



Empowered lives.
Resilient nations.

Yerevan, December 17 2018

Dear Mr. Papikyan,

1. Reference is made to consultations between officials of the Ministry of Territorial Administration and Development of Armenia (hereinafter referred to as "the MTAD") and officials of the United Nations Development Programme (hereinafter referred to as "UNDP", collectively referred to as "Parties") with respect to the provision of support services by the UNDP Country Office in Armenia for "**Future Skills and Jobs for Youth in the Regions of Armenia**" Project. UNDP and the MTAD hereby agree that the UNDP Country Office may provide such support services at the request of the Government through its institution designated in the project document, through this Letter of Agreement (hereinafter referred to as "LOA") and 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 MTAD 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 support services described in the Attachment 1 "Description of Services", which specifies the manner and method of cost-recovery by the UNDP Country Office in providing the support services.
4. The procurement of goods, works and services and the recruitment of project personnel by the UNDP Country Office shall be in accordance with the UNDP regulations, rules, policies and procedures. If the requirements for support services by the Country Office change during the life of the project, the Attachment 1 shall be revised with the mutual agreement of the UNDP Resident Representative and the designated institution.
5. The relevant provisions of the *UNDP Standard Basic Assistance Agreement with the Government signed on 8th March 1995 in Yerevan* (the "SBAA"), including the provisions on liability and privileges and immunities, shall apply to the provision of such support services. The MTAD 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 as detailed in Attachment 1.

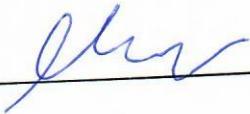
6. Any claim or dispute arising under or in connection with the provision of support services by the UNDP Country Office in accordance with this letter shall be handled pursuant to the relevant provisions of the SBAA.

7. The 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.

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

9. 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 MTAD and UNDP on the terms and conditions for the provision of support services by the UNDP Country Office for "Future Skills and Jobs for Youth in the Regions of Armenia" Project.

Yours sincerely,



Dmitry Mariyasin
UNDP Resident Representative a.i.



Suren Papikyan
Minister of Territorial
Administration and Development

Annex to Annual Work Plan # 00112632/00111069

UNDP COUNTRY OFFICE SUPPORT SERVICES

Reference is made to the Letter of Agreement signed between the Government of Armenia and UNDP as part of the 2016-2020 Country Programme Action Plan (CPAP) whereby the parties agreed that the UNDP country office will provide support services as described below.

	Description of services	Reimbursement amount based on the <u>Local Price List 2018</u> used by UNDP for direct project costing (in USD)	UNIT
1	Payment Process		
2	Credit card payment	38.49	Per voucher
3	New vendor creation in ATLAS	40.65	Per transaction
4	Payroll validation	20.20	Per vendor
5	Leave monitoring	39.26	Per person, quarterly
6	IC and SC recruitment, including	5.61	Per person, quarterly
6a	Advertisement	234.26	Per person
6b	Short listing	46.85	
6c	Contract Issuance	93.70	
7	Issue IDs	93.70	
8	Travel management (Simple)	38.20	Per ID
8a	Travel cost estimates (including airline quotes DSA estimates) (25%)	66.04	Per travel
8b	Travel request or authorization (40%)	16.51	
8c	Travel claim or F10 settlement (35%)	26.42	
9	Travel management (Complex)	23.12	
9a	Travel cost estimates (including airline quotes DSA estimates) (25%)	96.18	Per travel
9b	Travel request or authorization (40%)	24.04	
9c	Travel claim or F10 settlement (35%)	38.47	
10	Hotel reservation	33.66	
11	Visa request	14.00	Per booking
12	Vehicle Registration	25.50	Per person
13	Procurement process involving local CAP or RACP/ACP	37.20	Per item
13a	Identification and selection	540.84	Per case
13b	Contracting/Issue PO	270.42	
13c	Follow-up	135.21	
14	Procurement not involving review bodies	135.21	
14a	Identification and selection	217.35	Per case
14b	Contracting/Issue PO	108.67	
14c	Contract follow-up	54.34	
15	Disposal of equipment	54.34	
		275.14	Per lot