

**STANDARD LETTER OF AGREEMENT BETWEEN UNDP AND THE GOVERNMENT FOR THE  
PROVISION OF SUPPORT SERVICES RELATED TO THE PROJECT  
“POLICY ADVICE FOR GENDER ACTIVITIES” 00079355**

Excellency,

1. Reference is made to consultations between officials of the Government of Serbia, Ministry of Labour and Social Policy (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 administrative budget of the office.
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;
  - (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 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 designated institution.
5. The relevant provisions of the UNDP standard basic assistance agreement with the Government (the “SBAA”), 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 programme or 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 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.

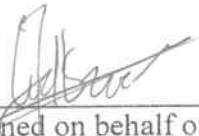
7. The manner and method of cost-recovery by the UNDP country office in providing the support services described in paragraph 3 above shall be specified in the annex to the programme support document or project document.

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 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  
Jan Willem van den Broek  
Acting Deputy Resident Representative

9 March 2012

  
For the Government  
Snezana Lakicevic  
State Secretary,  
Ministry of Labour and Social Policy

17. 9 March 2017

## Attachment

### DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES

1. Reference is made to consultations between the Ministry of Labour and Social Policy, Government of Serbia and officials of UNDP with respect to the provision of support services by the UNDP country office for the nationally managed project "Policy Advice for Gender Activities" project number 00079355 (*"the Project"*).

2. In accordance with the provisions of the letter of agreement and the annual work plan, 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)
Recruitment of Consultants	As per AWP and PC ToR	35,000 USD	As per actual cost.
Grants	As per AWP	47,000 USD	As per actual cost.
Travel	As per AWP	10,000 USD	As per actual cost.
Contractual Services (National)	As per AWP and PC ToR	20,000 USD	As per actual cost.
Printing and publications	As per AWP	8,000 USD	As per actual cost.

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

#### Implementing Partner – Ministry of Labour and Social Policy, Government of Serbia:

The Ministry of Labour and Social Policy is designated as the Implementing Partner based on a consultative process led by the UNDP Country Office with the Government of Serbia. The Implementing Partner assumes overall responsibility for the management of the programme or project, which has two dimensions

- responsibility for achievement of outcome, through output(s) and key activities and
- accountability to UNDP for use of programme or project resources (refer to Box 1)

#### Box 1 – Responsibilities of the Ministry of Labour and Social Policy

- Assume primary responsibility to the Government and to UNDP for the overall performance of the project and for the use of resources.
- Effectively manage the project on the basis of clear annual and quarterly work plans that are approved jointly by the project management, the Ministry of Labour and Social Policy and UNDP.
- Ensure that key activities are undertaken, and output is produced, in accordance with the document and work-plans.
- Designate or appoint, in cooperation with UNDP, the management of the project from the Ministry of Labour and Social Policy side (National Project Director).
- Ensure that due operational procedures for Projects are applied. Assume technical, financial and administrative accountability of the project.
- Provide the necessary personnel, physical facilities (office space, equipment, etc.) and other resources that are part of the government counterpart's contribution, as specified in the project document.
- Participate in monitoring, evaluation and reporting on the substantive and financial performance and

impact of the project to the Government and UNDP.

#### Project Management:

The ultimate responsibility on behalf of the Ministry of Labour and Social Policy for managing the programme or project is placed on a senior Government official who shall be designated as the National Project Director (NPD). The NPD is the party representing the Ministry of Labour and Social Policy ownership and authority over the programme/project, responsibility for achieving the objectives and accountability to the Government and UNDP for the use of resources. Commensurate with these responsibilities, the NPD holds the ultimate authority to expend funds from the project budget. No project funds can be drawn and spent without his/her signed approval, or approval by UNDP responsible managers if a due arrangement via work planning has been made for delegation of approval authority from the NPD. (See Box 2 for details on the duties and responsibilities of the NPD)

#### Box 2 – Duties and Responsibilities of the National Project Director

In consultation with UNDP, the Ministry of Labour and Social Policy designates the National Project Director among officials from the Ministry of Labour and Social Policy at a level that provides enough authority and insight to represent the counterpart's *ownership* and *authority* over the project, to assume *responsibility* for achieving project objectives and ensure *accountability* to the head of the Implementing Partner and UNDP for the use of project resources and achieving outputs.

#### **Duties and Responsibilities**

- a) Assume overall responsibility for the successful execution and implementation of the project, accountability to the counterpart and UNDP for the proper and effective use of attached resources
- b) Ensure consistency of the project with partner's reform strategy and relevant Government policies and legal procedures;
- c) Serve as a focal point for the coordination of projects with other development partners, Government and other stakeholders
- d) Ensure that all counterpart's inputs committed to the project are made available and used according to the work plan;
- e) Supervise the preparation of project work plans (annual and quarterly), updating, clearance and approval, in consultation with UNDP and other stakeholders and ensure the timely request of inputs according to the project work plans.
- f) Support, in cooperation with UNDP, the recruitment of the project professional and support staff as per the agreed recruitment system outlined in the this manual.
- g) Support the effective implementation of the project and delivery of the expected results, objectives and impact.
- h) Ensures appropriate supervision over the management of the project, including financial management
- i) Ensures participation of government officials in the implementation of the project
- j) Supports adequate monitoring and impact assessment of the project.
- k) Enhances adequate documentation of the project experience and its dissemination

#### **Selection criteria:**

National Project Director is appointed/nominated by the Ministry of Labour and Social Policy and should be senior management official.

#### **Remuneration and entitlements:**

National Project Director must not receive monetary compensation from project funds for the discharge of his/her functions.