

সচিব

পরিবেশ, বন ও জলবায়ু পরিবর্তন মন্ত্রণালয়  
গণপ্রজাতন্ত্রী বাংলাদেশ সরকার  
বাংলাদেশ সচিবালয়, ঢাকা-১০০০



Secretary

Ministry of Environment, Forest &  
Climate Change  
Govt. of the People's Republic of Bangladesh  
Bangladesh Secretariat, Dhaka-1000

No. 22.00.0000.081.14.006.19/ 142

Date: 29 May 2019

To: Mr. Sudipto Mukerjee  
Resident Representative  
UNDP Bangladesh

**Subject: Endorsement of the Request for Provision of Project Support Services under National Execution – [Promoting Energy-Related Low Carbon Urban Development in Bangladesh (LCUD)] Project (GEF ID9368 /PIMS 5571)**

Dear Mr. Mukerjee,

In my capacity as GEF Operational Focal Point for Bangladesh, I endorse the request by the lead government agency for the above project, Department of Environment to UNDP for the direct project support services as elaborated below.

Support services (where applicable)	Schedule for the provision of the support services	Cost to UNDP of providing such support services	method of payments to UNDP (where appropriate)
e.g. Process payments	During project implementation	Total cost per requested service category	Monthly, Quarterly, Annually and/or direct charge to project budget at the time of the service(s)
1. Finance Services • Payment to vendors	Throughout project implementation on when applicable	USD 30,385.00	Quarterly
2. HR Services • Recurrent personnel management services: Staff Payroll and Banking Administration & Management • Payroll validation, disbursement, performance evaluation, leave monitoring, contract extension, promotion, entitlements	As above	USD 11,626.05	Quarterly
3. Procurement Services • Consultant Recruitment: Advertising, Short-listing & selection • Committee of Assessment and Procurement (high and low value procurement)	As above	USD 11,858.65	Quarterly


<ul style="list-style-type: none"> <li>• Procurement of Services: Identification &amp; Selection, follow-up</li> <li>• Contract issuance and purchase order</li> </ul>			
4. Travel Management <ul style="list-style-type: none"> <li>• Travel arrangement, Travel request and DSA</li> <li>• Travel claim or F10 Settlement</li> </ul>	As above	USD 5,610.00	Quarterly
5. IT Services  UNDP Email Service Charge per account per month Project Service Contract Individuals	As above	USD 3,360.00	
<b>Total</b>		<b>USD 62,840</b>	

This support service is requested to support Department of Environment for in the areas of project implementations mainly Recruitment of Project Management Staffs, Procurement of Consultants and Equipments, Travel Management and Payment to Vendors.

I affirm that the provision of such services shall be in conformity with both GEF and UNDP regulations, rules, policies and procedures, and be codified in detail through a Standard Letter of Agreement between UNDP and the Government of the People's Republic of Bangladesh for the provision of support services. The government shall retain overall responsibility for the nationally managed program or project through its designated institution as mentioned above.

We look forward to continue collaboration in this project.

Sincerely,

  
Abdullah Al Mohsin Chowdhury  
Secretary  
Ministry of Environment, Forest and Climate Change  
GEF Operational Focal Point  
Bangladesh