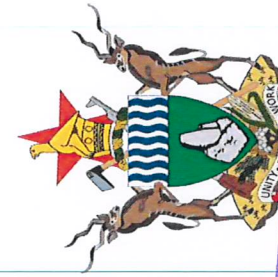


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MIN. OF LANDS, AGRICULTURE
AND RURAL RESETTLEMENT
RECORDS OFFICE
05
NO. 1 BORROWDALE RD.
P. BAG 7701, CAUSEWAY
HARARE, ZIMBABWE
Building climate resilience

PERMANENT SECRETARY
MINISTRY OF LANDS, AGRICULTURE, WATER,
CLIMATE & RURAL RESETTLEMENT
04 DEC 2019
NO. 1 BORROWDALE RD.
P. BAG 7701, CAUSEWAY
HARARE, ZIMBABWE



Empowered lives.
Resilient nations.

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

of vulnerable agricultural livelihoods in southern Zimbabwe

Dear Mr. R.J. Chitsiko,

1. Reference is made to consultations between officials of the Ministry of Lands, Agriculture, Water and Rural Resettlement and the officials of the Ministry of Environment, Climate, Tourism and Hospitality Industry, (hereinafter referred to as “Implementing Partner”) and officials of UNDP with respect to the provision of support services by the UNDP country office for nationally managed project titled “**Building climate resilience of vulnerable agricultural livelihoods in southern Zimbabwe**”. 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. Administration and Operational support

- a) Human resource service - Identification and/or recruitment of 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 services;

- a) Substantive technical analysis on issues related to project interventions, strategic support, scoping of ToRs across all outputs to facilitate implementation project activities
- b) Policy analysis and technical support towards project alignment and coordination with other adaptation initiatives supported by UNDP, other UN agencies

- c) Technical inputs to develop and promote Climate resilient Agricultural practices and Climate innovation platforms informed by lessons learnt from previous projects including enabling scale, replication beyond the project.
- d) Policy analysis and technical backstopping on strategic options for implementing project activities including coordinating with government counterparts at national and sub-national levels as well as other stakeholders, academia and donors.
- e) Technical inputs to develop women centered social enterprises
- f) Facilitation and dialogue to ensure private sector engagement in the development, establishment of innovation platforms and the dissemination of climate advisories
- g) Peer reviews of inception/final project deliverables and technical reports produced by the teams
- h) Synthesize lessons learned and provide substantive guidance and support to develop knowledge products in the project and guidance based on best practices
- i) Provide technical inputs in all project training materials; act as a resource person/training facilitator in relevant training programmes under the project.

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 27th 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 for the provision of the support services described herein shall be limited to the provision of such support services.

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.

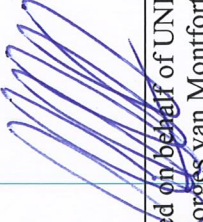
7. The manner and method of cost-recovery by the UNDP country office in providing the support services described in paragraph 3 above shall be specified in the Attachment.

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.

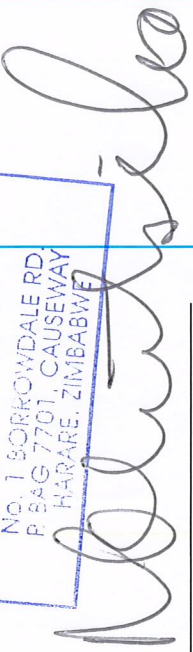
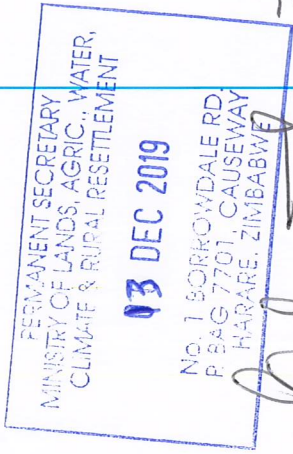
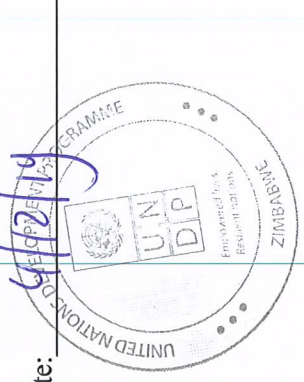
10. If you are in agreement with the provisions set forth above, please sign and return to this office two signed copies of this letter. Upon your signature, this letter shall constitute an agreement between the Implementing Partner and UNDP on the terms and conditions for the provision of support services by the UNDP country office for nationally managed project.

Yours sincerely,



Signed on behalf of UNDP
Georges van Montfort
UNDP Resident Representative

Date:



Signed on behalf of Government of Zimbabwe

Mr. R.J. Chitsiko
Permanent Secretary
Ministry of Lands, Agriculture, Water and Rural
Resettlement

Date:

6/12/19

Attachment 1

DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES

Reference is made to consultations between **Ministry of Environment, Climate, Tourism and Hospitality Industry**, officials of the **Ministry of Lands, Agriculture, Water and Rural Resettlement**, and officials of **UNDP** with respect to the provision of support services by the UNDP country office for the nationally managed project “**Building climate resilience of vulnerable agricultural livelihoods in southern Zimbabwe**”

1. In accordance with the provisions of the letter of agreement signed on 04 December 2019 and the Project Document, the UNDP country office shall provide support services for the Project as described below.
2. Support services requested to be provided by UNDP Zimbabwe

Support services	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. HUMAN RESOURCES - Identification and/or recruitment of project personnel and consultants (national and international). Service contract recruitment service package: (advertising, shortlisting, interviewing). - Recurrent personnel management services: staff payroll, banking admin, and management (first year and subsequent year) - Other HR service e.g. post classification, creation of post in Atlas, conduct reference check process, request for home leave, education grant travel, medical clearance, etc.	Throughout project implementation when applicable	USD 79,481	Estimated value of the support is USD 79,481 Reimbursement for services costed will be based on annual Universal Price List (UPL) per transaction. (2018 UPL Estimate)
2. PROCUREMENT SERVICES: - Procurement of goods and services to facilitate project implementation including training workshops: - Procurement of goods not involving local CAP (low value procurement). The process includes PO issuance. - Procurement of goods and services involving local CAP. The process includes PO issuance.	Throughout project implementation when applicable	USD 88,139	Estimated value of the support is USD 88,139 Reimbursement for services costed will be based on annual Universal Price List (UPL) per transaction. (2018 UPL Estimate)

<ul style="list-style-type: none"> - Individual consultant recruitment. - TA arrangement. - Ticket requested (booking grand procurement). - Settlement of F10 claim contractual services, procurement of IT equipment, supplies, office furniture, audio-visual materials and publication. 		Throughout project implementation when applicable	USD 208,851	Estimated value of the support is USD 208,851
<p>3. FINANCE SERVICES:</p> <ul style="list-style-type: none"> - Payment to vendors/staff/consultants - Vendor profile creation - F-10 claims settlement - PO creates in Atlas - AR Management Process - General Ledger Journal Entry 		Throughout project implementation when applicable	USD 208,851	Reimbursement for services costed will be based on annual Universal Price List (UPL) per transaction. (2018 UPL Estimate)
<p>4. IT SERVICES</p> <ul style="list-style-type: none"> - Email account creation and maintenance for Project Management Units; - Support to procurement of project IT equipment - Support to e-conferences 		Throughout project implementation when applicable	USD 15,992	Estimated value of the support is USD 15,992 Reimbursement for services costed will be based on annual Universal Price List (UPL) per transaction. (2017 UPL Estimate)
<p>5. ADMINISTRATION SERVICES</p> <ul style="list-style-type: none"> - VAT exemption certificate application - Meeting and conference arrangement - Logistic arrangement (bus, car, meeting and equipment rental) 		Throughout project implementation when applicable	USD 13,200	Estimated value of the support is USD 13,200 Reimbursement for services costed will be based on annual Universal Price List (UPL) per transaction. (2018 UPL Estimate)
<p>6. PROJECT IMPLEMENTATION AND TECHNICAL SUPPORT SERVICES:</p> <ul style="list-style-type: none"> - UNDP CO Programme Specialist Environment and CC (15% staff time) - UNDP CO M&E Specialist (20% staff time 2019-21, 40% staff time 2022-25) - Gender Specialist (40% staff time) - Head of Unit, Poverty Reduction, Environment & CC (15% staff time) 		Throughout Project Implementation	USD 901,708	UNDP will charge direct project costs of UNDP CO support services to the project budget per output. This is reflected in the Project Budget. Reimbursement for services costed will be based on annual Universal Price List (UPL) per transaction. (2018 UPL Estimate)

7. Assistance may consist of any other form which may be agreed by the Government and UNDP.

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

- a. IP to determine the type of services to be provided by UNDP, in line with the AWP's;
- b. IP will be consulted by UNDP in the process of providing the support services;
- c. UNDP will conduct the provision of the services using UNDP's procurement/recruitment/financial rules;

- d. UNDP will update IP annually, on the cost of the provision of the services.
9. All the decisions related to the support services provided by UNDP shall be made upon agreement/approval of the government.
10. The Poverty Reduction, Environment and Climate Change (PRECC) and the Operations Units of UNDP Zimbabwe with support of the relevant teams in the Regional Service Centre in Ethiopia will be responsible for the provision of the support services as referred in the above-mentioned support services to be provided. The reimbursement cost of support services by UNDP Zimbabwe, in relation to activity implementation and/or delivery of project outputs, which are beyond the UNDP roles of general project oversight and monitoring as well as reporting to donor, will be considered as the Direct Project Cost (DPC). The cost of these support services will be analyzed on an annual basis, based on the actual time spent of UNDP Zimbabwe staff and charged to project accordingly. The support services cost provided by the Operations Unit will be recorded to the project budget as per transactions, based on established UNDP policies.