

**United Nations Development Programme
2015 Annual Work Plan**

Project Title: Support to the Develop Public Investment Management System in Grenada

Implementing Partner: Ministry of Finance, Planning, Economic Development, Trade, Energy & Cooperatives of Grenada – Economic and Technical Cooperation Unit

PROJECT DESCRIPTION (NOT MORE THAN 1/2 PAGE)

A. State the specific development challenge or gap that this AWP is addressing.

Prior to 2015, the Government of Grenada managed all Official Development Assistance (ODA) with Microsoft Excel and other uncoordinated systems. This labyrinth of data management tools, recently inherited by the newly reinstated Economic and Technical Cooperation Unit, has hindered project management and coordination across Grenada's development sector. The number of donor-funded assistance projects continues to grow in Grenada. Both the Government of Grenada and its donors demand readily accessible project data—sector, donor, project needs, agreement type, implementing partner, geographic location, status, etc.—in order to effectively manage on-going projects and report to donors. Moreover, as the Government of Grenada engages in holistic structural reform, its Government Ministers and Senior Managers require easy access to historical project portfolios for their negotiations with friendly countries and donors. With the support of UNDP sub-regional office in Barbados and the OECS, the Government of Grenada plans to install a modern aid management platform in 2015. This virtual repository of all development assistance information in Grenada will take the form of a public, web-based portal accessible by government members and donor parties.

Ultimately, this project will both strengthen the Government's capacity to manage and coordinate simultaneous technical assistance projects and will better align donor assistance with Grenada's national growth agenda.

B. Select one or more of the below strategies for addressing the above mentioned challenge/gap and describe in the context of this AWP:

- Changes in attitudes and access to decision making through awareness raising, brokering, convening
- Changes in policies, plans, budgets and legislation through support to national assessment, planning, budgeting, policy making
- Changes in the lives of individuals and communities through implementation for inclusive development

C. List the possible improvements in the capacities of institutions, individuals and systems that will occur as a result of this AWP.

- i. Strengthen the capacity of the Government to coordinate the process of elaboration and to implement technical assistance projects more effectively. This will be achieved through the mapping of all development assistance projects in Grenada and the development and technical assistance for the design and development of an aid management portal and training manual.
- ii. Generate productive dialogue between the Government, development community, private sector and civil society institutions on main development issues for prioritization. This will be achieved through a dialogue mechanism between the Government and the development community, private sector and civil society institutions to create a better aid management environment and results-oriented development framework within Grenada. The Secretariat for this mechanism will be the Economic and Technical Cooperation Unit, within the Ministry of Finance, Planning, Economic Development, Trade, and Energy & Cooperatives.

D. List the gender issues in this AWP and specific ways in which they will be addressed.

One of the main objectives of this project is to improve the efficiency of public sector investment that growth is inclusive and sustainable. As a result it is anticipated that a more efficient public investment management system will contribute towards greater gender equality outcomes.

E. List the South-South cooperation opportunities in this AWP and specific ways in which they will be addressed.

Programme Period:	2015
Key Result Area (Strategic Plan):	Outcome 2
Atlas Award ID:	00094979
Start date:	2 nd November 2015
End Date	31 January 2016
PAC Meeting Date	5 th November 2015
Management Arrangements <i>Implementation Modality (NIM)</i>	National

2015 AWP budget:	17,772.00
Total resources required:	32,114.96
Total allocated resources:	_____
• Regular (TRAC)	17,772.00
• Other:	_____
◻	14,342.96
◻	_____
◻ Government	_____
Unfunded budget:	_____
In-kind Contributions	2,826.90

Agreed by (Implementing Partner): 

Agreed by UNDP: 

I. ANNUAL WORK PLAN

Year: 2015

EXPECTED OUTPUTS (Baseline, indicators, and annual targets included)	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME E 2015				RESPONSIBLE PARTY	PLANNED BUDGET	
		Q 1	Q 2	Q 3	Q 4		Funding Source	Budget Description Amount
<p>Output 1: Strengthened capacity of the Government to coordinate the process of elaboration and implementing technical assistance and public sector projects more effectively.</p> <p>Baseline:</p> <ul style="list-style-type: none"> Limited government capacity to coordinate and monitor technical assistance project and aid flows. <p>Indicators:</p> <ul style="list-style-type: none"> Number of development projects deriving from PSIP. <p>Targets:</p> <ul style="list-style-type: none"> Public Investment Management System 	<p>Activity Result 1.1: <u>System analysis and design:</u></p> <ul style="list-style-type: none"> Technical Assistance to assess and provide recommendations for the Public Investment Management System 					X	UNDP TRAC	International Consultants (71200) \$15,420

<p>Output 2: Productive dialogue between the Government, development community, private sector and civil society institutions on main development issues for prioritisation.</p> <p>Baseline:</p> <ul style="list-style-type: none"> - Low coordination efforts between the government, the donor community, development partners and civil society. <p>Indicators:</p> <ul style="list-style-type: none"> - Number of organised presentations and roundtable discussions regarding technical assistance projects and their linkages with the national development agenda. - Number of high-level government coordinated donor meetings. - Donor coordination mechanism in place and fully functional. <p>Targets:</p> <ul style="list-style-type: none"> - Quarterly meetings between government, donor and development community and civil society. 	<p>Activity Result 2.1: Quarterly Meetings:</p> <ul style="list-style-type: none"> - Coordinate meetings with the development donor community and government ministries to discuss envisioned end-user capabilities. - Discuss new ways of cooperation. - Improve goal-alignment of assistance initiatives with national development agenda. - Instruct all institutions on how to use the new platform. - Help with technical assistance. 	<p>X</p>	<p>Government of Grenada</p>	<p>\$730.00</p>
	<p>Direct Project Costing (Staff Costs)</p>	<p>X</p>	<p>UNDP TRAC</p>	<p>DPC Staff Costs (64398)</p>
				<p>\$\$955.50</p>

II. MANAGEMENT ARRANGEMENTS

The project will be implemented by Ministry of Finance, Planning, Economic Development, Trade, Energy & Cooperatives of Grenada and executed by the Economic and Technical Cooperation Unit within the Cooperation Unit will be responsible for project management and oversight for the duration of the project. This arrangement falls under a Support to National Implementation Modality and in accordance with the existing Standard Basic Agreement between Grenada and the UNDP. Mr. Fitzroy James, Director of the Economic and Technical Cooperation unit, will lead the project and Ms. Ivy Bain will provide administrative support. The Economic and Technical Cooperation Unit will assign all other project officers as required. Mr. Fitzroy James, the appointed National Project Coordinator (NCP), will also approve the annual work-plan, which will outline the implementation activities.

UNDP Barbados and the OECS can provide, at the requested of the Economic and Technical Cooperation Unit, the following support services for the activities for the project:

1. Identification and/or recruitment of project personnel;
2. Identification and facilitation of training activities;
3. Procurements of goods and services.

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 above shall be in detailed in the annex of the project document, in form of an Annex to this project document. The annex to the project document is revised with the mutual agreement of the UNDP resident representative and the designated institution.

III. MONITORING FRAMEWORK AND EVALUATION

In accordance with the programming policies and procedures outlined in the UNDP User Guide, the project will be monitored through the following:
Within the annual cycle

- An Issue Log shall be activated in Atlas and updated by the Project Manager to facilitate tracking and resolution of potential problems or requests for change.
- Based on the initial risk analysis submitted (see annex 1), a risk log shall be activated in Atlas and regularly updated by reviewing the external environment that may affect the project implementation.
- Based on the above information recorded in Atlas, a Project Progress Reports (PPR) shall be submitted by the Project Manager to the Project Board through Project Assurance, using the standard report format available in the Executive Snapshot.
- A Lesson-learned log for the project shall be activated and regularly updated to ensure on-going learning and adaptation within the organization. It will also facilitate the preparation of the Lessons-learned Report at the end of the project.
- A Monitoring Schedule Plan shall be activated in Atlas and updated to track key management actions/events

TOTAL

Annex 2 – Annual progress report format

Key area of UNDP strategic Plan:			
UNDAF / CPAP OUTCOME			
CPAP OUTCOME Indicators			
CONTRIBUTING TO CPAP OUTPUT			
CONTRIBUTING TO CPAP 5 year target			
Project title			
Implementing partner			
Year			
Annual Outputs	Allocated budget	Total Expenditure	Progress on planned outputs and key successes
1			
2			
3			
Policy results and any additional results achieved			
Lessons learned, project shortcomings and solutions			
Follow-up Actions			

Annex 3

Agreements: as applicable, any additional agreements, such as cost sharing agreements, project cooperation agreements signed with NGOs¹ (where the NGO is designated as the “executing entity”) should be attached.

Annex 4

Capacity Assessment: as applicable, results of capacity assessments of Implementing Partner (including HACT Micro Assessment)

¹ For GEF projects, the agreement with any NGO pre-selected to be the main contractor should include the rationale for having pre-selected that NGO.

