

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

Dear Mr.Nguyen Van Thanh,


1. Reference is made to consultations between officials of the Ministry of Industry and Trade (MOIT) (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 programmes and projects. UNDP and the Government hereby agree that the UNDP country office may provide such support services 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 Standard Basic Assistance Agreement between the Government of Viet Nam and the United Nations Development Programme, signed by the parties on 21 March 1978 (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 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  
Akiko Fujii  
Country Director a.i  
Date:.....

For the Ministry of Industry and Trade (MOIT) 



Mr. Nguyen Van Thanh  
Director General, Vietnam Chemicals Agency (VINACHEMIA)  
Ministry of Industry and Trade (MOIT)  
Date:.....

Attachment

**DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES**

1. Reference is made to consultations between the Ministry of Industry and Trade (MOIT), the institution designated by the Government of Vietnam and officials of UNDP with respect to the provision of support services by the UNDP country office for the nationally managed project on "Application of Green Chemistry in Vietnam to support green growth and reduction in the use and release of POPs/harmful chemicals" (*Green Chemistry* in short).

2. In accordance with the provisions of the letter of agreement signed 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. Procurement of goods and services	During the project implementation	7,606.60 USD x 3 years	<b>22,820 USD</b>
2. Finance services (vendor creation, direct payment)	During the project implementation	1,155 USD x 3 years	<b>3,465 USD</b>
3. Administrative services (visa, event management, travel services)	During the project implementation	477 USD x 3 years	<b>1,431 USD</b>
<b>Total (estimated)</b>			<b>27,716 USD</b>

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

- The National Project Director (at MOIT): make request of services as needed
- UNDP Programme Officer/Project Manager, Programme Association and HR staff, procurement staff, finance and common service staff are responsible for implementing of above-mentioned services as requested.