



**United Nations Development Programme  
Guyana – Georgetown**

Award ID: 00046794  
 Award Title: National Working Group  
 Year: 2012  
 Implementing Partner (Executing Agency): Office of the President  
 Type: Budget

Budget (US\$) as of December 2011		
Donor	Fund	Amount US\$
00012	04000	25,000

**Brief Description:**

The National Working Group (NWG) comprises representatives from the Public and Private Sector with the primary objective being to promote Public - Private partnership to achieve the MDGs.

The Secretariat of the NWG which will drive an agenda to emphasise the MDGs in the operations of the private sector by fostering partnerships between the public and the private sectors, Corporate Social Responsibility and the promotion of sustainable Development Oriented Business Practices (DOBP).

Approved by: \_\_\_\_\_ Signature: \_\_\_\_\_ Name/Title: \_\_\_\_\_ Date: \_\_\_\_\_

Executing Agency *[Signature]* *HP S* *4.7.12*

Approved by: \_\_\_\_\_ Signature: \_\_\_\_\_ Name/Title: \_\_\_\_\_ Date: \_\_\_\_\_

UNDP *[Signature]* Chisa Mikami – Deputy Resident Representative *13 June 2012*

United Nations Development Programme

Country: Guyana

Annual Work Plan

Project Title

National Working Group

UNDAF Outcome(s):

(3) Poverty reduced to 28% through stimulation of growth and job creation.

Expected CPAP Outcome(s):

PRS/PRSP prepared through substantive participatory process to ensure clear linkages with human development and the MDGs.

Expected CPAP Output(s):

(a) Strengthened capacity to collect, analyze and disseminate key economic and social data.  
(b) Systems developed to ensure feedback from civil society on policy framework and programming.  
(c) Support completion of MDGRs, PRSPs, and the new PRSP.

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Programme Period: 2012-2016  
Key Result Area (Strategic Plan): promoting inclusive growth, gender equality, and the internationally agreed development goals including the MDGs.  
Atlas Award ID: 00046794  
NWG start date: 1<sup>st</sup> January 2006  
NWG end date: 31<sup>st</sup> December 2012  
3% Implementation Support Services (ISS)  
Management Arrangements NIM

**Total Project Budget**  
2012 Total Budget NWG US\$25'000.  
Total allocated resources:  
Regular TRAC US\$25'000.  
Other:  
o Donor US\$25'000.  
Unfunded budget:  
In-kind Contributions (Government)

Agreed by (Implementing Partner):

*Junchen R*

4-7-12  
(date)

Agreed by (Executing Agency):

*Ch. M.*

13 June 2012  
(date)



United Nations Development Programme – Guyana  
Year 2012

Project Title: National Working Group - Project # - 00055913

In accordance with the decisions and directives of UNDP's Executive Board, contributions shall be charged:

Annual Work Plan: January 2012 – December 2012

EXPECTED OUTPUTS And baseline, indicators including annual targets	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME / Quarters				Partner	RESPONSIBLE PARTY	PLANNED BUDGET	
		Q1	Q2	Q3	Q4			Funding Source	Amount (US\$)
<p><b>Output 1:</b> CBO capacity built for small business development.</p> <p><b>Baseline:</b> The three community groups that have identified Small Business Development as an area of interest</p> <p><b>Indicator:</b> ➤ Number of CBOs that have submitted business plans for funding.</p> <p><b>Annual targets:</b> Three (3) community groups receive support in Small Business Planning and Development</p>	<p><b>Activity Results 1.1:</b> Formation of partnership with CBOs and NGOs and stakeholders for three (3) communities</p> <p><i>Planned Activities:</i> -Identify CBOs, NGOs and other stakeholders in communities. - Facilitate training for group members in Victoria, Golden Grove and Agricola—for training in entrepreneurship and SMEs. -Identify economic opportunities and map funding and business development support. -Design business plans -Prepare Status Report</p>					Emerging private sector companies & public sector (MED, MCYS, MOL, MINTIC, Go-INVEST) Private Sector Commission, Association of Regional Chambers of Commerce/ Guyana Manufacturing Association & Services Ltd	NWG	UNDP	1'236.00 103.00 1'253.00 2'060.00
<b>TOTAL OUTPUT 1</b>									<b>4'652.00</b>



EXPECTED OUTPUTS And baseline, indicators including annual targets	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME / Quarters				Partner	RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4			Funding Source	Budget Description	Amount
<p><b>Output 2:</b> Provision of a training manual on quality of service in tourism, hospitality and retail services sectors.</p> <p><b>Baseline:</b> 1. Lack of a service culture in the above sectors 2. Educational material on the delivery of quality service is lacking</p> <p><b>Indicator:</b> 1 Number of initiatives developed by companies to improve service quality.</p> <p><b>Annual targets:</b> 1. At least 2 awareness sessions on the use of the manual to train frontline workers in delivering quality service.</p>	<p><b>Activity Results 2.1:</b> Improved quality of service in tourism, hospitality and retail industries.</p> <p><i>Planned Activities:</i> -Preparation of a manual that could be used to train service providers, especially those directly interfacing with the public in the above sectors.</p>					RDCs/GTA/ THAG/Tour Operators / hotellers/ restaurants	NWG	UNDP	71300 - Local Consultant  71600-Travel  180.00	3'090.00
<b>TOTAL OUTPUT 2</b>										<b>3'270.00</b>



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Approved by: \_\_\_\_\_ Signature: *[Signature]* Name/Title: HP S Date: 4.7.12  
 Executing Agency

Approved by: \_\_\_\_\_ Signature: *[Signature]* Name/Title: Chisa Mikami – Deputy Resident Representative Date: 13 June 2012  
 UNDP

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2012 Total Budget NWG US\$25'000.

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Other:

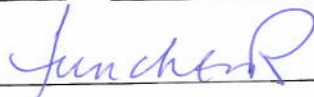
o Donor

US\$25'000.

Unfunded budget:

In-kind Contributions (Government)

Agreed by (Implementing Partner):



4-7-12

(date)

Agreed by (Executing Agency):



13 June 2012

(date)





EXPECTED OUTPUTS And baseline, indicators including annual targets	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME / Quarters				Partner	RESPONSIBLE PARTY	PLANNED BUDGET		
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		Q1	Q2	Q3	Q4			Funding Source	Amount
<p><b>Output 3:</b> A Strategic Plan for the NWG for the years 2012-2016.</p> <p><b>Baseline:</b> 1. The NWG does not currently have a strategic plan.</p> <p><b>Indicator:</b> 2. A NWG Strategic Plan</p> <p><b>Annual targets:</b> 3. An NWG Strategic plan for 2012-2016</p>	<p><b>Activity Results 3.1:</b> Participation for development of the plan.</p> <p><i>Planned Activities:</i></p> <ul style="list-style-type: none"> <li>-Draft ToR for NWG Strategic Plan</li> <li>-Procure Consultant</li> <li>-Conduct consultations</li> <li>-Develop Strategic Plan</li> <li>-Publicise the plan</li> </ul>					NWG	TBD	75700 - Training /Workshops & Conferences	1'030.00
								71600-Travel	515.00
<b>TOTAL OUTPUT 3</b>									<b>1'545.00</b>

EXPECTED OUTPUTS And baseline, indicators including annual targets	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME / Quarters				Partner	RESPONSIBLE PARTY	PLANNED BUDGET	
		Q1	Q2	Q3	Q4			Funding Source	Budget Description
<p><b>Output 4:</b> Strategic partnerships developed for MDGs.</p> <p><b>Baseline:</b> 1. An NWG exists and there are opportunities for enhance capacity to promote and facilitate PPP for MDG achievement.</p> <p><b>Indicator:</b> 1. A functional NWG secretariat .</p> <p><b>Annual targets:</b> - At least three (3) meetings with public-private stakeholders to review MDG progress. - Quarterly and end of year reports on status of initiatives developed by NWG.</p>	<p>Project Management and technical assistance to strategic partners and public/private facilitation to realize planned objectives.</p>					NWG	UNDP	71405-Contractual Services-Individual 73100-Rental & Maintenance of Premises 72200-Equipment & Furniture 72500-Supplies 74200-Telephone 71600-Travel	12,000.00 2,400.00 309.00 309.00 206.00 309.00
<b>TOTAL OUTPUT 4</b>									<b>15'533.00</b>
		<b>GRAND TOTAL YEAR</b>							<b>25'000.</b>