



Date: 25 January 2010

Reference: 61760 Capacity Development Initiative (CDI)

Subject: Second Amendment to the letter of Agreement

**Between
The United Nations Development Programme (UNDP/PAPP)
And
The Ministry of Planning and Administrative Development (MoPAD), on the Implementation
of the MoPAD component of the Capacity Development Initiative Programme (CDI)**

The two parties hereby agree to amend the original letter of Agreement signed on 23 June 2008; the following serves as an amendment to previous UNDP/PAPP agreements with MoPAD under the CDI.

UNDP/PAPP hereby modifies the total contribution to be provided to MoPAD– to total USD \$ 240,000, of which USD \$ 87,700 was transferred to MoPAD on the 5th November 2008, the remainder being USD \$ 152, 300 to be transferred over a two year period. The allocation shall be utilized to strengthen MoPAD's role in Administrative Development and support the preparation of sector strategies for their newly envisaged Palestinian National Plan.

Therefore, whilst resources may be deployed for expertise and staffing costs, the *principles of engagement are premised on results*. As this is premised on the MoPAD component of UNDP's Capacity Development Initiative Programme, the contribution will serve to support the following outcome:

Enhance the individual, organizational and institutional capability of the Ministry of Planning to formulate and to monitor the implementation of national development plans and policies and facilitate and coordinate capacity development at the national level.

Therefore, all allocated resources will serve the following purposes:

- i) To support the formation of the newly designated Administrative Development Directorate under the overall architecture of MoPAD, that may include the following activities:
 - a. Human Resources: Staff Costs of the Director General for two years. Support development of functions within ADD including recruiting long-term local consultants.
 - b. Technical assistance: the identification of the role and responsibilities of said AD directorate, the development of an operational plan, assessment of institutional relations both internally and externally (i.e. – with GPC), review of staffing



- requirements (and drawing up of preliminary ToRs), identification of capacity needs, assessment of the need for standard manuals and policy, provision of preliminary financial requirements to sustain such a directorate, etc.
- ii) To support the Sector Strategy Development culminating in the preparation of the Palestinian National Plan (2011-2013), that may include the following activities:
 - a. Human Resources: Recruitment of a coordinator to assist with the review and vetting processes of the documents. Recruitment of other long-term consultants to support preparation of the National Plan.
 - b. Technical Assistance: seminars and exchanges for various line ministries to discuss sector strategies, support to consultative processes with other actors such as civil society and the private sector, background studies and research undertakings, design of an overall monitoring and evaluation system, etc.
 - iii) To support the basic administration, aid management and coordination, and other coordination requirements of MOPAD
 - a. Human Resources: Recruitment of long-term consultants and short-term support on a need basis.
 - b. Technical Assistance: up-dating of IT standards, design of IT software, preparation of a human resource strategy, functional reviews of different directorates, etc.

Whereas it is not the intention to deploy heavy reporting requirements, MOPAD will be expected to submit, on a twice annual basis, progress reports on how the contribution is achieving the above results based on the annual work plan along with financial reports pertaining to budget expenditures.


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

For UNDP


Signed on behalf of UNDP
Jens Toyberg-Frantzen
Special Representative of the Administrator
[Date]



For the Ministry


For the MOPAD
His Excellency, Dr. Ali Jarbawi
[Date]

