

United Nations



Nations Unies

UNITED NATIONS FUND FOR INTERNATIONAL PARTNERSHIPS (UNFIP)

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29 May 2003

*Olavi*  
Dear Dr. Elo,

We acknowledge receipt of the revised and final project document for COT-IND-02-227 "Developing Community-based Adolescent Reproductive Health, Education and Prevention Activities in India - CHARCA.

We are very pleased with the quality of the submitted document. CHARCA is a very important project for UNF/UNFIP both in terms of substance and development process, and also with regard to the innovative implementation and funding modalities.

We look forward to its successful implementation and learning from its valuable experience.

Best regards.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Bilge O. Bassani".

Bilgé Ö. Bassani  
Director of Programmes

Dr. Olavi Elo  
Country Coordinator  
UNAIDS (India)

cc: Ms. E. Pozdorovkina, UNFIP  
Ms. L. Sinha, UNDP  
Mr. E. Vela, UNAIDS



**Bilge Bastanie**  
**Director of Programs**  
**UNFIP, New York**

**Melinda Kimble**  
**Senior VP for Programs**  
**UN Foundation, Washington D.C.**

**We are pleased to hereby submit to you our joint UN project of the by UN Foundation already approved CHARCA project continue until mid-December 2002, after which the implemen CHARCA proposal will take place.**

**Yours sincerely,**

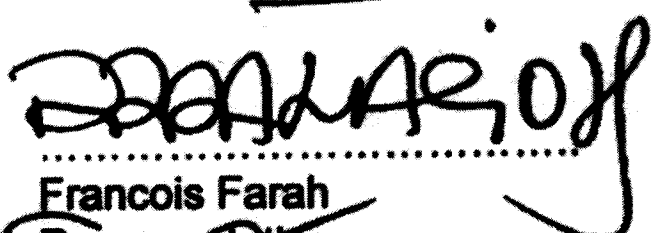
**The UN CHARCA Management Committee:**

**Brenda C**  
**UN Resi**


**Dennis Lazarus**  
**Den Res Representative**

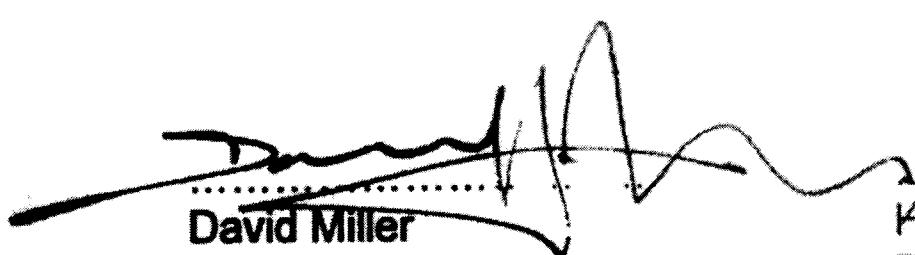
**Chandni Joshi**  
**Regional Programme D**

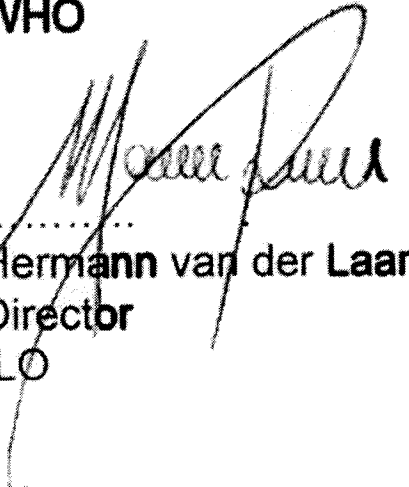
Sup. Rep. Representative  
UNDP

  
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Francois Farah  
Representative  
UNFPA

Regional Representative  
UNIFEM

  
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Tej Walia  
Acting Representative  
WHO

  
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David Miller  
Country Programme Adviser  
UNAIDS

  
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Hermann van der Laan  
Director  
ILO

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<b>Project Title:</b>	<b>CHARCA PLANNING PROPOSAL - INDIA</b>
<b>Project number:</b>	<b>COT-IND:02-227</b>
<b>UNFIP/UNF Project code:</b>	
<b>Programme Framework topic:</b>	Women and Population
<b>Project purpose:</b>	To undertake the preparatory phase of the CHARCA project including: <ol style="list-style-type: none"> <li>1) Pilot CHARCA implementation in Bellary District</li> <li>2) District situation analysis (DSA) for 5 Districts;</li> <li>3) District strategic planning (DSP) in the 5 districts;</li> <li>4) UN modalities, fund flow, tools and systems for technical support and implementation schemes developed</li> <li>5) Final Project Document and 3-year work plan.</li> </ol> <p>A phased implementation approach will improve overall project implementation, increase district participation, and enhance interagency collaboration. This will contribute to the overall project success and the goals of reducing vulnerabilities and increasing capacities of young women to protect themselves against STIs and HIV.</p>
<b>Duration:</b>	7 months through December 2002.
<b>Expected start date:</b>	1 <sup>st</sup> June 2002
<b>Docket number:</b>	
<b>Location:</b>	New Delhi and six CHARCA districts, India
<b>Management responsibility:</b>	<u>Overall responsibility:</u> UN Management Committee for CHARCA (ILO, UNDCP, UNDP, UNESCO, UNFPA, UNICEF, UNIFEM, WHO, UN Resident Coordinator/ UNAIDS,).  <u>Staff:</u> National Level Co-ordinator (under recruitment) <u>Interim Planning Phase co-ordinator:</u> the Technical Resource Team (former Virtual Team) under the leadership of the UNAIDS CPA.  <u>State Level UN Facilitating agency:</u> Will differ in each state
<b>Non-UN executing partners:</b>	State AIDS Control Societies (SACS), District administrations, Panchayats, NGO's, CBO's, PLHA groups and social development consultants to be identified for support.
<b>Statement of UNF Funding total budget:</b>	The UNF/UNFIP Boards recently approved the CHARCA project as a matching grant with the Royal Netherlands Embassy and other donors for a \$5.6 million project over 3 years.
<b>Summary of the overall project:</b>	CHARCA aims to reduce vulnerability of young women by providing information, improving their skills and access to quality reproductive health services. It also aims to build leadership, support networks and the necessary enabling environment. Through this process, it seeks to empower women to protect themselves against HIV/STIs and realise their rights.

**UNF/UNFIP Funding Request:**

Total planning phase budget: \$548,020

## FUNDING SCHEME:

Co-funding: \$10,000 (Asian Development Bank)  
Co-funding: \$20,000 (AusAID)  
Co-funding: \$24,000 (CIDA)  
Co-funding: \$20,000 (Ford Foundation)  
Co-funding: \$50,000 (Packard Foundation)  
Matching funds: \$212,010 (Royal Netherlands Emb.)

UNF/UNFIP (RNE): \$212,010

**Total budget \$548,020**

**TOTAL UNF/UNFIP REQUEST: ➤ \$212,010 (UNF/UNFIP)**  
**+ \$212,010 (RNE)**  
**= \$ 424,020**

Funds through co-funding agencies directly **US\$ 124,000**

Total funds (co-funding and UNF/UNFIP) for preparatory phase =  
**US\$548,020**

**Funding modality (preparatory phase)<sup>1</sup>**

UNF/UNFIP to release funds to UNRCO, India through UNDP

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<sup>1</sup> Fund flow modalities for the substantive phase to be finalised during the preparatory phase

## CHARCA PLANNING PROJECT

### 1. Introduction:

CHARCA has recently received approval of funding from UNF/UNFIP, Royal Netherlands Embassy, and other donors to begin a 3-year, \$5.6 million project covering six districts in six different states in India. This project is groundbreaking for India both in terms of substance and also with regards to the new, un-chartered implementation and funding modalities between the UN agencies, NGOs and State and District players. Due to the comprehensive and complex nature of CHARCA, full project implementation cannot take off until a true bottom-up assessment of all six districts has been completed and their planning finalised. District ownership, participation, and implementation is key to the project success.

To date, one District Situation Analysis (DSA) has already been completed. Lessons learned and experience from the first DSA in Bellary district have demonstrated that to achieve credibility and desired implementation, the process of DSA and District Strategic Planning (DSP) must be undertaken before full implementation. This process requires 6 months in each of the districts for completion. At the same time, the UN Country-Team and Technical Resource Team (TRT) will undergo a simultaneous process to finalize implementation modalities, the project document, and final work plan. Participation by UNF and Royal Netherlands Embassy will be needed in this process as their advice on fund flow will be crucial for the implementation of the project document.

While the current project proposal is well developed from the standpoint of objectives and strategy, further development for the project are needed according to the following:

1. Staffing for project
2. UN-interagency management structures, administration, fund flow modalities and institutional arrangements, and reporting.
3. National, State and district structures of implementation, financing and reporting
4. Financing mechanisms and funds flows between various donors, UN, state and district level.
5. Comprehensive 3-year work plan for project implementation including yearly milestones/benchmarks and M&E structure
6. Finalized project document and budget—as per the UNF/UNFIP project document format
7. District Situation Assessments (DSAs) and District Situation Plans (DSPs) completed for all six districts
8. Methods and criteria of NGO selection at district level

In light of the importance of the items above, a planning phase for the next 7 months needs to be undertaken.

**2. Objectives:**

1. Comprehensive project document with budget, implementation plan, and M&E structures, endorsed by the UN, project partners, and donors produced;
2. A UN coordinated and effective response that strengthens the synergies and complementarities among UN agencies to support project implementation, monitoring and evaluation, and reporting;
3. Appropriate linkages and implementation schemes between national, state and district levels ensured.

**3. Outputs:**

1. UN tools and technical competencies mapped
2. CHARCA team including district level stakeholders and partners identified and capacities built
3. National, state and district systems for funding, managing and implementing CHARCA operational
4. Six DSAs and DSPs completed and approaches for district project implementation piloted in 1 district
5. Substantive project document prepared and ready for implementation

#### 4. Work Plan and Proposed Budget

May-December 2002

Activity	Lead Responsibility	Pre project April/May	Time Frame							Costs (US\$) approx
			1 J	2 J	3 A	4 S	5 O	6 N	7 D	
1. Draft 3-5 page planning grant proposal for 2002	UNAIDS Secretariat	x								0
2. Identify and recruit national coordinator and administrator, six district co-ordinators	UNAIDS Secretariat	x	X	X						62,000
3. Conduct assessment/survey of both UN technical resources and existing UN tools for project implementation	UN TRT	x	X	X						0
4. Conduct UN 2 day consultation to finalize funding flows, work-plan, respective roles, endorsement of UN Management Committee, Depy Directors, etc,	UNAIDS Secretariat	x (late May, early June)			X					10,000
5. Agree on interim fund arrangements	UN Management Committee	x								0
6. Initiate systems for stakeholder partnerships in CHARCA (documentation, advocacy etc in the states to enhance local and national ownership after DSAs and before DSPs finalised)	CHARCA Team <sup>2</sup> with UN Management Committee		X	X	X	X	X	X		60,000
7. Finalise DSP Bellary	Catalyst Management Systems (CMS) & Mahila Samakhya (MS)	x	x	x						10,000

<sup>2</sup> TRT, CHARCA staff at the national and district level



8.	Finalise local management arrangements in Bellary	CMS & MS with UN Management Committee approval						X	X			0
9.	Finalise local fund flow arrangements (Bellary)	CMS & MS						X	X			0
10.	Finalise technical assistance roles and plans in Bellary and all districts (UN agencies and other local TA as may be appropriate, as identified in the DSP; who will provide, timing of it and costs)	CMS, MS and UN TRT						X	X			0
11.	Contract nodal partners in district and contract agencies to lead on DSA for 5 districts	CHARCA Team /UNAIDS secretariat	X	x	X							235,000
12.	Support undertaking DSA	Contracted agencies		x	x	x						40,000
13.	Support development of district plan	Contracted agency with TRT					x	x	x			25,000
14.	Summary document of findings from DSAs and CHARCA processes	CHARCA team and UNAIDS					X	X	X			
15.	Finalise the CHARCA project document	CHARCA Team with UNAIDS									x	25,000
16.	Build capacities for implementing the CHARCA project in the states (all 6 districts and their states)	CHARCA team with TRT						x	x	x		50,000
Total												517,000
Contingency 1%												5,170
UNDP Admin cost 1%												5,170
Executing agency costs @ 4 %												20,280
<b>Grand total</b>												<b>548,020</b>

## 5. Logframe

### CHARCA Preparatory Phase

<i>Narrative Summary</i>	<i>Objectively Verifiable Indicators</i>	<i>Means of Verification</i>	<i>Risks and Assumptions</i>
Goal: <b>Reduce vulnerability of young women (13-25) to HIV infection in six select districts in India</b>			
Purpose: <b>Capacities of young women increased to access information and services, to protect themselves against STIs and HIV infection</b>			
<b>Outputs:</b>  1. National systems for managing and implementing CHARCA operational	1. Systems for project governance at the national, state and district level agreed and functional 2. National CHARCA team recruited, trained and functional 3. Systems for fund flow (for substantive phase) agreed 4. Systems for technical support to CHARCA districts (including UN and others) in place and functional	1. Minutes of the meeting of the CHARCA management group 2. Contracts and progress reports 3. Minutes of the CHARCA management group signed by all the participating agency heads 4. strategy paper approved by the CHARCA management group	1. UN agencies may differ on fund flow arrangements 2. Changes in NACO, SACS may affect priorities and delay process of setting up of governance systems at state level
2. Approaches for district project implementation piloted in 1 district (Bellary district)	1. Systems for district project governance and management in place 2. Systems for partner identification, contracting and fund flow agreed and in place 3. Partners contracted, capacities for implementing CHARCA at district level built	1. agreements with participating UN agency, Karnataka State AIDS Control Society (KSACS) and district authorities 2. Funds available with implementing partners at agreed time 3. Progress reports of the district CHARCA team	1. Technical strategies identified may not be effective 2. UN system/State may not have adequate capacities for implementing the program
3. Substantive project document prepared and ready for	1. District Situation Assessment (DSA) completed in 5	1. DSA reports available 2. District plans developed through a	1. Some of the states may not have capacities for

<p>and ready for implementation</p>	<p>districts</p> <ol style="list-style-type: none"> <li>2. District Strategic Plans (DSP) developed and partners for implementation identified</li> <li>3. Systems for project governance at the state/district level agreed in all 5 states</li> <li>4. Advocacy materials on CHARCA available and used in atleast all districts</li> <li>5. Substantive Phase Project Document developed and agreed</li> </ol>	<p>participatory process and available</p> <ol style="list-style-type: none"> <li>3. Agreements with participating UN agency in state, respective State AIDS Control Society (SACS) and district authorities</li> <li>4. Advocacy tools available and skills in usage documented</li> <li>5. Document outlining detailed workplan, institutional arrangements and fund flow arrangements agreed and approved by CHARCA management group</li> </ol>	<p>undertaking DSA and developing DSP</p> <ol style="list-style-type: none"> <li>2.</li> </ol>
<p><b>Activities</b></p> <p>See section 4 for detailed activities and timeframe</p>			

		<b>charca budget</b>		
<b>UNDP Budget line codes</b>	<b>Description</b>	<b>Unit cost</b>	<b>No. of units</b>	<b>Total</b>
15.01	Monitoring and evaluation of advocacy strategy	10,000	1	10000
15.02	Monitoring and evaluation visits DSA/DSP activities	10,000	1	10000
17.01	National Coordinator	24,000	1	24000
17.02	Project Administrator	24,000	1	24000
17.03	CHARCA district Coordinator Bellary	14,000	1	14000
17.04	Short term consultants	10,000	1	10000
<b>19.99</b>	<b>Sub Total</b>			<b>92000</b>
21.01	Contracts for advocacy material development	20,000	1	20000
21.02	Contract for dissemination of advocacy materials	20,000	1	20000
22.01	Contract for CMS & MS District strategy plan development for Bellary	10,000	1	10000
22.02	Contract for DSA in Guntur	20,000	1	20000
22.03	Contract for DSA in Aizwal	20,000	1	20000
22.06	Contract for DSA in Jaipur	20,000	1	20000
22.07	Contract for DSA in Kishanganj	20,000	1	20000
22.08	Contract for DSA in Kanpur	20,000	1	20000
23.01	Contract for implementing CHARCA in Bellary	25,000	4	100000
<b>29.99</b>	<b>Sub Total</b>			<b>250000</b>
32.01	Building capacities for implementing CHARCA in states	22,000	1	22000
<b>39.99</b>	<b>Sub Total</b>			<b>22000</b>
52.01	Documentation of CHARCA preparation process	10,000	1	10000

53.01	Misscellaneous	10,000	1	10000
<b>59.99</b>	<b>Sub Total</b>			<b>20000</b>
61.01	Technical support for undertaking DSA	10,000	1	10000
61.02	Technical support for development of district plan	10,000	1	10000
<b>69.99</b>	<b>Sub Total</b>			<b>20000</b>
<b>89.99</b>	<b>Total</b>			<b>404000</b>
<b>96.01</b>	<b>Administration 1%</b>			<b>4040</b>
96.02	Executing agency 4%			16160
<b>99.99</b>	<b>Grand total</b>			<b>424200</b>