



**STANDARD LETTER OF AGREEMENT
BETWEEN UNDP AND THE GOVERNMENT OF LEBANON
FOR THE PROVISION OF 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 support services by the UNDP country office for the nationally managed project 00043946 National Phase-out Managements Plan for Annex-A Group-1 Substances (CFCs). 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 following implementation support services for the activities related to project delivery:
 - i. Payments, disbursements and other financial transactions
 - ii. Recruitment of staff, project personnel, and consultants
 - iii. Procurement of services and equipment, including disposal
 - iv. Organization of training activities, conferences, and workshops, including fellowships
 - v. Travel authorization, visa requests, ticketing, and travel arrangements
 - vi. Shipment, custom clearance, vehicle registration, and accreditation
4. The UNDP country office will also provide, the following general oversight and management services for the activities of the project which include the following:
 - i. Project identification, formulation, and appraisal
 - ii. Determination of execution modality and local capacity assessment
 - iii. Briefing and de-briefing of project staff and consultants
 - iv. General oversight and monitoring, including participation in project reviews
 - v. Receipt, allocation and reporting to the donor of financial resources
 - vi. Thematic and technical backstopping through Bureaus
5. 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. If the requirements for support services by the country office change during the life of the project, the project document is revised with the mutual agreement of the UNDP Resident Representative and the Ministry of Environment.



6. 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 paragraphs 3 and 4.
7. 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.
8. The cost of UNDP country office in providing the implementation support services (ISS) related to the project activities described in paragraph 3 above shall be recovered directly from the project budget on the basis of the UNDP Universal Price List (available upon request), and in line with the letter of approval from MPU dated 10 February 2005
9. The management cost of UNDP country office in providing the general oversight and management services of the project described in paragraph 4 above shall be transferred directly from the Montreal Protocol Unit to UNDP.
10. Any modification of the present arrangements shall be effected by mutual written agreement of the parties hereto.
11. 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 nationally managed 00043946 National Phase-out Managements Plan for Annex-A Group-1 Substances (CFCs).

For the Government of Lebanon
Tarek Mitri
Minister of Environment

Signed on behalf of UNDP
Mona Hammam
Resident Representative

20 June 2005