

**STANDARD LETTER OF AGREEMENT BETWEEN UNDP AND THE MINISTRY OF HEALTH AND
MEDICAL INDUSTRY OF TURKMENISTAN FOR THE PROVISION OF SUPPORT SERVICES**

Dear Mr. Amannepesov,

1. Reference is made to consultations between officials of the Ministry of Health and Medical Industry of Turkmenistan (hereinafter referred to as "the Ministry") and officials of UNDP with respect to the provision of support services by the UNDP country office for nationally managed project. UNDP and the Ministry hereby agree that the UNDP country office may provide such support services at the request of the Ministry through its institution designated in the relevant 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/or recruitment of project personnel;
 - (b) Administration of project personnel (Payroll, banking administration, extensions, entitlements etc.)
 - (c) Payments to vendors and project personnel
 - (d) Issue/Apply deposits
 - (e) PCA reports review and certification
 - (f) F10 Settlement
 - (g) Identification and facilitation of training activities;
 - (h) Procurement of goods and services;
4. The procurement of goods and services and the recruitment of project and programme 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 programme support document or 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 programme or project, the annex to the programme support document or project document is revised with the mutual agreement of the UNDP resident representative and the Ministry.
5. The relevant provisions of the Standard Basic Assistance Agreement between the Government Of Turkmenistan and the United Nations Development Programme dated 5 October 1995 (the "SBAA"), including the provisions on liability and privileges and immunities, shall apply to the provision of such support services. The Ministry 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 programme support document or 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 programme support document or 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 Ministry and UNDP on the terms and conditions for the provision of support services by the UNDP country office for nationally managed project.

Yours sincerely,

Jacinta
Signed on behalf of UNDP
Jacinta Barrin
Resident Representative



N. Amannepesov
For the Ministry
Mr. Nurmuhamet Amannepesov
20 April 2015



Attachment

DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES

1. Reference is made to consultations between Ministry of Health and Medical Industry of Turkmenistan, the institution designated by the Government of Turkmenistan and officials of UNDP with respect to the provision of support services by the UNDP country office for the nationally managed programme or project #00091151, "Facilitate the procurement of HIV test-kits".

2. In accordance with the provisions of the letter of agreement signed on 20 April 2015 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 (insert description)	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)
1.Payment process	May 2015-Feb 2016	USD 298.5	
2.AR Management	May 2015-Feb 2016	USD 26.82	
3.Custom clearance	May 2015-Feb 2016	USD 997.38	

4. Description of functions and responsibilities of the parties involved:

The project will specifically facilitate the procurement of HIV test-kits for the Ministry of Health to ensure regular HIV blood screening in the country.