability	Support staff Basic equipment Trainers Coordination facilities Access to internet Legal advisory services

<p>services</p>	<p>Providing free access to information and advisory services to NGOs, including access to thematic resources, e-libraries, and thematic discussion groups; access to information and facilitating contact with donors, international organizations, other NGO networks, and government institutions; access to training, including training on internal governance, thematic training, and other types of training activities as the need arises; and advisory services on different issues, e.g. legal, financial, organizational.</p>		<p>Consultants Sub-contracts Training Office equipment Training Publications Media and advocacy</p>
<p>1.8 SDSC Restructuring plan implemented</p>	<p>2003</p>	<p>MoSA participating in the Steering Committee to be established for this study</p>	
<p>1.9 50% of SDSCs restructured</p>	<p>2004</p>	<p>Design package of interventions, services and training for SDSCs (centers and branches) Elaborate workplan and timetable for implementation of restructuring plan Identify NGOs to be subcontracted as Satellite SDSCs</p>	

Intended Outcome as stated in the Country Results Framework: Improved efficiency, accountability and transparency in the civil services and essential reforms established

Outcome indicator: Social Protection Plan formulated

Applicable Strategic Area of Support (from SRF) and TFF Service Line (if applicable): Efficiency and accountability in the civil services

Partnership Strategy:

UNDP will play the role of identifying crosscutting issues, and provide advisory and implementation services. The Ministry of Social Affairs is the executing agency; cooperating agencies and government partners who will be consulted include the Ministry of Finance, the Office of the Minister of State for Administrative Reform (OMSAR), the Council for Development and Reconstruction. Concerned donors include ILO, the European Union, the World Bank.

Project title and number: Capacity Building for Poverty Reduction - Leb/02/002

Intended Outputs	Output Targets for (years)	Indicative Activities	Inputs
1.10 Plan of Action for 20/20 reforms developed and adopted	2002/2003	Study and analyze budget and priorities from the 20/20 point of view Conduct brainstorming and a consensus building seminar around the recommendations of the 20/20 Formulate a plan of action	Parallel inputs: a) Recommendations of the MoF/UNDP 20/20 study.
1.11 Relevant social protection practices and policy framework for MoSA adopted (results of the UNDP/ILO SPPD)	2002	Organize 2-3 focus groups for social protection and discussion forums (Social Outlook)	Parallel inputs: b) UNDP/ILO SPPD – policy framework for social protection, and workshop
1.12 Consensus built (consultative process) around recommendation for MoSA in the area of social protection	2003	Consultants and focus groups to formulate a social protection plan	Consultants, Government adoption
1.13 Sectoral policy papers for Government approval	2003	Sectoral papers commissioned	Workshop, outreach and media

PART III - MANAGEMENT ARRANGEMENTS

MoSA is designated as the National Executing Agency for this project on behalf of the Government of Lebanon. The Executing Agency will be responsible for managing the project and will provide overall support to enable it to achieve its intended outputs and results. The Executing Agency will thus be accountable to UNDP for all resources allocated by the latter, whether their source is UNDP or cost sharing. This accountability calls for very concrete capacities in the administrative, technical and financial spheres.

The UNDP National Execution modality will prevail, with the support of the UNDP country office. In addition to regular technical backstopping and monitoring activities regularly provided, the UNDP Country Office shall provide the Executing Agency with support services for the execution of the programme. This will ensure that technical and substantive expertise is available to the Programme for coordination, recruitment, procurement and contracting. (*See Annex 7: Standard Letter of Agreement between UNDP and the Government for the Provision of Support Services*). Thus, UNDP Country Office will provide the following services:

- Administrative services including the identification and recruitment of project personnel (BL 13 and BL 17),
- Identification and facilitation of training (BL 31-33) and official travel (BL 15),
- Procurement of goods and services (BL. 20 - 23 and BL 45) and the provision of miscellaneous expenses (BL 53)
- Access to UNDP regional and global networks assistance in reporting assistance in resource mobilization through the modality of Direct Payment Orders made by the Executing Agency.

All services shall be provided in accordance with UNDP procedures, rules and regulations. The Government, through its designated executing agency, shall retain overall responsibility for the execution of the project and shall be responsible for and bound by any contracts signed by the UNDP Resident Representative, on behalf of the Executing Agency and upon its request, for the procurement of goods and services and /or recruitment of personnel for the programme. Costs incurred by UNDP Country Office for providing the above described support services will be partly recovered from the Programme budget. If needed, and in full consultation with the Government, Cooperating Agencies might be requested to implement specific activities; in such case, a formal letter of agreement between the concerned agency and the implementing agency or official counterpart will be elaborated.

The Central Administration of Statistics (CAS) will be the Implementing Agency for the Multi-Purpose Survey. A Technical Committee led by CAS will include MoSA, CDR and UNDP. Other members of the Committee could include representatives of the PAPFAM and of FAFO if relevant. The Project will provide coordination and secretariat assistance to the Technical Committee.

The MoSA will work closely with the Council for Reconstruction and Development (CDR) building on results of CDR's "Diagnostic, Policy and Strategy Study, and Feasibility Study of the Social Development Services Centers", which will represent a significant input to the objective towards restructuring SDSCs. CDR will also be approached to assist in the mobilization of resources for the project.

MoSA will be a member of the Advisory Committee for the formulation of the MDG Report and will play an effective role in monitoring the implementation of the MDG goals, with particular emphasis on the poverty reduction goal. MoSA, through the project will also be a primary partner to UNDP in its advocacy and outreach efforts for the MDGs.

Project Management

The project team will include a National Project Coordinator (NPC) designated by the Executing Agency. A Project Manager and a light management structure will provide technical assistance and follow-up on project implementation. The Project Manager, under the direct supervision of MoSA and UNDP will be responsible for

advising MoSA and UNDP on substantive and strategic issues. And manage the day-to day execution of project objectives and activities, including the supervision of project staff and consultants. The Project Manager will ensure that the project execution is in line with UNDP's regulations for project monitoring, reporting and evaluation

This project will be subject to joint Tripartite Review by representatives of the Government, implementing agencies, UNDP and other donors at least once every 12 months. The Project Manager will prepare annual progress reports and workplans and other reports as required by UNDP rules and regulations. The project shall be subject to independent evaluation according to UNDP's standard evaluation procedures, if required. The organization, terms of reference and timing of such evaluation will be decided after consultation between the Government and UNDP.

Project equipment purchased under Leb/98/004 (*see Annex 8: List of inventories*) in addition to MoSA's in-kind contribution of offices location will be carried over for continued use by this project.

PART IV - LEGAL CONTEXT

This project document shall be the instrument referred to as "Project Documents or other instruments" in Article 1 of the Standard Basic Assistance Agreement between the Government of Lebanon and the United Nations Development Programme, signed by the parties on 10 February 1986. The host-country executing agency shall, for the purpose of the Standard Basic Assistance Agreement, refer to the Government cooperating agency described in that Agreement.

The following types of revisions may be made to this project document with the signature of the UNDP Resident Representative only, provided he or she is assured that the other signatories of the project document have no objection to the proposed changes:

1. Revisions in, or addition of, any of the annexes of the project document;
2. Revisions which do not involve significant changes in the immediate objectives, outputs or activities of the project, but are caused by the rearrangement of inputs already agreed to or by cost increases due to inflation; and
3. Mandatory annual revisions, which rephrase the delivery of, agreed project inputs or reflect increased expert or other costs due to inflation, or take into account cooperating agency expenditure flexibility.

BUDGET

It is important to note that the current budget represents funds available for the implementation of the Multi-Purpose Survey and the initiation of the other activities. The project will require additional funding to permit the full implementation of its objectives and activities. Efforts between UNDP, MoSA and CDR will be consolidated to mobilize additional funds to bring the project to full funding capacity. Otherwise the project faces the risks of experiencing delays and serious setbacks in fully achieving its objectives.

Check attached sheet for Budget.

STANDARD LETTER OF AGREEMENT BETWEEN UNDP AND THE GOVERNMENT FOR
THE PROVISION OF SUPPORT SERVICES

H.E. Dr. Asa'ad Diab,

1. Reference is made to consultations between officials of the **Government of Lebanon** (hereinafter referred to as "the Government") and officials of UNDP with respect to the provision of support services by the UNDP country office for the nationally executed project Leb/02/002 – Capacity Building for Poverty Reduction. UNDP and the Ministry of Social Affairs hereby agree that the UNDP country office may provide such support services at the request of the Government of Lebanon through its Executing Agent designated in the relevant programme support document or project document, as described below.

2. The UNDP country office may provide support services for execution activities, such as 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 Social Affairs (the Executing Agent) 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. In addition, the UNDP country office may provide, at the request of the Ministry of Social Affairs (the Executing Agent), the following support services for implementation activities:

- (a) Identification and assistance with and/or recruitment of project and programme personnel;
- (b) Identification and facilitation of training activities, including fellowship, short-term training and study tours;
- (c) Procurement of goods and services; and
- (d) Access to UNDP-managed global information systems, the network of UNDP country offices and specialized systems containing operations information, including rosters of consultants and providers of development 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 programme support document or project document, in the form provided in 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 programme support document or project document is revised with the mutual agreement of the UNDP Resident Representative and the Ministry of Social Affairs (the Executing Agent).

5. The relevant provisions of the UNDP Standard Basic Assistance Agreement with the Government (the "SBAA"), dated 10 February 1986, 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 executed project through the Ministry of Social 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 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.

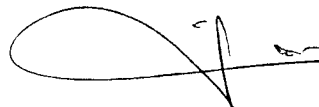
7. The manner and method of cost recovery by the UNDP country office in providing the support services described in paragraph 3 above shall be specified in the annex to the project document.

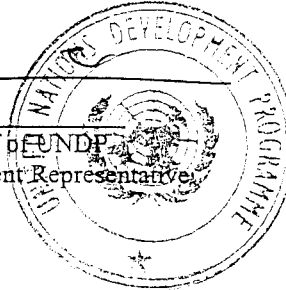
8. The UNDP country office shall submit progress reports on the support services provided and shall report on the costs reimbursed in providing such services, as may be required.

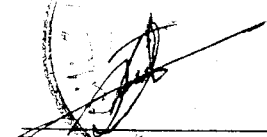
9. Any modification of the present arrangements shall be effected by mutual written agreement of the parties hereto.

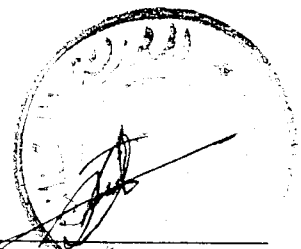
10. If you are in agreement with the provisions set forth above, please sign and return to this Office two signed copies of this letter. Upon your signature, this letter shall constitute an agreement between the Ministry of Social Affairs and UNDP on the terms and conditions for the provision of support services by the UNDP country office for the nationally executed project Leb/02/002 – Capacity Building for Poverty Reduction.

Yours sincerely,


Signed on behalf of UNDP
Mr. Yves de San, Resident Representative




For the Ministry of Social Affairs
H.E. Dr. Asaad Diab,
Minister



Date: 26/4/2002

HOW TO USE THIS AGREEMENT

- **Purpose.** This agreement is intended for use when the UNDP country office provides support services in the implementation of nationally-executed programmes and projects. Its purpose is to provide full legal coverage for country office support services to national execution. As the services currently provided by UNDP were not foreseen at the time of the establishment of the UNDP standard basic assistance agreement with the Government (the "SBAA"), UNDP now requires protection through privileges and immunities, and protection against liability.
- **Signature.** This agreement must be signed by a governmental body or official authorized to confer full legal coverage on UNDP. (This is usually the Head of State, the Prime Minister, and/or the Minister of Foreign Affairs.)
- **Use of the agreement.** This agreement may constitute either :
 - (a) An umbrella agreement for the whole programme country. In this case, this letter agreement is signed once to cover all UNDP support.
 - (b) A case-by-case agreement as an annex to the PSD or project document, on a project by project basis. When this option is chosen, the PSD or project document must be signed, *in addition to* the usual authorities, by the authority (if different) authorized to confer immunities and privileges to UNDP. The content of this letter agreement is incorporated into section II. G "Legal aspects" of the PSD and section I. "Legal context" of the project document.
- **Exceptions.** In the event that any deviations from the standard agreement are necessary, the Regional Bureau is to be advised for onward referral to the Division for Operational Policies and Procedures, Operations Support Group (DOPP/OSG) for clearance.
- **Arrangements for on-going support.** The umbrella letter of agreement shall cover all past, current and future support services. When the letter of agreement is incorporated into an already approved PSD or project document, the content of the letter agreement is included in the next budget revision provided that the revision is signed by the authority authorized to confer immunities and privileges to UNDP, in addition to signature by the usual authorities.
- **Responsibility.** The UNDP Resident Representative is responsible for ensuring that the agreement is signed by the authority authorized to confer immunities and privileges to UNDP. The UNDP Resident Representative shall verify that the requisite authority has been properly authorized to confer immunities and privileges.
- **Procedures.** The letter of agreement is prepared by the UNDP country office. After signature by the authority authorized to confer immunities and privileges to UNDP, the government will keep one original and the UNDP country office the other original. A copy of the agreement should be provided to UNDP headquarters (OSG). The executing agents under national execution should also receive a copy.



Main Source of Funds 01 - UNDP-IPF / TRAC - (Trac 1.1.1 & 1)
 Executing Agency MOSA - Ministry Of Social Affairs

S/N	Description	Implementing	Funding	Total	2002	2003	2004	2005
010.	PERSONNEL							
011.	International Consultants							
011.01	CONSULTANTS	NEX		67,500	24,700	25,200	13,600	4,000
011.99	Line Total			67,500	24,700	25,200	13,600	4,000
014.	UN Volunteers							
014.01	FILED ASSISTANT	NEX		18,000	3,000	6,000	6,000	3,000
014.99	Line Total			18,000	3,000	6,000	6,000	3,000
015.	Monitoring and Evaluation							
015.01	EXPERT TRAVEL COST	NEX		26,000	8,000	8,000	6,000	4,000
015.99	Line Total			26,000	8,000	8,000	6,000	4,000
016.	Mission Costs							
016.02	MULTI-PURPOSE SURVEY	NEX		5,000	1,000	2,000	1,000	1,000
016.99	Line Total			5,000	1,000	2,000	1,000	1,000
017.	National Consultants							
017.01	PROJECT MANAGER	NEX		146,000	24,000	46,000	61,000	15,000
017.02	PROJECT ASSISTANT	NEX		78,750	18,000	26,000	28,000	6,750
017.03	SENIOR CAPACITY BLDG COORDINATOR	NEX		89,000	22,000	29,500	29,500	8,000
017.04	RESEARCH ASSISTANT	NEX		69,000	12,500	25,000	25,000	6,500
017.05	DRIVER	NEX		15,000	3,500	5,000	5,000	1,500
017.99	Line Total			397,750	80,000	131,500	148,500	37,750
019.	PROJECT PERSONNEL TOTAL			514,250	116,700	172,700	175,100	49,750
020.	CONTRACTS							
021.	Contract A							
021.01	SUBCONTRACTS (CBOSINGOS)	NEX		42,000	12,000	12,000	12,000	6,000
021.99	Line Total			42,000	12,000	12,000	12,000	6,000



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 Executing Agency: MOSA - Ministry Of Social Affairs

SBLN	Description	Implementing	Funding	Total	2002	2003	2004	2005
022.	Contract B							
022.01	SUBCONTRACTS TRANSLATION/EDITING	NEX		30,000	2,000	5,000	15,000	8,000
022.02	SUBCONTRACT - PRINTING	NEX		20,000	2,000	5,000	5,000	8,000
022.99	Line Total			50,000	4,000	10,000	20,000	16,000
023.	Contract C							
023.01	SUBCONTRACT MULTIPURPOSE SURVEY	NEX		204,000	98,000	28,000	58,000	20,000
023.02	SUBCONTRACT MULTIPURPOSE SURVEY/	NEX		90,000	27,000	36,000	18,000	9,000
023.03	SUBCONTRACT MULTIPURPOSE SURVEY/	NEX		90,000	27,000	36,000	18,000	9,000
023.99	Line Total			384,000	152,000	100,000	94,000	38,000
029.	SUBCONTRACTS TOTAL			476,000	168,000	122,000	126,000	60,000
030.	TRAINING							
032.	Other Training							
032.01	SEMINARS AND WORKSHOPS	NEX		57,000	30,000	15,000	10,000	2,000
032.02	MEDIA, INFORMATION & COMMUNICATION	NEX		12,000	4,000	4,000	3,000	1,000
032.03	TRAINING MOSA AND /OR SDC STAFF	NEX		80,000	32,000	32,000	16,000	
032.99	Line Total			149,000	66,000	51,000	29,000	3,000
039.	TRAINING TOTAL			149,000	66,000	51,000	29,000	3,000
040.	EQUIPMENT							
045.	Equipment							
045.01	EQUIPMENT	NEX		20,000	6,000	6,000	6,000	2,000
045.02	OPERATION & MAINTENANCE	NEX		6,500	1,500	2,000	2,000	1,000
045.03	Vehicle	NEX		22,570	20,000	1,000	1,000	570
045.04	DOCUMENTATION UNIT	NEX		10,000	5,000	2,500	2,500	
045.99	Line Total			59,070	32,500	11,500	11,500	3,570
049.	EQUIPMENT TOTAL			59,070	32,500	11,500	11,500	3,570



Main Source of Funds: 01 - UNDP-IPF / TRAC - (Trac 1.1.1 & 1
 Executing Agency: MOSA - Ministry Of Social Affairs

SBLN	Description	Implementing	Funding	Total	2002	2003	2004	2005
050.	MISCELLANEOUS							
052.	Reporting Costs	NEX						
052.01	REPORTING COSTS			3,000	1,000	1,000	1,000	
052.99	Line Total			3,000	1,000	1,000	1,000	
053.	Sundries							
053.01	SUNDRIES	NEX		20,300	6,000	8,000	4,000	2,300
053.99	Line Total			20,300	6,000	8,000	4,000	2,300
059.	MISCELLANEOUS TOTAL			23,300	7,000	9,000	5,000	2,300
099.	BUDGET TOTAL			1,221,620	390,200	366,200	346,600	118,620



C/S Schedule of Payments

Project
Main Source of Funds
AOS Source of Funds
Executing Agency
Budget Currency

LEB/02/002//99 CAPACITY-BUILDING FOR POVERTY REDUCTION
UNDP-IPF / TRAC - (Trac 1.1.1 & 1.1.2/Line 1.2)
NEX - National Execution
USD

Subline	Donor	Year	Date	Budgeted Amount	Scheduled Amount	Balance
101.01	LEB	2002	01/06/2002	294,991.00	300,000.00	-5,009.00
		2003	01/06/2003	276,847.00	300,000.00	-28,162.00
		2004	01/06/2004	262,030.00	332,000.00	-98,132.00
		2005	01/01/2005	98,132.00	0.00	0.00
			Grand Total	932,000.00	932,000.00	0.00



Budget A

Main Source of Funds: 01 - UNDP-IPF / TRAC - (Trac 1.1.1 & 1
 Executing Agency: MOSA - Ministry Of Social Affairs

SBLN	Donor	Funding	Total	2002	2003	2004	2005
101.	Government cost-sharing	MOSA	Net Contrib.	280,944	263,664	249,552	93,460
101.01	LEB		CO Adm. %	5.00	5.00	5.00	5.00
			CO Adm.	14,047	13,183	12,478	4,672
			Total	294,991	276,847	262,030	98,132
101.99	Line Total		Net Contrib.	280,944	263,664	249,552	93,460
			CO Adm. %	5.00	5.00	5.00	5.00
			CO Adm.	14,047	13,183	12,478	4,672
			Total	294,991	276,847	262,030	98,132
109.	COST SHARING TOTAL		Net Contrib.	280,944	263,664	249,552	93,460
			CO Adm. %	5.00	5.00	5.00	5.00
			CO Adm.	14,047	13,183	12,478	4,672
			Total	294,991	276,847	262,030	98,132
999.	NET CONTRIBUTION		Net Contrib.	109,256	102,536	97,048	25,160
			Total	109,256	102,536	97,048	25,160