Government of The Gambia

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2020 Annual Work Plan

CONSOLIDATING DEMOCRATIC GOVERNANCE FOR DEVELOPMENT IN THE GAMBIA

UNDAF OUTCOMES:	**By 2021, institutional reforms implemented to ensure rule of law and guarantee the protection of the human rights of all including access to justice, gender equality, access to basic services and democratic participation in decision making processes.**
EXPECTED CP OUTCOME:	
EXPECTED PROGRAMME OUTPUTS:4:	Credible, Transparent and Sustainable Electoral Processes and Political Engagement Promoted; social cohesion and peace are promoted through initiating the establishment of an Infrastructure for Peace (I4P); Civic Engagement and Participation by Women, Youth and other Marginalized Groups (Human rights and Gender Equality) Enhanced; Constitutional and Legal Reforms Supported. National Assembly Capacity Strengthened; Institutional Frameworks for Accountability and Citizen's Participation Strengthened.
IMPLEMENTING PARTNERs:	UNDP
RESPONSIBLE PARTIES:	IEC, National Assembly, IPC, OP, MOLG&L, MOI, WANEP, NCCE, GFD, WB, GCCI, Anti- Corruption Coalition-The Gambia and UNAIDS.

Brief Description

The overall aim of the project is 1) strengthening the democratic character of the Gambia's political processes and 2) promoting outcomes that consolidate and advance democratic governance, peace and accountability to achieve the country's stated development priorities and goals and the sustainable development goals, especially SDGs 16.The project consist of 6 components: 10 Promoting credible, transparent and sustainable electoral processes and political engagement;2) Strengthening the National Assembly;3) Promoting democracy, social cohesion and peace;4) Civic engagement and enhancing participation by women, youth and other marginalized groups;5) Supporting constitutional and legal reforms and 6) Strengthening institutional frameworks for accountability and citizen's participation.

Programme Period: 2018-2021
Key Result Area (Strategic Plan) (Strategic Plan) 2;
Citizens expectation for voice, development, the rule of law and accountability are met by stronger systems of democratic governance

Atlas **Award ID: XXXXX Project ID I 00109067**

Start date:	01/01/2018
End Date	31/12/2021
PAC Meeting Date	18th January 2018

Total resources required

Total allocated resources:

UNDP Regular **US$ 960,000**

- Government In Kind

In-kind Contributions

Name CHERNO MARENAH
Title SOLICITOR GENERAL
Agreed by (Government):

27/1/20
Date

Nessie Golakai-Gould
Deputy Resident Representative
Agreed by (UNDP)

27/1/2020
Date

Annual Work Plan – Consolidating Democratic Governance for Development in The Gambia
Year: 2020.

Related CP outcome: Citizen expectations for voice, development, the rule of law and accountability are met by stronger systems of democratic governance.
CP Output: Electoral institutions enabled to perform core functions for improved accountability, participation and representation; Strengthened operational capacities of oversight and accountability institutions to actively engage in the public sphere.

EXPECTED OUTPUTS *And baseline, associated indicators and annual targets*	**PLANNED ACTIVITIES** *List activity results and associated actions*	**TIMEFRAME**				**RESPONSIBLE PARTY**	**PLANNED BUDGET**			
		Q1	**Q2**	**Q3**	**Q4**		**Funding Source**	**Cash Transfer Modality**	**Budget Description**	**Amount (US$)**
	Activity Result 1: Credible, Transparent and Sustainable Electoral Processes and Political Engagement promoted									
Output 1: Credible, Transparent and Sustainable Electoral Processes and Political Engagement Promoted. **Indicators:** **Baseline:** **Targets:**	**Action 1.1:** Support to the 2020-2023 electoral cycle to be determined subsequent to the formulation mission in The Gambia.					UNDP/IEC/IPC/NCCE	TRAC		71200	15,000
	Action 1.2: Outstanding Balance to IPC Low Value Grant					UNDP/IPC	TRAC		71200	5,580
	Action 1.3: 2020 Annual rent for the IPC					UNDP/IPC	TRAC		71200	3,000
	Action 1.4: Support to the 3rd Edition of the ECOWAS Female Parliamentarians Association (ECOFEPA) Townhall Meeting					UNDP/ ECOWAS (ECOFEPA)	TRAC		71200	5,000
	Action 1.5: Support to 2020 Election Project in the Gambia.					UNDP	TRAC		71200	321,420
	Sub-Total									**350,000**
Output 2: NA procedures, strategic plan, women's participation in leadership	**Activity Result 2: National Assembly Capacity Strengthened. NA procedures, strategic plan and mainstream women's participation in leadership position improved.**									

position, and Visibility and openness for Citizen Participation in the legislative process improved. **Indicators:** # of journalists trained on Parliamentary reporting; # of MDAs stakeholders attended the Parliamentary Rules of Procedure (Standing Orders) workshop.; # Quarterly NA Community Town hall meetings held; # of women who participated in the Resource Mobilization and Networking for effective women participation in politics workshop. **Baseline:** **Targets:**										
	Action 2.1: Training for journalists on Parliamentary reporting.					National Assembly	TRAC			15,000
	Action 2.2: Workshop on Parliamentary Rules of Procedure (Standing Orders) with stakeholders i.e. MDAs.					National Assembly	TRAC			20,000
	Action 2.3: Local Consultancy to review the NA Strategic and Investment Plan and harmonize existing NA policies.					National Assembly	TRAC			20,000
	Action 2.4: Consultancy to develop constitution, policies and guidelines for the Women Caucus.					National Assembly Female Caucus	TRAC			15,000
	Action 2.5: Workshop on Resource Mobilization and Networking for effective women participation in politics.					National Assembly Female Caucus	TRAC			15,000
	Action 2.6: Support to the Hansard equipment for the National Assembly					National Assembly	TRAC			100,000
	Total Output 2									**185,000**
Output 3.1: Corps of 'Insider mediators' established and have capacities and strategies to engage in national level mediation and facilitation Indicators: - # of national level conflicts Insider mediators intervened, - A retreat held for selected 'Insider Mediators' on nature and scope of insider mediation, - # of Insider Mediators trained; - National platform established Baseline 3.1: -Nationally recognized 'Insider Mediators' non-existence among National Leaders, - Zero-draft list of possible insider mediators in place, -	**Activity Result 3: Democracy, social cohesion and peace are promoted through initiating the establishment of an Infrastructure for Peace (I4P) that creates and strengthens venues and platforms for collaborative leadership and dialogue, for participatory, inclusive and non-violent solution-finding to pressing issues, for trust and strong relationships between different social groups in The Gambia. (Component 3 of the "Consolidating Democratic Governance for Development in The Gambia" project 2018-2021, UNDP)**									
	Action 3.1.1: Consultations on Identification of 'Insider Mediators' **(Max 15 people) (February)**					WANEP, MOI, PDA	TRAC		**71600, 72500, 75700, 71200, 71300**	**2,000**
	Action 3.1.2: Two-day Retreat for selected 'Insider Mediators' on nature					WANEP, MOI, PDA	TRAC		**71600, 72500, 75700, 71200,**	**10,000**

No existence of a platform and a systematic structure of 'Insider mediators' Target 3.1: -Capacities of 15 selected Insider mediators built and role recognized, -Nature and scope of insider mediation identified by selected 'insider mediators', - A platform and channels of communication between 'Insider Mediators' and national leaders developed. Output 3.2 A gender-sensitive national infrastructure for peace (I4P) framework developed and implemented Indicator 3.2: - Gender-sensitive Community dialogue forums held across the 6 regions - # of Weekly radio talk shows that discourage tribal sentiment and deliver peace messages and conflict resolution mechanism to a community level - # of potential synergies and collaboration identified and built during the round table discussions - Consultation findings report on nature and scope of I4P documented - # of PS attending a briefing on the CDA report - I4P framework validated and a report of the workshop produced - One workshop for government officials and CSO stakeholders on designing and brainstorming of I4P conducted - GPU operationalize the Media Council - Breakfast conversations held, and topics discussed. Baseline 3.2: -One workshop for traditional and religious leaders and women kafoos conducted - Pilot radio talk shows in WCR and URR (weekly for 8 weeks) implemented - One RTD held in 2019 to initiative collaboration among national and international partners - No nationwide consultations on I4P completed - One CDA briefing to government officials in 2019 - No workshop for validating I4P - No sensitization workshop done for key government officials and CSO stakeholders - 2019 CDA dissemination and sensitization	and scope of insider mediation **(25 people) (April)**								**71300**	
	Action 3.1.3: Three-day training and Launch of 'Insider Mediators' Platform **(July)**					CSOS / UNDP	TRAC		**75700, 71600, 72500**	**6,000**
	Action 3.2.1: Follow-up community dialogue forums led by selected trained traditional and religious leaders and women kafoos on peacebuilding and conflict resolution mechanisms in all the 6 regions (May)					WANEP/UNDP/OP/MOI	TRAC		71300, 71600, 75700, 72500	15,000
	Action 3.2.2: Continuation of Radio talk shows that promote communal harmony in all the regions (February-May)					WANEP/UNDP/OP/MOI	TRAC		71300, 71600, 75700, 72500	7,500
	Action 3.2.3: 2 Round-table discussions (RTD) of national and international partners on synergies and collaboration on establishing an I4P (max 30 for each) (Last Week, January & August)					WANEP/UNDP/OP/MOI	TRAC		74200	4,000
	Action 3.2.4: Nation-wide consultations on nature and scope of I4P (10: 7 Regional, 3 targeted) (March & April					WANEP/UNDP/OP/MOI	TRAC		75700, 71600, 72300, 72500, 71300	16,000
	Action 3.2.5: One-day Briefing/sensitization of Permanent Secretaries on the findings of the CDA report during the 2nd Quarters Permanent Secretaries retreat in Tendaba					WANEP/UNDP/OP/MOI	TRAC		75700	2,000
	Action 3.2.6: Validation workshop on I4P report (September)					WANEP/UNDP/OP/MOI	TRAC		75700	3,000
	Action 3.2.7: Sensitization workshop					WANEP/UNDP/OP/MOI	TRAC		75700	3,000

conducted in the 6 regions - GPU produced code of ethics and procedures in 2019 - No previous breakfast conversation held. Target 3.2: - Traditional and Religious leaders and women kafoos from all the regions capacitated - All the regions' radio stations broadcast radio talk shows on peacebuilding and social cohesion - National and International partners design and map out their activities - local people are informed and share a Gambian-oriented and -specific I4P -Permanent Secretaries increase their understanding on the CDA and IP4 - NA selected committee on Defense and Security understand and be informed on I4P - Government officials and CSOs to collaboratively design and plan on developing I4P - Local people in different regions are informed on the CDA report and share region-specific issues - GPU accelerates functioning of the Media Council - Consensus on national concerns among national and international partners	for Parliamentary select committee on defence, key Government Officials and CSO stakeholders on I4P (October).									
	Action 3.2.8: Support GPU to operationalize the Media Council.					WANEP/UNDP/OP/MOI	TRAC		75700	5,000
	Action 3.2.9: Quarterly RC/RR Breakfast Conversations on issues of national concern									0
	Total Output 3									**73,500**
Output 4: Civic Engagement and Participation by Women, Youth and other Marginalized Groups (Human rights and Gender Equality) Enhanced										
Output 4.1: Institutional capacity support to the Gambia Federation for the Disabled. **Indicators:** **Baseline:** **Targets:**	**Activity Result 4.1: 2nd Instalment Grant to Gambia Federation for the Disabled.**									
	Action 4.1.1: 2nd Instalment low Value Grant to Gambia Federation for the Disabled.					UNDP/GFD	TRAC		71300	15,000
	Sub-Total 4.1:									**15,000**
	4.2: Support to GCCI for Gender Equality Seal for the Private sector.									

	Action 4.2.1: Meeting to finalize and validate the ministerial agreement					GCCI	TRAC	30084	688
	Action 4.2.2: Train the GES Private Sector National Committee					GCCI	TRAC	30084	590
	Action 4.2.3: Identify and train Auditors to oversees the operations of GES for the private sector					GCCI	TRAC	30084	5,000
	Action 4.2.:4: Induction workshop for Participating Companies, University & MDI					GCCI	TRAC	30084	1,261
	Action 4.2.5: GEC Consultancy Fees					GCCI	TRAC	30084	6,000
	Action 4.2.6: Meeting with participating companies to finalize and validate GES indicators and Standards.					GCCI	TRAC	30084	400
	Action 4.2.7: Launch of the Gender Seal					GCCI	TRAC	30084	7,921
	Action 4.2.8: Introduction of Cabinet members on the Gender Seal					GCCI	TRAC	30084	200
	Action 4.2.9: Conduct 2 meetings of the National Committee					GCCI	TRAC	30084	400
	Sub-Total 4.2:								**22,460**
Output 4.2: Capacity of the Women's Bureau to formulate the Gender Policy (2021-2030), Strategic Plan (2021-2025) and GMIS management strengthened. **Indicators:** National Gender and Women Empowerment Policy 2021-2030 and Strategic Plan 2021-2025 developed. **Baseline:** 0 **Targets:** 2 **Indicators:** UN Security Council Resolution 1325	**Activity Result 4.3: Support to the Women's Bureau**								
	Action 4.3.1: Support implementation of the Joint programme on Women Empowerment					Women's Bureau	TRAC	71600,	5,000
	Action 4.3.2: Support 2 Government and Civil Society to Participate in UNCSW					Women's Bureau	TRAC	71300	9,000
	Action 4.3.3: Commemoration of 16 days of Activism against GBV					Women's Bureau	TRAC	75700,	1,000

National Action Plan developed **Baseline**: tbd **Targets**: tbd **Indicators:** African Gender Development Index (AGDI) launched. **Baseline:** **Targets:** **Indicators:** AGDI and GMIS data providers trained. **Baseline:** 0 **Targets:** 20	**Action 4.3.4:** National and Regional Gender and Women Empowerment Policy Consultations					Women's Bureau	TRAC	71600,	10,000
	Action 4.3.5: Consultancy for the Development of The Gender Policy 2021-2030 and Strategic Plan 2021-2025					Women's Bureau	TRAC	71300	4,779
	Action 4.3.6: Review of the UN SCR 1325 National Action Plan					Women's Bureau	TRAC	75700,	4,000
	Action 4.3.7: Roll out the Modified Gender Management Information System					Women's Bureau	TRAC	71600,	2,800
	Action 4.3.8: Outstanding Balance to Female Mechanic Low Value Grant.					Female Mechanic	TRAC	71600	5,000
	Action 4.3.9: Outstanding Balance to Female Police Association Low Value Grant.					Female Police Association	TRAC	71600	5,000
	Action 4.3.10: Commemoration of International Women's Day					Women's Bureau	TRAC	71600	1,000
	Action 4.3.11: Implementation of UNAIDS activities as per signed agreement between both Agencies.					UNDP/UNAIDS	TRAC	71600, 71300, 75700	11,300
	Sub-Total 4.3:								**58,972**
	Activity Result 4.4: Support to the institutionalization of Raffaella.								
	Action 4.4.1: Support to the institutionalization of Raffaella.					UNDP/BCC	TRAC	71600, 71300, 75700	20,000
	Sub-Total 4.4:								**20,000**
	Total Output 4								**116,432**
Output 5: Constitutional and Legal Reforms processes supported to review the draft constitution and popularize the process leading to the referendum.									

Output 5: Constitutional and Legal Reforms Supported **Indicators:** A revised Constitution is approved # of NCCE staff capacity built on the content of the draft constitution and CRC process. # of media awareness campaign conducted. # of community and school sensitization outreach conducted. **Baseline:** Current Constitution amended several times to perpetuate the last regime. **Target:** Number of CSOs making contributions/ inputs into draft Constitution. 21 NCCE staff trained on the draft constitution and CRC process; Media campaign targeting all regions: 1) 74, 1-hour radio talk shows in 13 community and private radio stations across the country, on the draft constitution and the need for participation in the referendum.2) 4 weekly TV talk shows 3) 250 Radio spots and 20 TV.	**Activity Result 5: Constitutional review process and content of the draft constitution and referendum popularized.**								
	Action 5.1.1: In house capacity building session with 21 NCCE staff on the content of the draft constitution and CRC process					**NCCE**	TRAC	**71600, 75700**		**3,500**
	Action 5.1.2: Media awareness campaign to popularize the draft constitution bill and the need for popular participation in the referendum.					**NCCE**	TRAC	**71300, 72500**		**22,788**
	Action 5.1.3: Community and school's sensitization on the constitution bill and the need for citizens participation in the upcoming referendum					**NCCE**	TRAC	**71300, 72500**		**46,016**
	Total Output 5									**72,304**
Output 6: Institutional Frameworks for Accountability and Citizen's Participation Strengthened. **Output 6.1:** **Indicators:** # Of local councils that adopted the Local Government Act and Finance Audit Acts. **Baseline:0/Targets: 7** **Indicators:** # of VDC personnel trained in Governance and Group Management **Baseline:0/Targets: 20** **Output 6.2:** **Indicator:** TANGO 1983 Constitution reviewed.	**Activity Result 6: Institutional Frameworks for Accountability and Citizen's Participation Strengthened.**									
	Output 6.1: Systems and Processes of Dept of Community Development of the Directorate of Land and Local Govt. strengthened									
	Action 6.1.1: Validation and Popularization of the Local Government Act and Finance Audit Acts.					DCD/DoLG	TRAC		75700	**5000**
	Action 6.1.2: Validation and Popularization of the MDFT and the Community and Rural Development Policies.					DCD/DoLG	TRAC		75700	**5000**

Baseline: 0/**Target**: 1
Indicator: TANGO members organisations assessed
Baseline: 0/**Target**: 10.
Indicator: Staff on TANGO Website Development and Management trained
Baseline: 0/**Target**: 1
Indicator: TANGO's National NGO Directory developed.
Baseline: 0/**Target**: 1

Output 6.3:

Indicator: # of ACCs & ACCOs cluster networks established and in use by the communities.
Baseline: 0 due to two decades of poor governance and dictatorship have undermined accountability and Anti-corruption mechanisms.
Targets: 19
Indicator:
• # of individuals trained and increased knowledge on relevant anti-corruption mechanisms and improve skills on UNCAC review process.
Baseline: 0 same as above. /**Targets: 1,946.**
Indicator:
• # individuals trained and increased knowledge on relevant Anti- Corruption mechanisms on electioneering.
Baseline: 0 same as above/**Targets: 60.**
Indicator
•# individuals have access to new local best practices and increased awareness on relevant Anti- Corruption mechanisms.
Baseline: 0 same as above/**Targets: 315**
Indicator:
• Improved performance of CSOs, security officials, community members to hold public

Action 6.1.3: Completion of Consultant payment for reviewing of the Finance and Audit Act.					DCD/DoLG	TRAC		75700	**20,000**
Action 6.1. 4: Training of 20 VDCs on the Governance and Group Management.					DCD/DoLG	TRAC		75700	**7,000**
Action 6.1.5: Mentoring and Coaching support to 20 VDCs					DCD/DoLG	TRAC		75700	**5,000**
Sub-Total 6.1:									**42,000**
Output 6.2: Institutional Capacity of TANGO strengthened.									
Action 6.2.1: Review of TANGO 1983 Constitution.					TANGO	TRAC		75700	**11,000**
Action 6.2.2: Assessment of 10 TANGO Member Organizations using the Organizational Self-Assessment Tool					TANGO	TRAC		75700	**8,000**
Action 6.2.3: Staff Training on TANGO Website Development and Management					TANGO	TRAC		75700	**7,000**
Action 6.2.4: Development of National NGO Directory					TANGO	TRAC		75700	**5,000**
Sub-Total 6.2:									**31,000**
Output 6.3: Awareness about Anti-Corruption and accountability mechanisms amongst citizens increased.									
Action 6.3.1: Community outreach programs on Anti-Corruption and accountability mechanisms Sensitizations in 16 communities to					Anti-Corruption Coalition The Gambia (ACCG) and IEC Consultant	TRAC		75700	**6, 407.48**

officials accountable.
Baseline: 0 same as above/**Targets: 20%.**

establish Anti-Corruption Champion (ACC) & Anti-Corruption Community Organizers (ACCOs) networks.									
Action 6.3.2: Training of Community-based Anti-Corruption Champions (ACCs) and ACCOs.					ACCG	TRAC		75700	**5,961.44**
Action 6.3.3: Training of CSOs, women groups, youth and private sector members on Anti-Corruption mechanisms and UNCAC Review Mechanism.					ACCG and IEC Consultant	TRAC		75700	**3,866.80**
Action 6.3.4: Training of Political Party Leaders, Local politicians like Ward Councillors and National Assembly Members, women groups, youth members on Anti-Corruption mechanisms on electioneering process.					ACCG and relevant CSOs	TRAC		75700	**4,100**
Action 6.3.5: Community outreach programs on Anti-Corruption Bill sensitization in 16 communities including the private sector and students in high educational institutions like UTG					ACCG and relevant CSOs	TRAC		75700	**10, 850.20**
Action 6.3.6: Organize Anti-Corruption week in targeted localities to share knowledge on local driven practices and impact on fight against corruption.					ACCG and relevant CSOs.	TRAC		75700	**3, 095.05**
Action 6.3.7: Training of Security Officials on Anti-Corruption mechanisms and UNCAC Review Mechanism.					ACCG and IEC Consultant	TRAC		75700	**3,436.36**

	Action 6.3.8: 2 days Advocacy and policy dialogue forums with University Students					ACCG and relevant CSOs	TRAC		75700	**2,045.45**
	Sub-Total 6.3:									**41,762.78**
	Total Output 6									**112,746 .78**
Output 7: Programme Management (Monitoring and Evaluation) & Axillary services.										
Output 7: Programme Management (Monitoring and Evaluation) & Axillary services.	**Action 7.1:** Consolidation of Governance Programme Annual Retreat					UNDP	TRAC			5,000
	Action 7.2: Monitoring and Evaluation					UNDP	TRAC			20,000
	Action 7.3: Security					UNDP	TRAC			5,000
	Action 7.4: Communication.					UNDP	TRAC			5,000
	Action 7.5: UNDP Governance programme Coordination					Ministry of Justice	TRAC			10,000
	Action 7.6: Coordination of the Governance portfolio in the Gambia					DPSD/OP	TRAC			5,000
	Total Output 3:									**50,000**
Total for Outputs 2,3,4,5.,6 and Project Management										**610,000**
Total for Output 1: Support to the 2020-2013 electoral cycle to be determine subsequent to the project formulation mission)										**350,000**
Grand Total										**960,000**

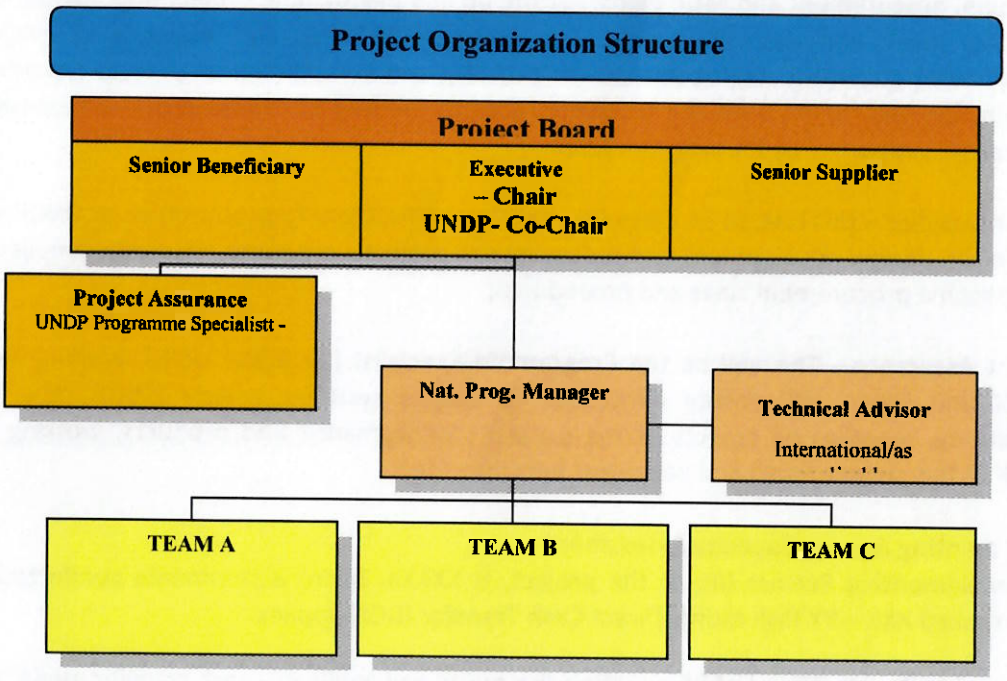
IMPLEMENTATION ARRANGEMENTS

The program will be implemented under the national implementation modality. The Name of Implementing Partner will assume direct responsibility for the implementation, under the Division of Development Planning (DDP) will manage and co-ordinate the activities of this program. Supported by the Technical Advisor, the Director, Plan Coordination, as focal points will report to MFDP and UNDP on the production of outputs, achievement of objectives and the use of resources provided by UNDP. Accordingly, the MFDP will follow national systems and procedures and in reference to the national implementation guidelines on accounting, financial reporting and auditing shall be responsible for maintaining records on all implementation actions, including financial records to the extent possible that they do not contravene UNDP financial rules and regulations.

UNDP will support the implementation of this program, particularly in the areas name areas which UNDP will support. It will provide support services in the recruitment of staff and in the training and monitoring. In line with UNDP's Executive Board decision 98/2 "all costs associated with the delivery of other resources funded program at country level are to be fully covered through cost recovery mechanisms". In this regards, General Management Service fee of approximately 8% if applicable will be charged on non-core resources mobilized in the implementation of this program and Direct project Costs (DPCs) on UNDP Implementation Support Services1.

A Project Board comprising List membership. Other stakeholders may be added as the project evolves.

[1] Refer to Standard Level of Agreement (SLA) between MPEA and UNDP on provision of Support Services



Executive – the Office of the Secretary general as Chair of the Program Board and UNDP Country Director as co-chair will be responsible for the ensuring that the program is delivering value for time and resources; the Executive chairs the Project Board meetings.

Program Manager – to be based at (indicate location)) –will plan and oversee the program's implementation, ensuring overall guidance, quality assurance and will ensure compliance with UNDP rules and procedures; the NPM will ensure that the program realizes the results described in the AWP under NIM modality; furthermore, the NPM will work closely with the Program support team, helping to define responsibilities of the assigned Government project personnel and other specialist program teams, ensuring progress reporting to the program board.

Program support – this will be the Project Team based at (include relevant information) and supported by UNDP project team to:- coordinate the development of the annual

workplan, procurement and M&E plans; setting up and maintaining project documentation; updating plans and assessing impact of changes; defining and maintaining project management standards, taking minutes of meeting and compilation of project reports in consultation and inputs from the technical team comprising of implementing Responsible Parties and supported by the program team.

Senior Supplier – this role, to be played by the Deputy Resident Representative at UNDP will ensure the design, development and procuring the project's products, ensuring compliance to applicable procurement rules and procedures;

Project Assurance - This will be the Programme Specialist (Indicate Unit)), working with XXXXX Unit Team; will ensure adherence to quality systems; ensure UNDP reporting compliance, assesses all aspects of the project's performance and products, working on behalf of the project board and keeping it fully informed.

Implementing Agency Capacity Assessment
The implementing Partner (IP) of the project, is XXXXX. Micro assessments conducted in 2017 ranked XXX – **YY Risk** rating. Direct Cash Transfer (DCT) applies.

Responsible Parties (RPs), List RP and their risk rating and applicable cash transfer modality.

Financial Disbursement and Reporting
Financial Accountability: The Implementing Partner shall be responsible for ensuring that the allocated resources for the Annual Work Plan are utilized effectively in funding the envisaged activities. It shall have a tracking system that it will maintain records and controls for the purpose of ensuring the accuracy and reliability of the Annual Work Plan's financial information. The tracking system in place shall ensure that envisaged disbursements are within the approved budgets. The tracking system shall track the disbursements and the commitments besides capturing expenditure records through direct payments and support services made by UNDP on behalf of the Implementing Partner.

Cash Transfer (NEX Advance) modality: Direct Cash Transfer (NEX Advances) will be applied according to the AWP activities, from which funds XXX will incur expenditures. At the end of each quarter (calendar), replenishment of NEX advances will be granted by the UNDP upon submission of the financial report of the prior quarter expenditures. The harmonized financial tool i.e. the Funding Authorization and Certificate of Expenditure (FACE) will be used as the financial reporting and request instrument. UNDP financial rules and regulations will apply on NEX Advance management, i.e. 80% of all previous outstanding NEX Advance/s made to the MFDP under all UNDP programs/projects must be accounted for with auditable supporting documents before the next NEX Advance is made to the MFDP.

Direct payments: As agreed and reflected in the AWP, UNDP country office shall make direct payments to third parties/vendors for services procured by the Implementing Partner and Responsible Parties in accordance with the Annual Work Plan. Funds will be disbursed to vendors or third parties for obligations incurred by the XXXXX on the basis of requests signed by the designated official of the (name IP). At the request of (IP), Direct payments will also be made to vendors or third parties for obligations incurred by UNDP as support services of activities agreed with (IP). The (NAME IP) or a designated official will sign the

request for direct payment. For UNDP to procure the goods and services included in the AWP, MFDP will draft the technical specifications for goods and the terms of reference for the services to be procured. Documentation of payment by the Country Office must be made available to the MFDP. A register for such requests shall be maintained to facilitate follow-up.

Agency Implementation – UNDP as a Responsible Party conducts expenditure from requisition through to disbursement with no cash being transferred to the implementing partner. However, the implementing partner has full programmatic control and so full control over expenditures – refer to Letter of Agreement between UNDP and the Government of Liberia for the Provision of Support Services dated 26 April 2013.

Cost recovery: The cost of the support services provided by UNDP CO will be recovered from the program according to the Direct Project Cost (DPCs) guidelines based on the Blanket Letter of Agreement signed between the formal MPEA and UNDP on the provision of support services.

Financial Reporting: UNDP at the end of each calendar quarter will submit to the MFDP if requested a detailed expenditure report generated from UNDP Global Integrated System (Atlas) for all program transactions and supporting documents can be availed when necessary. The MFDP should verify the disbursements and revert to UNDP for any correction to be made for any erroneous transaction. On quarterly basis, UNDP will submit to the MFDP the Combined Delivery Report (CDR) for verification and signature as a true record of quarterly expenditure report.

Fiduciary Compliance: In managing the Annual Work Plan resources, the MFDP has fiduciary and compliance responsibilities to UNDP. It also has compliance responsibility for UNDP's reporting procedures. On the other hand, UNDP CO has the overall fiduciary responsibility for UNDP funded programs and projects.

Procurement of Goods and Services: Liberia's Government established rules and procedures governing procurement may be used when Government procures, as long as it does not contravene UNDP's rules and procedures. However, UNDP must be informed of procurement processes within the MFDP and when necessary UNDP must be represented in procurement committees that are held to evaluate quotations and bid offers for technically complex or big procurements.

Ownership of equipment, supplies and other properties financed from the UNDP funding shall be considered as UNDP's, unless title is transferred on purchase. Matters relating to the transfer of ownership by UNDP shall be determined in accordance with the relevant policies and procedures of UNDP.

The Assurance Requirements: The UN Harmonized Approach to Cash Transfer to implementing partner's framework which provides guidance on assurance activities will be followed to plan and implement project assurance activities. The project shall be subject exclusively to the internal and external auditing procedures provided for in the financial regulations, rules and directives of UNDP. Should the biennial Audit Report of the Board of

Auditors of UNDP to its governing body contain observations relevant to the project, such information shall be made available to the Donors.

The project must be audited once in its lifetime (OIL). The objective of the audit is to provide the United Nations Development Program Administrator with the assurance that United Nations Development Program resources are being managed in accordance with the financial regulations, rules, practices and procedures for the project the annual work plan activities, management and implementation arrangements, monitoring evaluation and reporting provisions and the requirements for implementation in the areas of management, administration and finance.

The United Nations Development Programme will audit the program by sub-contracting private auditors to carry out the audit exercise. The Implementing Partner and Responsible Parties will ensure that final accounts of the year under audit are submitted to United Nations Development Programme by the end of January of the following year.

Thus an audit of this project must confirm and certify that:

i. Disbursements are made in accordance with the Annual Work Plan;
ii. Disbursements are valid and supported by adequate documentation;
iii. An appropriate system for internal control is maintained by the Implementing Partner and can be relied upon;
iv. Annual Work Plan financial reports are fair and accurately presented;
v. The Annual Work Plan monitoring and evaluations reports are prepared as required;
vi. Annual Work Plan disbursements are duly verified by the implementing partner and
vii. The procurement, use control and disposal of non-expendable equipment's are in accordance with Government or UNDP requirement.

The United Nations Development Programme takes the responsibility to audit the project. A reputable firm sub-contracted by UNDP will conduct the audit. Funds for audit expenses are budgeted within the Annual Work Plan. In the event of such an audit, the Implementing Partner will ensure that auditors are given all records and information that they will need to perform a meaning full performance audit.

It is the responsibility of the MFDP to ensure that all audit observations are attended adequately. The MFDP may include the activities of this program in the normal audit for their use. UNDP activities for procurement of goods and services shall be subjected exclusively to the internal and external auditing procedures provided for in the financial regulations, rules and directives of UNDP.

Monitoring Framework and Evaluation

Tracking of the achievement of benchmarks/indicators for each activity will monitor the performance of the Program. Monitoring of specific Program activities will be the responsibility of the MFDP. The aim will be to provide timely information about the progress, or lack thereof, in the production of the outputs and achievement of the Program objectives. Monitoring and evaluation will be undertaken in accordance with standard UNDP policy

(http://stone.undp.org/undpweb/eo/evalnet/docstore3/yellowbook/documents/full_draft.pdf). MFDP will produce quarterly progress and financial reports according to standard UNDP procedures and format, and/or as required by the UNDP Country Office, formats refer to the National Implementation (NIM) Toolkit.

The mechanisms that will be used to monitor the Program will include:

I. Quarterly progress reports, including also both technical and financial information, prepared by the Implementing Partner; the format of the report shall follow UNDP standards;
II. Annual progress report, including also both technical and financial information, prepared by the Implementing Partner at the end of the year; the format of the report shall follow UNDP standards;
III. Final report including also both technical and financial information, prepared by the Implementing Partner at the end of the year; the format of the report shall follow UNDP standards;
IV. Field visits undertaken jointly by Implementing Partner and United Nations Development Programme.
V. An evaluation of the activities implemented under the program may be carried out as part of the Outcome Evaluation during the program cycle.

RISKS

Risks identified under this project include:

- A non-functioning Program Board can affect the effective implementation of AWP;
- Lack of consolidated M&E plan of all UNDP programs and earmarked resources to conduct monitoring and field visits may affect effective oversight role of MFDP as Government Coordinating Agency;
- Non submission on a timely basis of AWP progress/status reports;

Mitigating Factor(s):

- Timely establishment of Project Board members
- Develop and implement a composite monitoring and evaluation plan;
- Tying additional release of funds to the receipt of reports

LEGAL CONTEXT

The country programme document 2013 – 2017 (CPD) and respective multi-year programs shall be the instrument referred to as such in Article 1 of the Standard Basic Assistance Agreement between the Government of Liberia and the United Nations Development Programme, signed by the parties on 27 April 1977. Revisions may be made to this project with the signature of the UNDP Resident Representative only, provided he or she is assured the other signatory of the project have no objection to the proposed changes, in the case of revisions which do not involve significant changes in the immediate objectives, output or activities of the project, but are caused by the rearrangement of inputs already agreed to or by cost increases due to inflation.

PUBLICITY AND PUBLICATIONS

Unless UNDP requests or agrees otherwise, the Implementing Partner and other collaborating parties shall take all appropriate measures to publicize the fact that the project has been funded by UNDP. Information given to the press, project beneficiaries, all related publicity materials, official notices, reports and publications, shall acknowledge that the activity was carried out with funding from the UNDP, and shall display in an acceptable way the UNDP logo. In addition, all publications must be reviewed by UNDP before publication, and shall bear the appropriate UNDP disclaimer.

Annexes:

Annex 1: Project Staff

ANNEX 1: Project staff cost

	Name of Position	International/National	Status	Number of Months	Proforma Cost
1					
2					
3					
4					
5					
	Total				XXXX