

STANDARD LETTER OF AGREEMENT BETWEEN UNDP AND THE GOVERNMENT FOR THE PROVISION OF SUPPORT SERVICES

Dear Mr. Anura Dissanayake

1. Reference is made to consultations between officials of the Ministry of Mahaweli Development and Environment under the Government of Sri Lanka (hereinafter referred to as “the Government”) and officials of UNDP with respect to the provision of support services by the UNDP country office for nationally managed programmes and projects. UNDP and the Government hereby agree that the UNDP country office may provide such support services for Nationally Managed Project titled “Managing together: Integrating community-centered, ecosystem-based approaches into forestry, agriculture and tourism sectors” (Project Number: 0011753 Output Number: 00114160) at the request of the Government through its institution designated in the relevant programme support document or 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 and programme personnel;
 - (b) Identification and facilitation of training activities;
 - (c) 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 designated institution.

5. The relevant provisions of the Agreement Between the Government of Democratic Socialist Republic of Sri Lanka and the United Nations Development Programme dated 20th March 1990 (the "SBAA"), including the provisions on liability and privileges and immunities, shall apply to the provision of such support services. The Government 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 Government and UNDP on the terms and conditions for the provision of support services by the UNDP country office for nationally managed programmes and projects.

Yours sincerely,



Signed on behalf of UNDP
Jorn Sorensen Resident Representative



For the Government
Mr. Anura Dissanayake
Secretary to the Ministry of Mahaweli Development and Environment

25/6/2019

Secretary
Ministry of Mahaweli Development and
Environment

Attachment

DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES

1. Reference is made to consultations between Ministry of Mahaweli Development and Environment, the institution designated by the Government of Sri Lanka and officials of UNDP with respect to the provision of support services by the UNDP country office for the nationally managed programme or project **“Managing together: Integrating community-centered, ecosystem-based approaches into forestry, agriculture and tourism sectors”** (Project Number: 0011753 Output Number: 00114160), “the Programme” [or “the Project”].
2. In accordance with the provisions of the letter of agreement signed on 25-06-2019 and the project document, the UNDP country office shall provide support services for the Project as described below.
3. Support services to be provided:

Country of Support services (insert description)		Schedule for the provision of the support services	Estimated value of the support from UNDP
1. Identification and / or recruitment of project personnel and consultants (national and international)		Annually	522,100 USD
2. Issuance of Responsible Party Agreements, with the identified CSO, including the due diligence process, document clearance, management of financial disbursement and reporting, and payment		Annually	2,150,000 USD
3. Procurement of goods and services to facilitate the project implementation including training workshops, contractual services, procurement of IT equipments, supplies, office furniture, audio visual materials and publications		Annually	654,608 USD
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)
Cost to administrative and implementation support services by UNDP			
1. Finance Services - Payment to vendors/ staff / consultants - Vendor profile creation - F10 form settlement	Throughout the project when applicable	9,023 USD	UNDP will charge direct Project Costs directly to the project budget Reimbursement for services costed will be based on annual

-PO creates in ATLAS AR management process -General Ledger Journal Entry			Universal Price List (UPL) per transaction
2. IT Services - E mail account creation and maintenance for Project Manager and Senior Technical Advisor	Throughout the project when applicable	550 USD	UNDP will charge direct Project Costs directly to the project budget Reimbursement for services costed will be based on annual Universal Price List (UPL) per transaction
3. HR Services - Service Contract recruitment Service package (Advertising, short listing, interviewing) - Recurrent personal management services: staff pay roll, Banking admin, and management (first year and subsequent years) - Other HR services- Post classification, Creation of post in ATLAS, conduct referene check process, request for home leave, education grant travel, medical clearance etc	Throughout the project when applicable	3,370 USD	UNDP will charge direct Project Costs directly to the project budget Reimbursement for services costed will be based on annual Universal Price List (UPL) per transaction
4. Procurement services -Procurement of goods not involving local CAP (low value procurement) the process includes PO issuance - Procurement of goods involving local CAP the process includes PO issuance - Individual consultant recruitment - TA arrangement - Ticket requested (booking grand procurement) - Settlement of F10 claims	Throughout the project when applicable	3,200 USD	UNDP will charge direct Project Costs directly to the project budget Reimbursement for services costed will be based on annual Universal Price List (UPL) per transaction
5. Administration services Meeting and Conference arrangement	Throughout the project	3,857 USD	UNDP will charge direct Project Costs directly to the project budget based on the

-Logistic arrangement (bus, car, meeting and equipment rental) - Calling quotations, evaluations, and document submission to GSSU	when applicable		actual time spent by the staff and General operating expenditure 5%
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4. Description of functions and responsibilities of the parties involved:

Ministry will determine types of services to be provided by the UNDP

UNDP will provide support services on Procurement, HR, Finance as per UNDP rules and regulations