

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

Excellency,

1. Reference is made to consultations between officials of the Royal Government of Cambodia (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 signed by the two parties on 19th December 1994 (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.

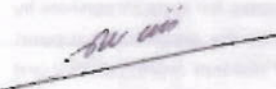
9. Any modification of the present arrangements shall be effected by mutual written agreement of the parties hereto.

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
Claire Van der Vaeren
UNDP Resident Representative



For the Government:
H.E. Chhieng Yanara
Minister Attached to the Prime Minister
Secretary General, CRDB/CDC
Date: 10 June, 2016

Attachment

DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES

1. Reference is made to consultations between Ministry of Agriculture, Forestry and Fisheries, the institution designated by the Royal Government of Cambodia and officials of UNDP with respect to the provision of support services by the UNDP country office for the nationally managed project "Collaborative Management for Watershed and Ecosystem Service Protection and Rehabilitation in the Cardamom Mountains, Upper Prek Thnot River Basin".

2. In accordance with the provisions of the letter of agreement signed and the programme support document (*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. Support MAFF in the identification and/or recruitment of project personnel * Project Advisor * Finance and Admin Officer	To be recruited as per AWP	US\$1,110.65 for case, including recurring costs after hiring (i.e. payments)	Should be approved by the Project Board; then UNDP will directly charge the project upon receipt of request of services from the Implementing Partner/Project Board
2. Procurement of goods: * PCs * Printers	June 2017	US\$ 192.05 for each purchasing process	As above
3. Consultant recruitment	Ongoing throughout implementation when applicable	US\$ 205.96 each hiring process	As above
4. Payment Process	Ongoing throughout implementation when applicable	US\$ 34.48 for each	As above
5. Ticket request (booking, purchase)	Ongoing throughout implementation when applicable	US\$ 192.05 for each request	As above
6. F10 settlement	Ongoing throughout implementation when applicable	US\$ 28.29 for each process	As above
7. Support Implementing Partner in conducting workshops and training events	Ongoing throughout implementation when applicable	US\$ 192.05 for each request	As above

Total DPC under GEF Fund can be charged up to USD12,000

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

4.1 Project Implementing Partner is responsible for the development of terms of reference for the recruitment of personnel and for the procurement of services; identification of goods needs for the project.

4.2 UNDP Human Resources Unit is responsible for the process of recruitment of project personnel.

4.3 UNDP Procurement Unit is responsible for identification of suppliers of goods and services. Further, it is responsible for the procurement of goods and recruitment and contracting services both individual and institutions.

Activity	Inputs	Outputs	Outcomes	Impact
Procurement of goods and services	Procurement Unit, Budget, Goods and services, Suppliers, Contract documents, Procurement procedures, Tendering process, Bid opening, Contract award, Contract management, Contract completion	Procurement of goods and services, Contract documents, Procurement procedures, Tendering process, Bid opening, Contract award, Contract management, Contract completion	Procurement of goods and services, Contract documents, Procurement procedures, Tendering process, Bid opening, Contract award, Contract management, Contract completion	Procurement of goods and services, Contract documents, Procurement procedures, Tendering process, Bid opening, Contract award, Contract management, Contract completion

Table 1: Procurement