

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

Dear Ms. Pohl,

1. Reference is made to consultations between officials of the Government of the Ministry of Environment and Natural Resources of El Salvador (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 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 budget of the project.

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; and
- 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 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 the project, the annex to the project document will be revised with the mutual agreement of the UNDP resident representative and the designated institution.

5. The relevant provisions of the Agreement between the Government and UNDP signed on 3rd May 1977 (the "SBAA") - Standard Basic Assistance Agreement, 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 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 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 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.

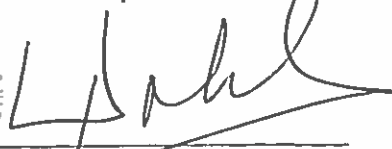
9. Any modification of the present arrangements shall be effected by mutual written agreement of the parties hereto.

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  
Ms. Mónica Merino  
Resident Representative, *o.j.*



For the Government of El Salvador  
Ms. Lina Pohl  
Ministry of Environment and Natural Resources



Attachment

**DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES**

1. Reference is made to consultations between the Ministry of Environment and Natural Resources(MARN), the institution designated by the Government of El Salvador and officials of UNDP with respect to the provision of support services by the UNDP country office for the nationally managed project **“Enhancing climate resilience of rural communities and ecosystems in Ahuachapán Sur, El Salvador”**.

2. In accordance with the provisions of the letter of agreement signed and the project document **“Enhancing climate resilience of rural communities and ecosystems in Ahuachapán -Sur, El Salvador”**, the UNDP country office shall provide support services for the project as described below.

3. Support services to be provided:

<b>SUMMARY OF SUPPORT SERVICES TO BE PROVIDED BY UNDP</b>			
<b>Support services</b>	<b>Schedule for the provision of the support services</b>	<b>Cost to UNDP of providing such support services</b>	<b>Amount and method of reimbursement of UNDP</b>
1. Identification and/ or recruitment of project personnel: <ul style="list-style-type: none"><li>• Project Manager</li><li>• Project Assistant</li></ul>	During project implementation	As per Universal Price List (UPL) <ul style="list-style-type: none"><li>• US 736.75</li><li>• US 736.75</li></ul>	UNDP will directly charge the project upon receipt of request of services from the Implementing Partner (IP)
2.Procurement of Services:  Individual consultant contracts	During Project implementation	As per UPL: <ul style="list-style-type: none"><li>• US 286.20</li></ul>	As above
3. Procurement of Services:  Companies contracts	During project implementation	As per UPL: <ul style="list-style-type: none"><li>• US 659.46</li></ul>	As above
4. Financial assistance: <ul style="list-style-type: none"><li>• Payment Process</li><li>• F10 Settlement</li></ul>	During project implementation	As per UPL: <ul style="list-style-type: none"><li>• US 44.21</li><li>• US 40.02</li></ul>	As above
5. Procurement of goods and services	During project implementation	As per UPL: <ul style="list-style-type: none"><li>• US 659.46</li></ul>	As above
6.Recurrent personnel management services: Staff payroll & Banking	During project implementation	As per UPL: <ul style="list-style-type: none"><li>• US 541.11</li></ul>	As above

administration & Management			
7.	During project implementation	As per UPI.:	
<b>TOTAL:</b>		<b>Up to USD 85,000 from AF grant</b>	

4. Description of functions and responsibilities of the parties involved:  
As per the Project Document “Enhancing climate resilience of rural communities and ecosystems in Ahuachapán -Sur, El Salvador”.

<b>Responsibilities for procurement of goods, services and civil works</b>	
Preparation and review of specifications	UNDP in consultation with implementing partner.
Short-listing of suppliers	UNDP undertakes short-listing in accordance with UNDP procedures.
Bid opening	UNDP opens bids in accordance with UNDP procedures. Government may participate in ex-officio capacity if interested, subject to signing a confidentiality agreement.
Bid evaluation	UNDP evaluates bids in accordance with UNDP procedures. Government may participate in ex-officio capacity if interested, subject to signing a Declaration of Impartiality and Confidentiality. UNDP chairs the bid evaluation meeting and should be in the majority in the committee.
Review of evaluation of bids and recommendation of award	UNDP CAP, RACP or ACP committees are fully responsible in accordance with internal UNDP procedures. There is no Government participation.
Approval of award and signatory of the contract	Head of Office, Authorized UNDP official.
Making payments to suppliers or contractors	UNDP pays suppliers or contractors directly in accordance with UNDP procedures.

<b>Responsibilities for procurement of individual contractors</b>	
<b>Role or area of responsibility</b>	<b>UNDP as responsible party under national implementation</b>
Preparation of terms of reference	UNDP prepares terms of reference in consultation with implementing partner.
Participation in evaluation panel	UNDP is responsible for selection process in accordance with UNDP procedures. Government may participate in ex-officio capacity only. Evaluation panel should be established for SSA selection. Above the established threshold, CAP, RACP or ACP Committees must review the evaluation panel recommendation.
Selection of candidate	UNDP in accordance with UNDP procedures. Government may participate in ex-officio capacity only.
Contract Signature	UNDP
Supervision of consultant's work, receipt, review and acceptance of the deliverables.	Consultant reports to UNDP. UNDP is responsible for the final acceptance of the deliverables.
Performance review prior to any contract extension	UNDP, in accordance with UNDP procedures
Resolution of legal disputes between national public institutions, UNDP and consultant	UNDP
Payments to consultants	UNDP pays consultant directly as per contract terms and conditions, in accordance with UNDP procedures.

Identification and/ or recruitment of project personnel

Role or area of responsibility	UNDP as responsible party under national implementation
Preparation; review of job descriptions or terms of reference; advertising vacancies and receiving application	UNDP.
short-listing panel	UNDP undertakes short-listing.
Selection panel?	UNDP evaluates candidates and makes decision.
Sign contract	Authorized UNDP officer
Make payments to project personnel?	UNDP
Performance review	UNDP
Resolve disputes between Government and project personnel	UNDP in consultation with the Government.

4.

