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

### **Project 00111750      “Macedonia’s Fourth National Communication and Third Biennial Update Report on Climate Change under the UNFCCC”**

Dear Minister Duraki,

1. Reference is made to consultations between officials of the Government of *the fyr Macedonia* (hereinafter referred to as “the Government”) and officials of UNDP with respect to the provision of support services by the UNDP country office for nationally managed programmes and projects. 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 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 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 for the activities of the programme/project:
  - (a) Identification and recruitment of project personnel;
  - (b) Procurement of goods and services;
  - (c) Financial Management (processing of payments)
4. The procurement of goods and services and the recruitment of project 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 project, the annex to the project document is revised with the mutual agreement of the UNDP resident representative and the designated institution.
5. The relevant provisions of the Act of Cooperation between the Republic of Macedonia and the United Nations Development programme (Standard Basic Assistance Agreement) signed on 30 October 1995 (the “SBAA”), 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 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 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,

  
Louisa Vinton

\_\_\_\_\_  
Signed on behalf of UNDP  
Resident Representative

\_\_\_\_\_  
For the Government  
Sadulla Duraki,  
Minister of Environment and Physical Planning



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Attachment

**DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES**

1. Reference is made to consultations between the Ministry of Environment and Physical, the institution designated by the Government of FYR of Macedonia and officials of UNDP with respect to the provision of support services by the UNDP country office for the nationally managed project 00110592 "Macedonia's Fourth National Communication and Third Biennial Update Report on Climate Change under the UNFCCC", "the Project".

2. In accordance with the provisions of the letter of agreement signed on \_\_\_\_\_ 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 (where appropriate)	Amount and method of reimbursement of UNDP (where appropriate)
Identification and/or recruitment of project personnel -Project Manager	July 2018	As per the Universal Price List (UPL): US\$ 599.81 599.81 x1 = 599.81	UNDP will directly charge the project upon receipt of request of services from the Implementing Partner In accordance with the UPL
Local Personnel HR & Benefits Administration & Management 8 (one-time fee, per staff at: - the issuance of a contract, and- again at separation	August 2018 December 2022	As per the Universal Price List (UPL): US\$ 255.66 255.66 x2 = 511.32	UNDP will directly charge the project upon receipt of request of services from the Implementing Partner In accordance with the UPL
Recurrent personnel management services: (annual fee per employee, per calendar year) Local Payroll & Banking (35%) Performance evaluation (30%) Extension, promotion, entitlements (30%) Leave monitoring (5%)	Ongoing throughout implementation when applicable	As per the Universal Price List (UPL): US\$ 448.67 448.67 x2= 897.34	UNDP will directly charge the project upon receipt of request of services from the Implementing Partner In accordance with the UPL
Procurement of Services Contractual services	Ongoing throughout implementation when applicable	As per the UPL: US\$ 217.35 for each hiring process	As above

for companies		$217.35 \times 12 = 2,608.2$	
Contractual Services for Individuals	Ongoing throughout implementation when applicable	As per the UPL: US\$ 234.26 each hiring process $234.26 \times 12 = 2,811.12$	As above
Payment Process	Ongoing throughout implementation when applicable	As per the UPL: US\$ 38.49 for each $38.49 \times 56 = 2,155.44$	As above
Disposal of equipment	Ongoing throughout implementation when applicable	As per the UPL: US\$ 275.14 for each $275.14 \times 1 = 275.14$	As above
Ticket request (booking, purchase, F10 settlement)	Ongoing throughout implementation when applicable	As per the UPL: US\$ 66.04 for each $66.04 \times 2 = 132.08$	As above
		Total: up to USD 10,000 from GEF grant	