Document de Projet

« Projet d'Appui à la Dématérialisation des Démarches et Procédures Administratives (PADDPA) »

Entre

Le Gouvernement de la République du Bénin

Et

Le Programme des Nations Unies pour le développement

Titre du Projet :	Projet d'Appui à la Dématérialisation des Démarches et Procédures Administratives (PADDPA).
Effet (s) UNDAF/CPD :	D'ici à 2023, la population du Bénin a accès, dans des conditions d'égalité et sans exclusion à des institutions responsables, transparentes et efficaces et à une administration publique moderne, à tous les niveaux, dans un climat de paix et de sécurité, notamment pour ce qui est de l'accès à une justice respectueuse des droits de l'homme.
Produit(s) PS /PNUD :	Accélération des transformations structurelles propices au développement durable.
Produit escompté CPD :	Les ministères chargés des services publics et des institutions nationales sont renforcés de façon à pouvoir utiliser les technologies numériques et les méga données aux fins de l'amélioration des services publics et d'autres fonctions gouvernementales.
Partenaire de Mise en Œuvre :	Ministère du Travail et de la Fonction Publique (MTFP).
Autres Parties Responsables :	Ministère en charge de l'Economie Numérique, Secrétariat Général du Gouvernement, Agence des Services et Systèmes Informatiques.

	Produit du Plan Stratégique : Accélération des transformations structurelles propices au développement durable.		Ressources Totales requises : 1 500 000 US $

Produit du Plan Stratégique : Accélération des transformations structurelles propices au développement durable.

Atlas Award ID   : _____
Date de démarrage : Mars 2021
Date de Fin   : Juin 2022

Arrangements de Gestion :   NEX_____

Ressources Totales requises : 1 500 000 US $
Ressources Totales allouées :
- Régulières :   1 500 000 US $
- Autres   :
- Gouvernement   -

Approuvé au nom de :	Signature	Date	Nom/Titre
Gouvernement du Bénin		23 mars 2021	**Adidjatou A. MATHYS,** Ministre du Travail et de la Fonction Publique
Programme des Nations Unies pour le développement		2 3 MARS 2021	**Aouale MOHAMED ABCHIR,** Représentant Résident

PNUD
Au service
des peuples
et des nations

2

COUNTRY ALLOCATION OF UNDP COVID-19 2.0 RAPID FINANCING FACILITY

SUBSTANTIVE AREA OF RFF REQUEST

(Please choose the most relevant area)

- ❏ Continued Health Crisis Support
- ❏ **Governance**
- ❏ **Social protection**
- ❏ Green economy
- ❏ **Digital disruption and innovation**

PROPOSAL DETAILS (MAXIMUM APPROXIMATELY 3 PAGES)

Country:	Benin
Requestor:	Benin UNDP Country Office
Project title (5-7 words)	Project of Dematerialization of Administrative Procedures
Requested amount:	1 500 000
Gender Marker:	2
Date of submission:	October 2020
Implementation Start Date:	March 2021
Implementation Complete Date:	June 2022

1. Situation analysis *(maximum 3,000 characters)*

Detected in China in December 2019, Coronavirus 2019 (COVID-19) has since then spread and continues to spread exponentially around the world, with a worrying increase in the number of cases in Africa, a continent without adequate health systems.

The Republic of Benin has not been spared from this pandemic, the first case was detected on 16 March 2020. One month later, Benin recorded 35 confirmed cases and within a few months, the country recorded thousands of new confirmed cases. As of October 15, 2020, the country has registered 2267 confirmed COVID-19 cases including 285 people under treatment, 40 deaths and 1942 people cured.

As a socio-humanitarian phenomenon, the health crisis constitutes an exogenous shock on the overall economy of the country, both on the demand and the supply for goods and services. In the short term, the effects of the crisis are manifested in terms of loss of life, loss of income, food insecurity, reduced employment and livelihoods. According to COVID19's socio-economic impact study, the health crisis in Benin has been a powerful accelerator of vulnerability risks at all levels. Vulnerability affected both households (36.8% including 47.2% in Cotonou and its surroundings) and businesses (40%) including: 75% of tourism, hotels and restaurants, 33% transport, 61% trade, 44% industry, 45% construction. The informal sector is the most affected since it represents 90% of companies in Benin and a very high proportion of women operate in this sector. The impact of the measures taken to counter the COVID pandemic has led to an increase in the extent of poverty in general and among women in particular. In fact, the measures taken to reduce the spread of the virus not only affect access to financial resources put in place by decentralized financial services to stimulate women's activities, but they also hinder the implementation of women's income-generating activities and, consequently, the timely payment of loans. In Benin, 30% of women are involved in trade compared to

8% of men (World Bank, 2017). Consequently, the slowdown in economic and commercial activity during the COVID period has serious repercussions on women's jobs. Young girls working as casual laborers are also deprived of income due to the closure of catering services, bars, etc. Women are at a disadvantage compared to men, who can engage in other transitional jobs while waiting for the end of the pandemic. Compared to men, women in both the public and private sectors have some difficulties to respond to their professional obligations. Indeed, childcare, especially for young children, due to the closure of day care centers has become a great challenge for families. In addition, some structures, in the context of COVID 19 are adapting working hours and introducing teleworking.

In this context, in view of facilitating access to public services and containing the spread of the pandemic, digital government and administration must become a priority when it becomes clear that the spread of COVID 19 is through physical interactions. Thus, the massive use of Information and Communication Technologies (ICTs) for communication purposes is proving to be useful and effective in the actions to contain the pandemic.

2. Proposal overview and expected outputs *(maximum 3,000 characters)*

Considering the means and rate of propagation of the pandemic, the project opts for digital solutions as an effective means of guaranteeing compliance with barrier measures and the continuity of public service. This approach thus obliges those in charge of the administration to choose telecommuting via the use of digital service platforms throughout which administrations, small firms, companies and users can interact in the framework of the supply and demand of public services. This will have an impact on the functioning within each administration through the progressive elimination of bureaucracy characterized by the use of paper and physical documents that necessarily require contacts between several individuals and the progressive implementation of a complete dematerialization of document flows requiring a probative value.

The gender approach will be taken into account through the collection of data according to sex (disaggregated data), the implementation of activities and the analysis of project results taking into account the situation of men and women as well as vulnerable people (people with disabilities, elderly people, etc.) to define priorities and take the necessary measures to enable both sexes and vulnerable people to benefit equitably from project activities and outputs. This will ensure that no one is left behind. Finally, women will be involved in the implementation of the activities. For example, we will be ensure that at least 40% of women benefit from the various activities to be implemented.

Output 1: Administrative e-governance is strengthened in Benin's public administration.

- ✓ Activity 1.1. Set up the administrative system of electronic formalities
- ✓ Activity 1.2. Set up the electronic initials and signature of administrative documents requiring contact between civil servants
- ✓ Activity 1.3. Digitalize the processes of providing administrative services and official documents requiring contact between citizens and civil servants
- ✓ Activity 1.4. Set up 20 communal public service centers, with a counter specifically reserved for women in each center.

Output 2: Monitoring of informal sector actors in the respect of COVID barrier measures is strengthened through the use of ICTs and job protection for women in crisis is improved.

- ✓ Activity 2.1. Establish a more direct and continuous monitoring mechanism for informal actors.
- ✓ Activity 2.2. Set up a service platform dedicated to companies, with a focus on businesses run by women.
- ✓ Activity 2.3. Develop and edit a manual or a light practical guide for women on alternative forms of work organization in crisis period.
- ✓ Activity 2.4. Acquisition and supply of light equipment for the benefit of women in the informal sector.

Output 3: Actions to prevent and combat the COVID-19 pandemic in the workplace are strengthened.

- ✓ Activity 3.1. Set up communication interfaces on the COVID 19 pandemic on all the productivity web platforms of the Ministry of labor
- ✓ Activity 3.2. Organize well-targeted awareness-raising campaigns, through women's associations, for strict compliance with barrier gestures
- ✓ Activity 3.3. Acquire and distribute COVID protection kits to women in the formal and informal sectors.

3. **Management arrangements** *(maximum 2,000 characters)*

The project will be implemented by the Ministry of Labor and Civil Service which will work in close collaboration with the Ministry of Digitalization, the Ministry in charge of employment, the Ministry in charge of trade, the Ministry in charge of communication, CSOs and the media.

The project will be executed in accordance with the procedures and modalities of national execution. These procedures will however have to be adapted to UNDP quality assurance arrangements. Thus, the management of project resources will be governed by the principle of direct payment and advance of funds, in accordance with the provisions of the UNDP memorandum dated 16 December 2008 on the management of minimum advances of funds to projects implemented under the National Execution (NEX) modality.

The project quality assurance role will be played by the Team Leader of UNDP Governance Unit and the UNDP M&E Programme Officer, in conjunction with the other projects under the Governance Unit. The latter will closely monitor the project and report to the Technical Management Committee.

4. **Partnerships** *(maximum 2,000 characters)*

As part of the prospecting of strategic partnership in favor of the establishment of an intelligent administration, several technical and financial partners have been contacted such as the European Union, Turkey, Estonia, the Swiss cooperation and many others.

Prospecting missions are also planned with France, South Africa and other countries in West African sub-region to allow Benin to benefit from technological know-how and technical assistance within the framework of cooperation agreements that Benin may conclude with these countries.

UNDP Country Office is already in touch with the representatives of these countries. The Country Office will take charge of implementing the steps already taken by explaining the need to speed up the dematerialization processes, one of the beneficial effects of which would be to fight against the pandemic and contribute to the recovery of the

country after this COVID 19 crisis. Information will also be shared with these different partners on the implementation of activities planned in the project under RFF.

Finally, as part of the implementation of the activities of this project, the Country Office plans to use a participatory approach through the involvement of the private sector (formal and informal) and CSOs which are components of the nation, whose actions allow for a more effective impact on the population, especially women. The Country Office is already working with the Government within the framework of the RRF. Within the framework of the Support Project for the Reform and Modernization of Public Administration (PARMAP), financed by UNDP and the Government of Benin, UNDP has also already anticipated this ICT issue by focusing on the dematerialization of certain services provided by the Ministry of Labor and Civil Service (MTFP).

The Project of Dematerialization of Administrative Procedures will make it possible to gradually generalize the digitalization of administrative approaches and procedures, including administrative services to all sectors, especially the sectors with most risk, namely: health, labor administration, territorial and decentralized administration, informal sector, etc. The project will be financed by UNDP and the Government of Benin.

Ultimately, all sectors should globally benefit from digital technology for faster and more transparent procedures. In doing so, public and private staff as well as users in public administration could telecommute if necessary, as it contributes effectively to compliance with the pandemic barriers.

5. Complementarity with other funds available for COVID-19

Many initiatives financed by the national budget are linked to this project. They concern the administration reform and particularly the dematerialization of processes and career acts of civil servants. UNDP CO is already supporting the Government on these projects. Similarly, through the Country Office, Turkey is also involved. The RFF will help boost current initiatives and could encourage the Government and Turkey to allocate more resources for them.

Funding source	Amount	Purpose of / period covered by Funding
Government	450 000	Support for dematerialization in public administration/January-December 2021

6. Risk mitigation *(maximum 2,000 characters)*

Two risks could be underlined: the financial risk and the operational and technical risk.

Financial Risk: Difficulty in mobilizing additional resources to supplement project resources due to the COVID19 pandemic. **Action to be undertaken:** UNDP will mitigate this risk by using part of the resources of the national counterpart received for the implementation of the Project of Support to the Reform and Modernization of Public Administration.

Operational and technical risk: The instability of the electricity supply, poor Internet coverage in the country, and piracy could cause delays in finalizing these activities. **Action to be undertaken**: Closer collaboration between the ministry in charge of the numeric economy and digitalization and the Beninese electricity company is envisaged in order to mitigate this risk.

BUDGET / WORKPLAN

EXPECTED OUTPUTS	PLANNED ACTIVITIES (List all activities including M&E to be undertaken during the year towards stated CP outputs)	Q1	Q2	Q3	Q4	RESPONSIBLE PARTY	Source of Funds	Budget Description	Amount
	1.1. Set up the administrative system of electronic formalities	X				MTFP MND	RFF	- Consultancy - Materials & Goods - Equipment	50 000
	1.2. Set up the electronic initials and signature of administrative documents requiring contact between civil servants	X	X	X	X	MTFP MND MJL	RFF	- Consultancy - Materials & Goods - Equipment	50 000
Output 1. Administrative e-governance is strengthened in Benin's public administration.	1.3. Digitalize the 50 processes of providing administrative services and official documents requiring contact between citizens and civil servants	X	X	X	X	MTFP MND	RFF Government	- Consultancy - Materials & Goods - Equipment	400 000 -
	1.4. Set up 20 communal public service centers, with a counter specifically reserved for women in each center	X	X	X	X	MTFP MND MDGL	RFF Government	- Consultancy - Materials & Goods - Equipment	600 000 -
Sub Total 1.									**1 450 000**
Output 2. Monitoring of informal sector actors in the respect of COVID barrier gestures is strengthened through the use of ICTs and job protection for women in crisis is improved.	2.1. Establish a more direct and continuous monitoring mechanism for informal actors		X			MTFP MPMEPE MIC	RFF	- Consultancy - Materials & Goods - Equipment - Sensibilization - Monitoring	40 000
	2.2. Set up a service platform dedicated to formal and non-formal companies, with a focus on businesses run by women.		X			MTFP MND MIC	RFF Government	- Consultancy - Materials & Goods - Equipment - Sensibilization	40 000 -

EXPECTED OUTPUTS	PLANNED ACTIVITIES — List all activities including M&E to be undertaken during the year towards stated CP outputs	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Source of Funds	Budget Description	Amount
	2.3 Develop and edit a manual or a light practical guide for women on alternative forms of work organization in crisis period.					MTFP MND MIC	RFF	- Consultancy - Materials & Goods	20 000
	2.4 Acquisition and supply of light equipment for the benefit of women in the informal sector.					MTFP MND MIC	Government	- Materials & Goods - Equipment	-
Sub Total 2.									**200 000**
	3.1. Set up communication interfaces on the COVID 19 pandemic on all the productivity web platforms of the Ministry of labor	X	X	X	X	MTFP CSOs Media	RFF	- Consultancy	20 000
Output 3: Actions to prevent and combat the COVID-19 pandemic in the workplace are strengthened.	3.2. Organize well-targeted awareness-raising campaigns, through women's associations, for strict compliance with barrier gestures	X	X	X	X	MTFP	RFF	- Communication - Awareness-raising campaigns	130 000
	3.3. Acquire and distribute COVID protection kits to women in the formal and informal sectors.			X		MTFP MCP	RFF	- Materials & Goods - Equipment	150 000
Sub-total 3									**300 000**
TOTAL									**1 500 000 $**

RESULTS FRAMEWORK

EXPECTED OUTPUTS	OUTPUT INDICATORS	BASELINE Value	Year	2020 Q4	2021 Q1	2021 Q2	2021 Q3	2021 Q4	2022 Q1	2022 Q2
Output 1. Administrative e-governance is strengthened in Benin's public administration	1.1 Number of administrative processes and services dematerialized and accessible online	0 (Dematerialized administrative services)	2019	1	4	5	10	10	10	10
	1.2 Number of communal public service centers set up and operational	0	2019	2	3	5	5	5		
	1.3 The electronic initials and signature process implemented	0% of administrative documents signed electronically	2020	0%	5%	5%	5%	5%	5%	
Output 2. Monitoring of informal sector actors in the respect of COVID barrier gestures is strengthened through the use of ICTs.	2.1 Number of actors in the informal sector recorded in the database	0 actor of the informal sector registered	2020	200	300	500	-	-	-	
	2.2 The e-commerce platform is operational	0 e-commerce platform set up	2020					1		
	2.3 A light practical guide for women on alternative forms of work organization in crisis period is elaborated and edited.	0	2020	-	-	-	-	1		
	2.4 Number and type of light equipment acquired for the benefit of women in the informal sector.	0	2020					100		
Output 3: Actions to prevent and combat the COVID-19 pandemic in the workplace are strengthened.	3.1 Number of awareness campaigns organized	0 awareness campaign organized	2020	1	1	1	1			
	3.2 Number of people and number of women impacted by the awareness campaigns	0% of the actors identified in the base are sensitized and have benefited from protection kits.	2020			25%	25%	100%		
	3.3 Number of COVID-19 protective equipment acquired	0 protection kit acquired	2020	200	300	500	500			