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LETTER OF AGREEMENT BETWEEN UNDP JAMAICA AND UNDP TRINIDAD AND TOBAGO

The **United Nations Development Programme Jamaica (hereinafter referred to as “UNDP Jamaica”)** and the **United Nations Development Programme Trinidad and Tobago (hereinafter referred to as “UNDP Trinidad and Tobago”)** hereby agree that the UNDP Trinidad and Tobago will provide technical assistance for the development and implementation of the Project “Legal Environment Assessment” LEA in Trinidad and Tobago.

Both parties agree that:

The UNDP Trinidad and Tobago will provide services to support conducting the LEA for Trinidad and Tobago and provide the services and derived products detailed below in the section 2 of this Letter of Agreement (hereinafter referred to as “LOA”). As per Annex I of this agreement:

1. Objective:

This project aims to assess the country’s national legal and regulatory framework as a crucial step in strengthening a country’s response to HIV and AIDS. The primary aim of the legal and regulatory assessment is to identify and review HIV, health and any other related laws, regulations and policies and practices to identify which laws, policies and practices are relevant and have an impact in the national response to HIV. A range of laws (not just health laws) are implicated because HIV is not just a health/medical issue, but also a phenomenon that requires deep inquiry into structural factors of inequality, power, personal and social dynamics. Evidence has shown that policies, practices, and laws that are punitive drive key populations who need HIV services the most, underground and away from access to health seeking behaviour.

The Legal Environment Assessment also aims to determine how laws, policies and practices are implemented in the country to determine the extent to which the legal framework protects rights and promotes an enabling environment for the national response to HIV, including access to HIV-related services. It also aims to identify how these laws, policies and practices affect people living with and/or affected by HIV.

2. Products/Deliverables:

- **Output 1:** Identify key stakeholders and ensure the engagement of NACC and other Government Entities
- **Output 2:** Ensure stakeholder discussions, inclusive of logistics and administrative arrangements.
- **Output 3:** Recruit a consultant to conduct the LEA process and provide in country logistical



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support for the consultant.

- **Output 4:** Facilitate the Technical working group through hosting meetings, stationery and other logistical support
- **Output 5:** Provide regular progress updates to UNDP Jamaica, URAP and CVC and coordinate their feedback to guide the process, in line with section 6
- **Output 6:** Ensure Finalization of the national Legal Environment Assessment in Trinidad and Tobago with the National Action Plan (NAP) based on LEA recommendations for HIV-related rights.

3. Duration of services:

This agreement takes effect from 24 April 2018 and UNDP Trinidad and Tobago should complete all activities no later than 31 July 2018 including the final output.

4. Timetable

This agreement and the provisions set forth herein, enters into force upon signature of the parties. As such, the timetable may be adjusted accordingly by the country Office within full amount available to completeness of activity.

5. Summary of Stakeholders' role:

- UNDP Jamaica is the current PR responsible for the overall Global fund Grant achievement. They will report progress on this activity to the TAG. UNDP Jamaica will support the process for receiving feedback on reports from URAP, CVC and UNDP Regional Office for the LEA as well as preparing draft terms of reference for the consultant.
- UNDP Trinidad and Tobago is responsible for the selection and contracting of the consultant.
- UNDP Trinidad and Tobago is the main entity responsible for the full coordination of the LEA process in Trinidad and Tobago from identifying regional stakeholders to recruiting a consultant and ensuring receipt and dissemination of the final report.
- UNDP Regional in Panama will be involved in reviewing the TORs for the consultant recruitment and also the draft LEA report.
- CVC and URAP will quality assure the contract deliverable, including endorsement of draft LEA report. CVC will also participate in the Technical Working Group on the LEA.
- URAP will also be responsible for providing timely feedback and the quality assuring the consultant deliverables.
- NACC Trinidad: will be responsible for the validation and the establishment of the technical working group. They will also be responsible for the guidance over the stakeholder to be consulted.
- TWG will be put in place by the NACC which will handle the endorsement of the work of the consultant and the validation of his/her methodology and work plan. The TWG will also



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provide guidance on participant selection for key workshops and consultation. The TWG will also be responsible for validating and disseminating the report.

Stakeholders and Responsibilities:

Activities	Entities							
	NACC Trinidad	TWG	UNDP Jamaica	UNDP Trinidad	UNDP Regional (Panama)	URAP	CVC	International IC
Establishment of TWG for LEA	X							
Identification of key stakeholders for consultation	X		X	X				
Drafting TORs for Consultants			X					
Review and endorsement of Consultant ToRs		X		X	X	X	X	
Selection of Consultant			X	X				
Endorsement of selected candidate						X		
Contracting of consultant				X				
Identification & provision of Relevant National Legislation	X	X		X				
Desk review of National Legislation								X
Development of methodology and workplan- inception report								X
Review of Consultant methodology and workplan- inception		X		X		X		
Identification of feedback meeting participants	X	X		X				
Coordinating consultant mission, meeting schedule and in country transport				X				
Logistical arrangements for feedback workshop (identification of venue, and sending of invitations)				X				



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Regular updates to TWG									X
Invitations to workshop participants				X					
Facilitation of feedback workshop & presentation of draft findings									X
Provide draft LEA review for first review									X
Review of draft LEA report			X	X	X	X	X		
Revision of draft report									X
Sharing of revised draft report to TWG				X					
Consolidation of feedback to consultant				X					
Finalize LEA report									X
Acceptance of LEA report		X					X		
Disseminate Finalize LEA report		X					X	X	
Development of workplan to take forward LEA report findings		X							

6. Payment arrangement:

UNDP Jamaica will disburse in full lump sum to UNDP Trinidad and Tobago once bank information has been provided. UNDP Trinidad and Tobago will be responsible for the full implementation of the LEA in line with this agreement and will report to UNDP Jamaica monthly with both programmatic and financial reports submitted on the following dates:

- 31 May 2018
- 30 June 2018
- 31 July 2018

The reports will include supporting documentations for:

- Selection Process for the Consultant.
- Payments to the consultant.
- Payments for all activities being conducted under the LEA scope.



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That table below lists some expected activities to be conducted with indicative figures that can be reviewed and updated by both parties accordingly.

Summary of expected Activities	Indicative budget USD
Consultant Recruitment and payment	21,000
Meetings with stakeholders	3,000
Workshops	9,000
Data collection Process	3,000
Travel costs (in-country)	2,000
Dissemination Meeting	5,000
Other (miscellaneous)	3,000
TOTAL	45,000

Any modification of the present agreement shall be affected by mutual written agreement of the parties hereto.

This agreement shall enter into force on the date of its signature by the duly authorized representatives of both Offices.

Bruno Pouezat
Resident Representative
United Nations Development Programme Jamaica

Date: 24/4/18

Richard Blewitt
Resident Representative
United Nations Development Programme Trinidad and Tobago

Date: _____