

**STANDARD LETTER OF AGREEMENT BETWEEN UNDP AND THE MINISTRY OF
ENVIRONMENTAL PROTECTION AND NATURAL RESOURCES OF UKRAINE FOR THE
PROVISION OF SUPPORT SERVICES TO PROJECT
“PROMOTING SUSTAINABLE LIVESTOCK MANAGEMENT AND ECOSYSTEM CONSERVATION
IN NORTHERN UKRAINE”**

22 November 2021

Dear Ms. Stavchuk,

1. Reference is made to consultations between officials of the Ministry of Environmental Protection and Natural Resources of Ukraine (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 Ministry hereby agree that the UNDP country office may provide such support services at the request of the Ministry through its representatives 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 Ministry 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 Ministry representatives, 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;
 - (a) 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 Ministry.
5. The relevant provisions of the UNDP Standard Basic Assistance Agreement with the Government of Ukraine dated 1993 (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 representatives. 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 Ministry and UNDP on the terms and conditions for the provision of support services by the UNDP country office for nationally managed programmes and projects.

Sincerely yours,



Ms. Dafina Gercheva
Resident Representative
UNDP in Ukraine



For the Ministry
Ms. Iryna Stavchuk
Deputy Minister
Ministry of Environmental Protection and Natural Resources of Ukraine

Attachment

DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES

1. Reference is made to consultations between Ministry of Environmental Protection and Natural Resources of Ukraine, the institution designated by the Government of Ukraine and officials of UNDP with respect to the provision of support services by the UNDP country office for the nationally managed project *Promoting sustainable livestock management and ecosystem conservation in Northern Ukraine*.
2. In accordance with the provisions of the letter of agreement signed on 22 November 2021 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, services and works on a transparent and competitive basis, including preparation of procurement plans, terms of reference and procurement packages, ensuring procurement processes, contracting and contract management, required to implement all technical outputs and manage the project properly	Through project implementation period		
2. Identification and/or recruitment of project personnel and consultants according to UNDP norms and requirements, management of consultant activities, other HR-related services, to enable implementation of all technical outputs and proper project management	Through project implementation period		
3. Financial services, including processing of payments for the project under all technical outputs and project management activities, creating vendors, payment reconciliation, and preparation of expenditure reports to partners and donors	Through project implementation period		
4. Logistics support services, including duty travel for project personnel and consultants working under technical outputs, project event management	Through project implementation period		

5. Equipment and Asset Management services, including IT equipment maintenance, licenses and ICT support for the project team and project activities	Through project implementation period		
6. Maintenance of records of all project-related documentation	Through project implementation period		
7. Preparation of progress reports and financial reports for the project;	Through project implementation period		
8. Financial auditing for the project	Through project implementation period		

The execution services to be provided by the Ministry of Environmental Protection and Natural Resources of Ukraine are expected to include:

- Chairing of the Project Steering Committee and coordination participation of other ministries, state agencies and other stakeholders in project implementation, etc.