



Tracking Sheet

PROJECT ATLAS NAME: CAPACITY DEVELOPMENT INITIATIVE

PROPOSAL #: AWARD #:50122 PROJECT #: 61760 DONOR (NAME):

AGREEMENTS CONTRACTS LETTERS/MEMO'S AWP PROJECT DOC. OTHERS:

SUBJECT: Amendment to the Letter of Agreement with the Ministry of Planning.

TITLE	NAME	DATE IN	ACTION	DATE OUT	SIGNATURE
PROGRAMME ASSOCIATE	DZOUYI KONANGA-NICOLAS	5 FEB 09	PREPARED	5 FEB 09	
PROGRAMME ANALYST	SHIFA JAYOUSI	Feb. 10	VERIFIED & APPROVED	Feb 10	
TEAM LEADER	GEOFF PREWITT	14 Feb.	APPROVED <i>Geoff</i>	14 Feb	
PROGRAMME SUPPORT (INCLUDING PA/TRAVEL/ PROCUREMENT / HR/ FINANCE)					
COMMUNICATIONS					
SECURITY					
EXECUTIVE OFFICE	AHMAD AL HAMMAL				
DSR (O)					
DSR	<i>R. JAYOUSI</i>	<i>16/2</i>	<i>OK</i>	<i>16/2</i>	
SR					

Comments:

United Nations Development Programme

Programme of Assistance to the Palestinian People

برنامج الامم المتحدة الانماني/ برنامج مساعدة الشعب الفلسطيني



Reference: 61760 Capacity Development Initiative

Subject: Amendment of the Letter of Agreement

Between

The United Nations Development Programme (UNDP)

And

The Ministry of Planning on the Implementation of the Capacity Development Project

The two parties hereby agreed to amend the original Letter of Agreement signed on 23 June 2008 pertaining to the Schedule of payments specified in Attachment 3.

Attachment # 3: Schedules of Services, Facilities and Payments

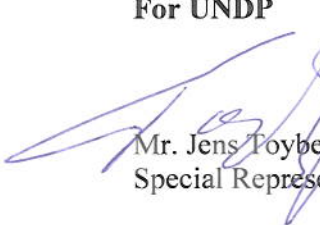
The total allocated budget will be amended to read USD 609,100 instead of USD 339,100.

All budget items will stay the same except for the second budget item (CD Officers - 2 MoP) as attached and marked in red, which should be a total of US \$ 240,000 instead of US \$ 24,000. Also, the quarterly transfer for this budget item to the MoP will be US \$ 24,000 instead of US \$ 2400.

All other terms and conditions of the original Letter of Agreement shall remain unchanged and shall continue in full effect.

For UNDP

For the Ministry of Planning


Mr. Jens Toyberg-Frandzen
Special Representative

Dr. Sameer Abdullah
Minister

Date:

Date:

Attachment 3
Scheduled of Services, Facilities and Payments

EXPECTED CP OUTPUTS and indicators including annual Measures	PLANNED ACTIVITIES (to be managed and payed for by MoP Directly) 1.1 Procure Management Component	Schedule of payments by UNDP																			
		Time frame		Planned Budget (Excluding GMS)	Y1			Y2			Y3			Y4			Y5				
		Y1	Y2		Y3	Y4	Y5	Q1	Q3	Q1	Q3	Q1	Q3	Q1	Q3	Q1	Q3	Q1	Q3		
Overall project management ensured		X	X	X	X	X	24,000	24,000	24,000	24,000	24,000	24,000	24,000	24,000	24,000	24,000	24,000	24,000	24,000	24,000	24,000
		X	X	X	X	X	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
	Sub total - Programme management						270,000	27,000	27,000	27,000	27,000	27,000	27,000	27,000	27,000	27,000	27,000	27,000	27,000	27,000	27,000
1.1. A national strategy and policy for capacity development prepared	1.1.2 Four consultation meetings with stakeholders to discuss the strategy and policy (4 days, 25 participants for each consultation)	X					49,000	24,500													
1.2 Capacity of staff of the Governance Department (GD)/Ministry of Planning and key government institutions developed in capacity development concept and methodologies	1.2.2 Six workshops for staff of the Governance Department and key government institutions on: (1) Methodology of capacity assessments; (2) Capacity development response strategies and costing of CD; (3) Monitoring and Evaluation of capacity development response strategies (one week, 20 participants, each workshop)	X					106,200	53,100													
1.3 In-depth capacity assessment of the Ministry of Planning prepared	1.3.5 Workshop with staff of the Ministry of Planning and stakeholders to discuss the findings of the assessment and achieve consensus (2 days, 40 participants)	X					9,400	4,700													
1.7 Best practices in capacity development shared with government institutions and stakeholders, and piloted in selected government institutions	1.7.2 Four seminars with government institutions to (1) discuss and share best practices and (2) assist participants in the preparation of individual action plan related to the implementation of one best practice in their organizations (5 days, 25 participants, each seminar)		X				61,000	30,500													
	1.7.4 Two follow-up seminars to review implementation by selected government institutions of best practices and difficulties encountered (3 days, 25 participants, each seminar)			X			18,500														
1.8 A system and process of consultation and dialogue established with stakeholders (including civil society and private sector) on national and sectoral development plans and policies as well as on the national capacity development strategy and policy	1.8.1 Implementation of ten consultation meetings to discuss the national plans and policies (one day, 30 participants, each meeting)		X	X	X		38,000														
	1.8.2 Consultation process and dialogue developed and applied by three selected government institutions, through 15 consultation meetings with stakeholders to discuss sectoral plans and policies (one day, 30 participants, each meeting)			X	X	X	57,000														
	Total Out come #1						339,100	82,300	82,300	51,625	51,625	11,875	11,875	11,875	11,875	11,875	11,875	11,875	11,875	11,875	11,875
	Grand Total						609,100	109,300	109,300	78,625	78,625	38,875	38,875	38,875	38,875	38,875	38,875	38,875	38,875	38,875	38,875

Note:

- Expenditures for personnel services may be limited to salary, allowances and other entitlements, including the reimbursement of income taxes due and travel costs on appointment to the programme/project, duty travel within the programme country or region and repatriation costs.
- UNDP shall be responsible for providing miscellaneous services such as secretarial assistance, postage and cable services and transportation as may be required by MoP in carrying out its assignment.
- Adjustments within each of the sections may be made in consultation between UNDP and MoP. Such adjustments may be made if they are in keeping with the provisions of the Project Document and if they are found to be in the best interest of the project.

United Nations Development Programme

Programme of Assistance to the Palestinian People

برنامج الامم المتحدة الانماني/ برنامج مساعدة الشعب الفلسطيني



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For UNDP

For the Ministry of Planning


Mr. Jens Toyberg-Frandzen
Special Representative


Dr. Sameer Abdullah
Minister

Date:

Date:

Palestinian National Authority
Ministry of Planning
Office of the Minister



السلطة الوطنية الفلسطينية
وزارة التخطيط
مكتب الوزير

Ramallah, January 29, 2008.

Ref: 0-19611.

Mr. Jens Toyberg-Frandzen
Special Representative of the administrator
UNDP/PAPP

Subject: Amendment to the Agreement between UNDP/ PAPP and Ministry of Planning

Dear Mr. Toyberg-Frandzen,


We would like to express our gratitude to you and your team for all the efforts that you have done to support the needs of the Palestinian.

In reference to the agreement between your organization and the Ministry of Planning on the implementation of the capacity development project dated 16 June 2008, we discover a typo mistake. This mistake is in the attachment 3 "Schedule of services, facilities and payments"; the amount (24,000\$) which is presented in first row (overall project management ensured) , colum 4 (planned budget) should be replaced by the amount(240,000\$).

We are requesting to amend the attachment 3. If UNDP/ PAPP agree upon this amendment, the modified attachment will replace the old one. The agreement shall continue on the same terms and conditions.

Accept the assurances of my highest consideration.

Sincerely yours,


Dr. Samir Abdullah
Minister of Planning

cc: Mr. Mazen Jaddalah
DG. Ministry of Finance

AIN	RV	GP
134F		
REC	02-02-2008	
ACTION	Geoff	shifa
FILE		

registry papp

From: "Lourdes Habash" <lourdes@mop.gov.ps>
To: <registry.papp@undp.org>
Sent: Monday, February 02, 2009 10:03 AM
Attach: lourd0001.pdf
Subject: Amendment to the agreement between UNDP/PAPP and MOP

Dear Setia,

In reference to our phone call today please find attached the letter that we have sent by FAX.

Best regards,
Lourdes

*Dr. Lourdes Habash
Director of International organizations and United nations Department
Ministry of Planning
Occupied Palestinian Territory*

Tel.: 02 297 30 18

Fax.: 02 297 30 12