

**STANDARD LETTER OF AGREEMENT BETWEEN  
THE UNITED NATIONS DEVELOPMENT PROGRAMME AND  
MINISTRY OF TOURISM AND ENVIRONMENTAL AFFAIRS  
TO CARRY OUT ACTIVITIES  
WHEN UNDP PROVIDES SUPPORT SERVICES TO THE STRENGTHENING EARLY WARNING AND  
CLIMATE SERVICES IN ESWATINI**

Dear Mr. John Hlophe,

1. Reference is made to the consultations between officials of the United Nations Development Programme (hereinafter referred to as "UNDP") in Eswatini with respect to the realization of activities by Ministry of Tourism and Environmental Affairs in the implementation of the UNDP support services to the project *Strengthening Early Warning and Climate Services in Eswatini*, as specified in Attachment 1: Project Document, to which UNDP has been selected as a responsible party.
2. In accordance with the LOA signed between the government implementing partner and UNDP for support services and with the following terms and conditions, we confirm our acceptance of the activities to be provided by Ministry of Tourism and Environmental Affairs towards the project, as specified in Attachment 2: Description of Activities (hereinafter referred to as "Activities"). Close consultations will be held between Ministry of Tourism and Environmental Affairs and UNDP on all aspects of the Activities.
3. The Ministry of Tourism and Environmental Affairs shall be fully responsible for carrying out, with due diligence and efficiency, all Activities in accordance with its Financial Regulations and Rules.
4. In carrying out the activities under this Letter, the personnel and sub-contractors of Ministry of Tourism and Environmental Affairs shall not be considered in any respect as being the employees or agents of UNDP. UNDP does not accept any liability for claims arising out of acts or omission of Ministry of Tourism and Environmental Affairs or its personnel, or of its contractors or their personnel, in performing the Activities or any claims for death, bodily injury, disability, damage to property or other hazards that may be suffered by Ministry of Tourism and Environmental Affairs, and its personnel as a result of their work pertaining to the Activities.
5. Any subcontractors, including NGOs under contract with Ministry of Tourism and Environmental Affairs, shall work under the supervision of the designated official of Ministry of Tourism and Environmental Affairs. These subcontractors shall remain accountable to Ministry of Tourism and Environmental Affairs] for the manner in which assigned functions are discharged.
6. Upon signature of this Letter, UNDP will make payments to Ministry of Tourism and Environmental Affairs, according to the schedule of payments specified in Attachment 3: Schedule of Activities, Facilities and Payments.
7. Ministry of Tourism and Environmental Affairs shall not make any financial commitments or incur any expenses which would exceed the budget for the Activities as set forth in Attachment 3. Ministry of Tourism and Environmental Affairs shall regularly consult with UNDP concerning the status and use of funds and shall promptly advise UNDP any time when Ministry of Tourism and Environmental Affairs is aware that the budget to carry out these Activities is insufficient to fully implement the project in the manner set out in the Attachment 2. UNDP shall have no obligation to provide Ministry of Tourism and Environmental Affairs with any funds or to make any reimbursement for expenses incurred by Ministry of Tourism and Environmental Affairs in excess of the total budget as set forth in Attachment 3.
8. The Ministry of Tourism and Environmental Affairs shall submit a cumulative financial report each quarter (31 March, 30 June, 30 September and 31 December). The report will be submitted to UNDP through the UNDP Country Director or UNDP Resident Representative within 30 days following those dates. The format will follow the standard UNDP expenditure report [a model copy of which is provided as Attachment 4]. UNDP will include the financial report by *the* Ministry of Tourism and Environmental Affairs in the financial report for [*number and title of project*].
9. The Ministry of Tourism and Environmental Affairs shall submit such progress reports relating to the Activities as may reasonably be required by the project manager in the exercise of his or her duties.
10. The Ministry of Tourism and Environmental Affairs shall furnish a final report within 6 months after the completion or termination of the Activities, including a list of non-expendable equipment purchased by the Ministry of Tourism and Environmental Affairs and all relevant audited or certified financial statements and records related to such Activities, as appropriate, pursuant to its Financial Regulations and Rules.
11. Equipment and supplies that may be furnished by UNDP or procured through UNDP funds will be disposed as agreed, in writing, between UNDP and the Ministry of Tourism and Environmental Affairs.

12. Any changes to the LOA between the government implementing partner and UNDP for support services which would affect the work being performed by the Ministry of Tourism and Environmental Affairs in accordance with Attachment 2 shall be recommended only after consultation between the parties.
13. For any matters not specifically covered by this Letter, the Parties would ensure that those matters shall be resolved in accordance with the appropriate provisions of the LOA for support services and any revisions thereof and in accordance with the respective provisions of the Financial Regulations and Rules of the Ministry of Tourism and Environmental Affairs and UNDP.
14. The arrangements described in this Letter will remain in effect until the end of the project, or the completion of Activities according to Attachment 2, or until terminated in writing (with 30 days notice) by either party. The schedule of payments specified in Attachment 3 remains in effect based on continued performance by the Ministry of Tourism and Environmental Affairs unless it receives written indication to the contrary from UNDP.
15. Any balance of funds that is undispersed and uncommitted after the conclusion of the Activities shall be returned within 90 days to UNDP.
16. Any amendment to this Letter shall be effected by mutual agreement, in writing,
17. All further correspondence regarding this Letter, other than signed letters of agreement or amendments thereto should be addressed to Ms. Rose K. Ssebatindira UNDP Resident Representative PO Box 261, Mbabane, Kingdom of Eswatini 4th floor, UN House Somhlolo Road, Mbabane, ESWATINI
18. The Ministry of Tourism and Environmental Affairs shall keep the UNDP Country Director/Resident Representative fully informed of all actions undertaken by them in carrying out this Letter.
19. UNDP may suspend this Agreement, in whole or in part, upon written notice, should circumstances arise which jeopardize successful completion of the Activities.
20. Any dispute between the UNDP and the Ministry of Tourism and Environmental Affairs arising out of or relating to this Letter which is not settled by negotiation or other agreed mode of settlement, shall, at the request of either party, be submitted to a Tribunal of three arbitrators. Each party shall appoint one arbitrator, and the two arbitrators so appointed shall appoint a third arbitrator, who shall be the chairperson of the Tribunal. If, within 15 days of the appointment of two arbitrators, the third arbitrator has not been appointed, either party may request the President of the International Court of Justice to appoint the arbitrator referred to. The Tribunal shall determine its own procedures, provided that any two arbitrators shall constitute a quorum for all purposes, and all decisions shall require the agreement of any two arbitrators. The expenses of the Tribunal shall be borne by the parties as assessed by the Tribunal. The arbitral award shall contain a statement of the reasons on which it is based and shall be final and binding on the parties.
21. If you are in agreement with the provisions set forth above, please sign and return to this office two copies of this Letter. Your acceptance shall thereby constitute the basis for your Ministry of Tourism and Environmental Affairs participation in the implementation of the project.

Yours sincerely,  
Signed on behalf of UNDP



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Rose K. Ssebatindira  
UNDP Resident Representative

Signed on behalf of the Ministry of Tourism and Environmental Affairs



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Mr. John Hlophe  
Principal Secretary

**Attachment 1**

PROJECT DOCUMENT  
EWS Prodoc Signed November 2019.pdf

**Attachment 2**

**DESCRIPTION OF ACTIVITIES**

Project number: 00116208      Project title: Strengthening Early Warning and Climate Services in Eswatini

EXPECTED OUTPUTS	PLANNED ACTIVITIES	Planned Budget by Year		RESPONSE BLE PARTY	Funding Source	PLANNED BUDGET		Budget notes	
		Y1 (2019)	Y2 (2020)			Budget Description	AMOUNT (€)		
<b>Output 1: Meteorological and Hydrological observational network for early warning strengthened.</b>									
1.1 Shop drawings developed and meteorological and hydrometric stations with all components installed		167,000		MET	IMELS	72200— Equipment	167,000	1	Procurement of 10 Meteorological stations
		8,000		MET	IMELS	71300 -Local consultant	8,000	2	Survey and project design
		10,000		MET	IMELS	71600 — Transport service	10,000	3	International Transport
		3,000		MET	IMELS	71600 — Transport service	3,000	4	Local Transport
		7,000		PMU	IMELS	73216 — Commercial construction	7,000	5	Civil Works for installation of weather stations
		8,000			IMELS	71205 — International Consultant technical	8,000	7	Installation, start up, calibration technical support from ENEA
	<b>Subtotal for meteorological stations</b>		<b>203,000</b>					<b>203,000</b>	
		74,640		DWA	IMELS	722005 — Equipment	64,640	9	Procurement of 8 Hydrometric station

6 Cost definitions and classifications for programme and development effectiveness costs to be charged to the project are defined in the Executive Board decision DP/2010/32 Changes to a project budget affecting the scope (outputs), completion date, or total estimated project costs require a formal budget revision that must be signed by the project board. In other cases, the UNDP programme manager alone may sign the revision provided the other signatories have no objection. This procedure may be applied for example when the purpose of the revision is only to re-phase activities among years.

EXPECTED OUTPUTS	PLANNED ACTIVITIES	Planned Budget by Year		RESPONSE BLE PARTY	PLANNED BUDGET			Budget not	es
		Y1	Y2		Funding Source	Budget Description	D40UJ31		
		(2,019)	(2,020)				(€)		
		2,000		MET/DWA	IMELS	71205 — International Consultant technical	2,000	20	Onsite installation and commissioning by ENEA
		10,000		MET/DWA	IMELS	72105 — Transport service	10,000	21	International transport for delivering hydrometric and meteorological stations
		79,500		0	IMELS	0	79,500	0	0
		4,000	4,000	MET/DWA	IMELS	75700 - Training, workshops and conferences	8,000	22	Training for AWS and hydrometric station and general equipment maintenance
		4,000	4,000	MET/DWA	IMELS	75700 - Training, workshops and conferences	8,000	23	Licensed software training at local premises
		8,000	8,000	0	IMELS	0	16,000		
		402,440					402,440		
		<b>Sub-Total for Training</b>							
		Subtotal for output I							
		<b>Output 2: Numerical weather prediction system improved</b>							

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2.1 Computer room upgraded to cater for installation of equipment		74,900	MET		IMELS		71205—International Consultant technical	74,900	24	External service provider including HPC experts
		8,000	MET		IMELS		71 600 — Travel	8,000	25	Travel
2.2 1-ligh Performance Computing (UPC) storage facility installed in the Department of Meteorology. The HPC will be utilized for performing numerical weather prcrtictions.		65,000	MET		IMELS		74965 — Computer equipment	65,000	26	Racks sever (at least 192 cores)

EXPECTED OUTPUTS	PLANNED ACTIVITIES	Planned Budget by Year		RESPONSIBLE PARTY	PLANNED BUDGET			Budget not es
		Y1	Y2		Funding Source	Budget Description	Amount	
		(2.019)	(2.020)				«)	
3.3 Implementation of a gender responsive country CAP-profile for Eswatini accomplished.		4,000		PMU/MET	IMELS	71600 — Travel	4,000	33
3.4 Installation and set-up of the CAP platform completed		4,000			IMELS	75700 - Training, workshops and conferences	4,000	34
3.5 Simulations, testing and awareness conducted through case studies and conducting simulations		10,000			IMELS	75700 - Training, workshops and conferences	10,000	35
3.6 Knowledge management packaged (CAP brochures) and result disseminated and updated in the MET website		4,000			IMELS	74200-Audio Visual and Print Prod Costs	4,000	36
<b>Sub-Total for Output 3</b>		<b>93,000</b>	<b>10,000</b>				<b>103,000</b>	
<b>Output 4 Improved weather and climate modelling and predictions through adoption of high-performance computing climate and forecasting technologies.</b>								
		71,540		MET	IMELS	71205— International Consultant - technical	71,540	37
								Personnel (external service provider)

4.1 National Staff from the Department of Meteorology trained on proper calibration of RegCM4 for downscaling of long-term climate projection and seasonal predictions.	15,000	MET	IMELS	75700 - Training, workshops and conferences	15,000	38	Personnel (local staff) travel costs including DSA
	8,000	MET	IMELS	71600 — Travel	8,000	39	Travel (external service provider); 4 missions to Eswatini
	5000	MET	IMELS	71400-Contractual Services	10,000		MET Project Manager

EXPECTED OUTPUTS	PLANNED ACTIVITIES	Planned Budget by Year		RESPONSIBLE PARTY	Funding Source	PLANNED BUDGET			
		Y1	Y2			Budget Description	Amount	Budget not	es
		(2,019)	(2,020)			(e)			
		3000	4,287	UNDP	IMELS	75700 - Training, workshops and conferences	7,287	50	Board and steering committee meetings
5.4 UNDP Direct Project Cost		15,450	5,598	UNDP	IMELS	74598-Direct Project Cost	21,047	51	Cost of UNDP Country office support to project implementation
<b>Sub-Total: Project Management</b>		37,830	45,385	0	IMELS	0	83,214		
<b>UNDP Administration fees (GMS)</b>		53,995	23,676		IMELS	74559-Cost cost recovery	77,670		8% of the total management as per cost sharing agreement with Italian government
<b>TOTAL</b>		<b>717,984'</b>	<b>296,319</b>				<b>1,002,764</b>		

Note: A11 costs are in Euros (€)



Attachment 3

Scheduled of Activities, Facilities and Payments

Year: 2020

EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES <i>List all activities to be undertaken during the year towards stated outputs</i>	Timeframe				Planned Budget		Schedule of payments by UNDP			
		Q1	Q2	Q3	Q4	Budget Description	Amount	Q1	Q2	Q3	Q4
UNDAF Outcome 1.2: National institutions and communities have improved their management of natural resources by 2020.	Survey and project design for Meteorological Stations					71300 -Local consultant	8,000				
	Local Transport Meteorological Stations					71600 – Transport service	3,000				
	Civil Works for installation of Meteorological Stations					73216 – Commercial construction	7,000				
	Survey and project design of Hydrometric station					71300 -Local consultant	6,400				
	Local Transport for delivering hydrometric stations					72105 – Transport service	2,400				
	Civil Works for installation of hydrological stations					71800 -Contractual - company	5,600				
	Installation, start up, calibration of hydrometric stations					71800 -Contractual company	6,400				
	Set up of Secondary data visualization centre					71305 – Equipment	7,500				
	Onsite installation and commissioning by ENEA					71205 – International Consultant technical	2,000				
	Training for AWS and hydrometric station and general equipment maintenance					75700 - Training, workshops and conferences	8,000				

	Licensed software training at local premises									75700 - Training, workshops and conferences	8,000			
	Procurement of Personal Computers (terminal)									74965 – Computer equipment	3,000			
	Procurement of ancillary services (transport and installation)									72105 – Transport service	7,000			
	Needs assessment workshop for stocktaking and stakeholder consultations conducted									71400-Contractual services individual	15,000			
	Travel (external service provider to Swaziland)									71600 – Travel	8,000			
	Simulations, testing and awareness conducted through case studies and conducting simulations									75700 - Training, workshops and conferences	10,000			
										<b>Total</b>	<b>107,300</b>			

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 project, duty travel within the programme country or region and repatriation costs.
- Adjustments within each of the sections may be made in consultation between UNDP and Ministry of Tourism and Environmental Affairs. Such adjustments may be made if they are in keeping with the provisions of the Programme Support/Project Document and if they are found to be in the best interest of the project.

