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مع الازحت

فیرا اعل
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United Nations Development Programme

Programme of Assistance to the Palestinian People

برنامج الأمم المتحدة الإنمائي / برنامج مساعدة الشعب الفلسطيني



Reference: Capacity Development for the PMO

19 May 2008

**EXCHANGE OF LETTERS
BETWEEN
THE PRIME MINISTER OFFICE (PMO)
AND
THE UNITED NATIONS DEVELOPMENT PROGRAMME**

Your Excellency,

Reference is made to the consultations between officials of the United Nations Development Programme / Programme of Assistance to the Palestinian People (UNDP/PAPP) and the Prime Minister Office with respect to the implementation of the "Capacity Development" project funded by the UNDP/PAPP for the amount of **USD \$ 500,000**.

The Prime Minister Office deals with political and public operation issues of sensitive nature submitted to the Prime Minister in his official capacity as the Executive Head of the Palestinian Authority. Issues submitted must therefore be dealt with thoroughly and quickly. The need to ensure that comprehensive analysis of the situation or submissions from all aspects, requires great thoroughness and coordination with all interested or concerned parties. Based in this , and after the PMO approached UNDP for supporting them in developing the capacity of the PMO to carry out its mandate in a more efficient and effective way, UNDP team jointly with PMO team agreed on UNDP support to develop a five year capacity development strategy for the PMO.

The capacity development project aims to support the development of the institutional, organizational and human capacities needed for the PMO to carry out its mandate more effectively and efficiently. Toward this end, the project will have two major components as detailed in the attached project brief which is an integral part of this letter:

1. Construction and finishing of an additional floor and roof on top of the existing PMO building .
2. Developing a five year capacity development strategy and action plan for the PMO's functions, process, and procedures for coordination and communication with other government institutions

Whereas UNDP/PAPP shall be the executing and implementing agency, responsible to, and accountable for, managing the project, including the monitoring and evaluation interventions and achieving of project outputs; this letter hereby reaffirms our cooperation for the implementation of the project framework, the details of which are explained within the Project Brief.





The PA, through the Prime Minister's Office is the overall owner of the Programme, responsible thereafter for the following:

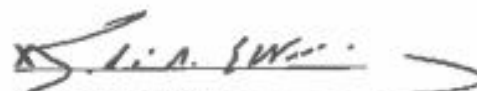
1. Form and lead a Steering Board that will be comprise of donors, ministries and other key Palestinian institutions and a representative of UNDP as a non-voting member;
2. Ensure overall coordination of capacity development support to the PMO with Capacity development planned policies and strategies at national and local levels;
3. Facilitate and coordinate communication and interaction with other government institutions pertaining to the implementation of the project recommendations;
4. Provide access to necessary data and information to carry out the programme activities;
5. Provide copies of all previous capacity development reports and studies conducted by /or in favor of the Prime Minister's Office (i. e. development plan , organizational chart and functions of the PMO, etc);
6. Provide official written and verbal comments on various products and/or important decisions developed or taken by the project.
7. Appoint a senior staff member to represent the Prime Minister's Office and serve as a counterpart to the UNDP/PAPP Project Manger and identify the team that will be assigned to the project.

The Prime Minister's Office will support UNDP/PAPP and facilitate UNDP/PAPP's role as the executing and implementing agency for the success and smooth Implementation of the project.

The launching of the Capacity Development Project elaboration process will enter into effect after signing this letter.

Sincerely Yours,

Jens Toyberg-Frandzen
Special Representative of the Administrator




On behalf of the
Prime Minister Office
Name: Soradi El-Kruzz
Title: Cabinet Secretary
General.
Chief of Staff



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