



**STANDARD LETTER OF AGREEMENT BETWEEN UNDP AND THE IMPLEMENTING PARTNER FOR THE PROVISION OF SUPPORT SERVICES UNDER PROJECT TITLE:**

Conversion from HFC-134a to Isobutane in the manufacture of domestic refrigerators at Capri.

Dear Ambassador R.T. Faranisi

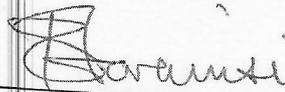
1. Reference is made to the consultations between officials of the Ministry of Environment, Climate, Tourism and Hospitality Industry (herein referred to as "Implementing Partner") and officials of United Nations Development Programme (hereinafter referred to as "UNDP") with respect to the provision of support services by the UNDP country office for nationally managed project titled "Conversion from HFC-134a to Isobutane in the manufacture of domestic refrigerators at Capri." UNDP and the Implementing Partner hereby agree that the UNDP country office may provide such support services at the request of the Implementing Partner in the project document as described below.
2. The UNDP country office may provide support services for assistance with activities as specified in the Project Document and direct payment. In providing such support services, the UNDP country office shall ensure that the capacity of the Implementing Partner will be strengthened to enable it to carry out such activities directly. The costs incurred by the UNDP country office in providing such support services are to be recovered from the administrative budget of the project.
3. The UNDP country office shall provide, at the request of the Implementing Partner, the following support services for the activities of the project:
  1. **Administrative and Operational support:**
    - a) Human resource service- Identification and/or recruitment of the project personnel;
    - b) Procurement of goods and services-support for contractual services, equipment and furniture, Material and goods, trainings workshops and conferences, recruitment of international and local consultants;
    - c) Financial support services in relation to payments;
    - d) IT and Administrative services for logistical arrangements, meetings and conferences.
  2. **Technical support service:**
    - a) Overall technical supervision of the conversion projects,
    - b) Technical coordination between equipment suppliers, recipient enterprises and the Implementing Partner;



- c) Support of the preparation of equipment specifications and the bid evaluation from suppliers during the competitive bidding process;
  - d) Technical guidance to the recipient enterprise during start-up with the new equipment or process and on the results of production and product quality trials;
  - e) Technical assistance with solving technical problems with the phase-in of the new equipment or processes and during the technical project commissioning including final technical inspection of equipment and process
  - f) Policy analysis and technical support towards project alignment and coordination with other adaptation initiatives supported by UNDP and other UN agencies;
  - g) Technical inputs to develop and promote the reduction of emissions depleting the Ozone layer informed by lessons learnt from previous projects including enabling scale and replication beyond the project;
  - h) Synthesize lessons learned and provide substantive guidance and support to develop knowledge products in the project and guidance based on best practices;
4. The procurement of goods and services, provision of Responsible Party Agreement(s), and the recruitment of project 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 the form provided in the Attachment hereto. If the requirements for support services by the country office change during the life of a project, the Attachment is revised with the agreement of the UNDP Resident Representative and the Implementing Partner.
  5. The relevant provisions of the SBAA, signed between the Government of Zimbabwe and the United Nations Development Programme on the 27<sup>th</sup> of May 1980 including the provisions on liability and privileges and immunities, shall apply to the provision of such support services. The Implementing Partner shall retain overall responsibility for the nationally managed project. The responsibility of the UNDP country office shall be limited to the provision of such services described herein.
  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 Attachment.
  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 the Implementing Partner and UNDP on the terms and conditions for the provision of support services by the UNDP country office for nationally managed project.

Yours sincerely,  
DocuSigned by:

Mia Seppo  
Signed on behalf of UNDP  
Mia Seppo  
UNDP Resident Representative



Signed on behalf of the Government of Zimbabwe  
Ambassador R.T. Faranisi  
Secretary for Environment, Climate, Tourism and Hospitality Industry

**MINISTRY OF ENVIRONMENT,  
TOURISM & HOSPITALITY INDUSTRY**  
11 TH FL. KAGUVI BUILDING  
  
**16 SEP 2022**  
CNR, CENTRAL AVENUE & FOURTH ST  
P. O. BAG 7753, CAUSEWAY, HARARE, ZIMBABWE  
**REGISTRY**