

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 Government of Mongolia (hereinafter referred to as “the Government”) and officials UNDP with respect to the provision of support services of the by the UNDP country office for nationally executed programme or 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 Implementing Partners designated in the relevant programme or project documents, as described below.
2. The UNDP country office may provide support services for implementation activities, such as assistance with reporting requirements and direct payment. In providing such support services, the UNDP country office shall ensure that the capacity of the Implementing Partners is strengthened to enable it to carry out such activities directly. The costs incurred by UNDP country office in providing such support services shall be recovered from the administrative budget of the office.
3. In addition, the UNDP country office may provide, at the request of the Implementing Partners, the following support services for implementation activities:
 - (a) Identification and assistance with and /or recruitment of project and programme personnel;
 - (b) Identification and facilitation of training activities, including study tours;
 - (c) Procurement of goods and services; and
 - (d) Access to UNDP-managed global information systems, the network of UNDP country offices and specialized systems containing operations information, including rosters of consultants and providers of development 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 or project document, in the form provided in 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 or project document is revised with the mutual agreement of the UNDP Resident Representative and the Implementing Partner.
5. The relevant provisions of the Standard Basic Assistance Agreement of 28 September 1976 (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 executed programme or project through its designated Implementing Partners. 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 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 the paragraph 3 above shall be specified in the annex to the programme 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 executed programmes and projects.

Yours sincerely,

Signed on behalf of UNDP
Pratibha Mehta
Resident Representative
UNDP Mongolia

For the Government of Mongolia

Signature:

H. E. Mrs. Oyun Sanjaasuren
Minister for Foreign Affairs of Mongolia

Attachment

STANDARD ANNEX TO THE PROGRAMME OR PROJECT DOCUMENT
ON UNDP COUNTRY OFFICE SUPPORT

ANNEX ON UNDP COUNTRY OFFICE SUPPORT

1. Reference is made to consultations between officials of the Government of Mongolia (hereinafter referred to as “the Government”) and officials UNDP with respect to the provision of support services of the by the UNDP country office for nationally executed programme or projects.
2. In accordance with the provisions of the letter of agreement, the UNDP country office shall provide support services for the programme and projects, as described below.
3. Support services to be provided:

Support services	Schedule for the provision of the support services	Cost to UNDP of providing such support services (where appropriate)	Method of reimbursement of UNDP
1. Identification and assistance with and/or recruitment of project and programme personnel.	During the CPAP period: 2007-2011	Based on the Universal Price List (UPL) of UNDP	Implementation Support Services (ISS) billing module in Atlas system
2. Identification and facilitation of training activities, including study tours.			
3. Procurement of goods and services in accordance with UNDP regulations and policies.			
4. Access to UNDP-managed global information systems, the network of UNDP country offices and specialized information systems including rosters of consultants and providers of development services.			