

**LETTER OF AGREEMENT BETWEEN THE UNITED NATIONS DEVELOPMENT PROGRAMME AND  
THE GOVERNMENT OF THE REPUBLIC OF AZERBAIJAN  
FOR THE PROVISION OF SUPPORT SERVICES**

1. Reference is made to consultations between officials of the Government of Azerbaijan (hereinafter referred to as "the Government") and officials of UNDP with respect to the provision of support services by the UNDP country office for UNDP programmes and projects executed by the designated national entities. 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; whereas national project personnel is solely responsible for all taxation or other assessments on all remuneration derived from UNDP. UNDP will not make any withholding from payments for the purposes of income tax. Consultations with the local tax authorities in relation to taxes shall be the sole responsibility of the national project employee. UNDP is exempt from any liabilities regarding taxation and will not reimburse any such taxation to the national project employee. UNDP reserves the right to request proof of payment of taxes by the national project employee. In case of a request UNDP will provide the Government with the names of the national project employees in the country and general information on pay scales;
  - (b) Identification and facilitation of training activities;
  - (c) Procurement of goods and services;
  - (d) Other project-related workplan based support services as specified through an exchange of letters between UNDP and the designated national entity.
4. The procurement of goods and services and the recruitment of project and programme personnel for nationally-executed UNDP programmes and projects by the UNDP country office shall be in accordance with the UNDP regulations, rules, policies and procedures. In cases where procurement and recruitment is done by the Government national regulations, rules, policies and procedures shall apply. 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 Standard Basic Assistance Agreement between the Government of the Republic of Azerbaijan and the United Nations Development Programme of 6 January, 2001 (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 the 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 the provisions set forth above are agreed upon, the two copies of the Letter of Agreement will be signed. Upon signature, this letter shall constitute an agreement between the 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.



**Abid Sharifov**  
For the Government of the Republic of Azerbaijan

15.02.2010



**Bruno Pouezat**  
Signed on behalf of UNDP

15/02/2010

Attachment

**DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES**

1. Reference is made to consultations between [*insert name of Designated institution*], the institution designated by the Government of the Republic of Azerbaijan and officials of UNDP with respect to the provision of support services by the UNDP country office for nationally managed UNDP programme or project [*insert programme or project number and title*], "the Programme" [*or "Project"*]
2. In accordance with the provisions of the letter of agreement signed on [*insert date of agreement*] and the programme support document [*or project document*], the UNDP country office shall provide support services for the Programme [*or Project*] as described below.
3. Support services to be provided:

Support services (insert descriptions)	Schedule for the provision of the support services	Cost to UNDP of providing such support services (where appropriate)	Amount and method reimbursement of UNDP (where appropriate)
1.			
2.			
3.			

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