

**STANDARD LETTER OF AGREEMENT BETWEEN UNDP AND THE MINISTRY OF SOCIAL
DEVELOPMENT AND HUMAN SECURITY FOR THE PROVISION OF SUPPORT SERVICES**

Dear Mr. Suparlerk Hongpukdee,

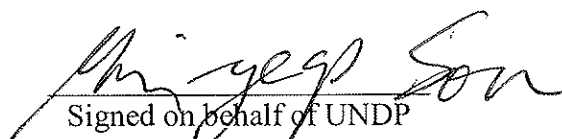
1. Reference is made to consultations between officials of the **Ministry of Social Development and Human Security** (hereinafter referred to as “Implementing Partner”) and officials of UNDP with respect to the provision of support services by the UNDP Country Office for nationally managed project title Every Safe Home: Supporting Thailand Towards Effective Implementation of Protection of Domestic Violence Victims (UNDP Project ID 00074644). UNDP and the Implementing Partner hereby agree that the UNDP Country Office may provide such support services at the request of the Implementing Partner in the relevant 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 Implementing Partner 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 project.
3. The UNDP country office may provide, at the request of the Implementing Partner, the following support services for the activities of the project:
 - (a) Identification and/or recruitment of project 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 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 Attachment hereto. If the requirements for support services by the Country Office change during the life of a project, the annex to the project document is revised with the mutual agreement of the UNDP Resident Representative and the Implementing Partner.
5. The relevant provisions of the **Special Fund to Thailand** * which was signed by the Royal Thai Government and the United Nations Special Fund, both parties on **04 June 1960**, including the provisions on liability and privileges and immunities, shall apply to the provision of such support services. The Implementing Partner 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 attachment.
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 Special Fund to Thailand.
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 attachment.

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 Implementing Partner and UNDP on the terms and conditions for the provision of support services by the UNDP Country Office for nationally managed project.

Yours sincerely,



Signed on behalf of UNDP
Ms. Gwi-Yeop Son
UNDP Resident Coordinator
UNDP Resident Representative

Date: March 9, 2011



For the Implementing Partner
Mr. Suparlerk Hongpukdee
Director-General
Office of Women's Affairs and Family Development.
Ministry of Social Development and Human Security

Date: March 9, 2011

** The Royal Thai Government and the United Nations Special Fund have entered into the Agreement to govern assistance from the Special Fund to Thailand, which was signed by both parties on 04 June 1960. Pending the finalization of the Standard Basic Assistance Agreement (SBAA) between UNDP and the Government, the Agreement between the United Nations Special Fund will govern the technical assistance provided by UNDP Thailand under the Country Programme Action Plan (CPAP).*

Attachment

DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES

1. Reference is made to consultations between **Ministry of Social Development and Human Security**, the institution designated by **the Royal Thai Government** and officials of UNDP with respect to the provision of support services by the UNDP Country Office for the nationally managed project title **Every Home a Safe Home: Supporting Thailand Towards Effective Implementation of Protection of Domestic Violence Victims (UNDP Project ID 00074644)**

2. In accordance with the provisions of the letter of agreement signed on March 9, 2011 and the project document, the UNDP Country Office shall provide support services for the project 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
<p>1. Establish a technical working group for statistics/indicators and convene the meetings</p> <p>(Consultative-meetings between the Office of Women's Affairs and Family Development under the Ministry of Social Development and Human Security together with other relevant line ministries, CSOs and academic institutions)</p>	<p>July-December 2010</p>	<p>Meeting - USD 7,000 Miscellaneous-USD 1,000</p>
<p>2. Recruitment of the national consultants to work closely Office of Women's Affairs and Family Development , Ministry of Social Development and Human Security to:</p> <p>2.1 Conduct study on existing database , indicators and quality of data on Violence against Women (VAW)</p> <p>2.2. Produce and print set of standardized indicators and database on VAW (Printing approximately 500 copies in both Thai and English)</p>	<p>July- December 2010</p> <p>January 2011 – December 2012</p>	<p>National consultant – USD 29,000</p> <p>National consultant -USD 40,000 Design & Printing – USD 14,000 Miscellaneous-USD 2,000</p>
<p>3. Technical support to and organizing of consultation meetings on standardizing indicators and database on VAW</p> <p>Consultation meetings on VAW indicators between the Office of Women's Affairs and</p>	<p>January 2011- December 2012</p>	<p>Meeting - USD 21,100 Miscellaneous-USD 2,000</p>

Support services	Schedule for the provision of the support services	Cost to UNDP of providing such support services
Family Development under the Ministry of Social Development and Human Security together with other relevant line ministries, CSOs and academic institutions		
4. Procurement of service of a production company to work closely with Office of Women's Affairs and Family Development Ministry of Social Development and Human Security to conceptualize, organize production and execute production of the documentary film on VAW	January-July 2011	USD 70,000

4. Programme Division, UNDP Country Office and Operations Support Team, UNDP Regional Centre in Bangkok will be responsible to provide support services as referred under the above-mentioned support services to be provided. The reimbursement of UNDP support cost will be recorded as per transactions, based on established UNDP policies.