



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

Excellency,

1. Reference is made to consultations between officials of the Government of Lebanon and officials of UNDP with respect to the provision of implementation support services by the UNDP country office for the nationally managed project "Stable Institutional Structure for the Protected Areas Management (SISPAM) - 00040031". UNDP and the Ministry of Environment hereby agree that the UNDP country office may provide such support services at the request of the Government of Lebanon through the Ministry of Environment being the institution designated in the relevant project document, as described below.
2. The UNDP country office may provide support services and, in doing so, shall ensure that the capacity of the Ministry of Environment is strengthened to enable it to carry out such activities directly.
3. The UNDP country office may provide, at the request of the designated institution, the support services described in the annex for the activities of the project.
4. The procurement of goods 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. Support services described in paragraph 3 above shall be detailed in an annex to the project document, in the form provided in the annex hereto. If the requirements for support services by the country office change during the life of the project, the annex to the project document is revised with the mutual agreement of the UNDP Resident Representative and the Ministry of Environment.
5. The relevant provisions of the Standard Basic Agreement with the Government (the "SBAA"), dated 10 February 1986, including the provisions on liability and privileges and immunities, shall apply to the provision of such support services. The Ministry of Environment 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 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. Any modification of the present arrangements shall be effected by mutual written agreement of the parties hereto.

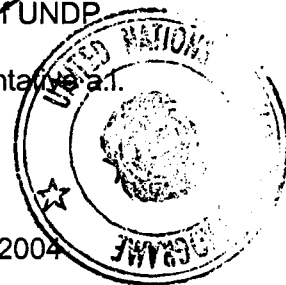
9. If you are in agreement with the provisions set forth above, please sign and return to this office two signed copies of this letter. Upon your signature, this letter shall constitute an agreement between the Ministry of Environment and UNDP on the terms and conditions for the provision of support services by the UNDP country office for the nationally managed project "Stable Institutional Structure for the Protected Areas Management (SISPAM) - 00040034".

A handwritten signature in black ink, appearing to be 'Berj Hatjian', written over a horizontal line.

For the Government
Berj Hatjian
Director General
Ministry of Environment

A handwritten signature in black ink, appearing to be 'Nada Al-Nashif', written over a horizontal line.

Signed on behalf of UNDP
Nada Al-Nashif
Resident Representative a.i.



Date: 20 October 2004



ANNEX

DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES

1. Reference is made to consultations between the Ministry of Environment, the institution designated by the Government of Lebanon and officials of UNDP with respect to the provision of support services by the UNDP country office for the nationally managed project "Stable Institutional Structure for the Protected Areas Management (SISPAM) - 00030044".

2. In accordance with the provisions of the letter of agreement signed on 20 October 2004 and the project document, the UNDP country office shall provide support services for the project as described below.

3. Support services to be provided:

Implementation Support Services (ISS):

UNDP shall provide ISS services for the implementation of the project and include:

- Payments, disbursements and other financial transactions
- Recruitment of staff, project personnel, and consultants
- Procurement of services and equipment, including disposal
- Organization of training activities, conferences, and workshops, including fellowships
- Travel authorization, visa requests, ticketing, and travel arrangements

Implementation Support Services (ISS) costs are recovered on the basis of actual costs or transaction fee. These costs are an integral part of project delivery, and hence should be charged to the same budget line as the project input itself. In addition, a General Management Support (GMS) fee of 3% of the EU contribution to the project budget shall be charged by UNDP against the project.

4. The Ministry of Environment needs to inform the donor agency that UNDP has been requested to be the managing partner of this project, together with this letter of agreement.

5. All financial transactions shall be undertaken by UNDP upon the request of the Ministry of Environment. UNDP shall not be liable for the eligibility of the incurred costs towards the donor agency.

6. UNDP shall not be responsible for the monitoring and evaluation of the project, as well as to the reporting requirements.

7. The Ministry of Environment will be responsible for the technical and administrative management of the project. It will undertake the project evaluation and monitoring procedures, along with the required reporting and coordination with the donor agency.

A handwritten signature in black ink, appearing to be the initials 'AA'.