

United Nations Development Programme – INDIA
CPAP 2008-2012
Annual Work Plan 2011 (September - December)



*Empowered lives.
Resilient nations.*

Project Title: Pathways for an Inclusive Indian Administration (PIIA)

Award ID: 00049815

Project ID: 79935

Project Start and end date: October 2011 - December 2012

Corresponding CP Outcome(s): Capacities of elected representatives and State and district officials in the UNDAF focus States/districts enhanced to perform their roles effectively in local governance.

Corresponding CP Output(s): Institutions and mechanisms strengthened to enhance capacities of elected representatives and functionaries for human development oriented, inclusive planning, implementation, and improved accountability in local governance.

Project Results description as outlined in approved project brief:

Project outputs	Components	Indicator	Baseline
Improved Performance Management & Accountability of the Civil Service.	Awareness and responsiveness of civil servants has increased and service delivery to the marginalised and vulnerable improved in select Ministries/ Departments/ Agencies.	(a) % of civil servants in the selected Ministries/ Departments/ Agencies who are aware of those entitlements of the marginalised/vulnerable relevant to their institution. (b) Absolute number of basic services (selection t.b.d.) rendered satisfactorily within stipulated timeframe to applicants from marginalised & vulnerable groups (in selected Ministries/ Departments/Agencies).	(a) t.b.d. (b) t.b.d.
	Innovative policies and practices at National and State supported, documented and disseminated.	Number of innovative policies and practices supported, documented and disseminated (i.e. number of individual policies and practices).	none (2011)
Capacity Development for Inclusive Growth & Enhanced Service Delivery to the Marginalised.	Civil Service Leadership Development Action Plan developed and implementation initiated with select ministries/departments.	Leadership Development activities for Civil Servants initiated with select ministries/departments.	none (2011)
	Competency framework and personality/ performance assessment mechanisms developed/ enhanced.	(a) Competency framework developed. (b) Personality assessment mechanisms developed. (c) Performance assessment mechanisms enhanced.	(a) no (2011) (b) no (2011) (c) no (2011)
	Training modules developed and resource persons/trainers trained.	Number of training modules developed.	none (2011)
	Targeted capacity development activities for civil servants in select Ministries/ Departments/ Agencies	Number of capacity development activities completed with documented impact assessments.	none (2011)

	designed and implemented, impact of interventions documented.		
	LBSNAA and NIAR have significantly enhanced the quality of their training and research.	a) Satisfaction ratings of training participants have gone up by 15% (<i>indicator to be confirmed by LBSNAA</i>). b) Recipients of project supported research material confirm an increase of quality.	a) t.b.d. (2011) b) n/a
	Roll-out plans for the incoming legislative and policy reform initiatives developed and submitted to decision makers for endorsement.	Roll-out plan for an incoming legislative/ policy reform initiative developed and submitted to decision makers for endorsement.	n/a
India's International Cooperation activities in the Public Administration Sector strengthened.	Two international knowledge sharing events organised and International Partnerships between India and other Developing and/or Middle Income Countries supported.	International knowledge sharing events organised and International Partnerships between India and other Developing and/or Middle Income Countries supported.	n/a
	One international knowledge sharing event on Service Delivery or Inclusion organised.	International knowledge sharing event on Service Delivery or Inclusion organised.	n/a


Project and AWP 2011 Budget

UNDP funds	Government funds	Donor funds*	Total
500,000	-	-	500,000 (For entire project duration)
			USD 189,000 (For 2011)

*Mention donor between brackets

Projects Budget and Expenditure Status

Total Budget	Budget 2011	Budget 2012	Budget 2013
500,000	189,000	311,000	NIL


 Agreed by the Department of Personnel and Training,
 Ministry of Personnel, Public Grievances and Pensions (Implementing Partner):


 Agreed by the United Nations Development Programme:

Project Targets for 2011 <i>Remember to ensure that targets are 'SMART'</i>	PLANNED ACTIVITIES <i>Remember to add M&E activities and procurement activities, as applicable</i>	Indicative month of completion	Responsible Party (where possible)	Budget for 2011 (INR)/(USD)
<p>1. Improved Performance Management & Accountability of the Civil Service.</p> <p>Targets:</p> <ul style="list-style-type: none"> National consultation on State Public Service Guarantee Acts held and documented Workshop on Human Resource Management completed and draft report submitted. 	<p>1.1 National Consultation on Strengthening Accountability Frameworks under State Public Services Guarantee Acts at Bhopal, MP. (GoMP, UNDP MP)</p> <p><i>Procurement of event management services. Participation of experts (incl. DSA & travel), venue, hospitality, documentation costs.</i></p>	December 2011	UNDP / GoMP	20,000 USD
	<p>1.2 Workshop on Human Resource Management Tools and Applications (National Occupational Standards, Competency Frameworks, and Personality / Performance Assessments) (DoPT & LBSNAA)</p> <p>Note: workshop in parallel session format.</p> <p>Report on workshop submitted to MoP for review and consideration of recommendations.</p> <p><i>Procurement of event management services. Participation of international and national experts (incl. DSA & travel), workshop costs.</i></p>	December 2011	UNDP	45,000 USD
<p>2. Capacity Development for Inclusive Growth & Enhanced Service Delivery to the Marginalised.</p> <p>Targets:</p> <ul style="list-style-type: none"> Draft Governance Training Module on developed (incl. "Ethics in Governance" Module). National Training Roster conceptualised and submitted for approval by the relevant authorities. Training Needs Analysis and Review of the Center for Rural Studies (CRS) at LBSNAA completed. Leadership Development Scoping and Piloting Missions completed and results made available. Leadership Development anchored in leading research institution with linkages to civil service training. 	<p>2.1 Training Module Development (LBSNAA)</p> <p>Production of an intensive Governance training and ToT module for Staff of LBSNAA/ATIs (incl. a module on "Ethics in Governance".</p> <p>(note: Values in Administration Module may be modified)</p> <p><i>Procurement of consultancy services (incl. DSA & travel). Guidance to consultant, review and finalisation.</i></p>	December 2011	UNDP	13,500 USD (3,500 USD: Lead Author) (5 * 2000 USD: other authors)
	<p>2.2 National Training Roster (DoPT)</p> <p>Conceptualise a national training roster and develop a web-based management structure to support training modules featured by DoPT.</p> <p><i>Procurement of consultancy services (incl. DSA & travel). Guidance to consultant, review and finalisation.</i></p>	February 2012	UNDP	10,000 USD
	<p>2.3 CRS Study (LBSNAA)</p> <p>Assess training needs and review. Production of report with recommendations.</p> <p><i>Procurement of consultancy services (incl. DSA & travel). Guidance to consultant, review and finalisation.</i></p>	November 2011	UNDP	22,000 USD

	2.4 Leadership Development (UNDP & LBSNAA) Undertake scoping and piloting missions to develop leadership development strategies/ interventions for select entry points. <i>Procurement of consultancy services international and national experts (incl. DSA & travel). Guidance to consultant, review and finalisation.</i>	October 2011	UNDP	48,000 USD
	2.5 Establishment of a Leadership Development research team (2 positions) at the National Institute for Administrative Research (NIAR) to conduct research, carry forward the leadership development agenda of PIIA and to develop training material that can be used by LBSN AA. <i>Procurement of consultancy services (incl. DSA & travel). Procurement of IT equipment and literature.</i>	December 2011	UNDP	5,500 USD
3. India's international cooperation activities in the Public Administration Sector strengthened.	To be taken up in 2012	-	-	-
Total (All components)				164,000 USD
ISS				2,500 USD
Communication, Advocacy and Accountability (1%)				2,500 USD
Audit				n/a
Project Management Unit: Project Manager (SB-4), Project Assistant (SC-5)				7395 USD
Salaries approx. (2 months): 246,628 INR and 117,932 INR				180 USD
Medical Insurance: 45 USD/month/person				5000 USD
Pension Contribution: 5000/annum				4280 USD
IT Equipment for Project Manager and Assistant				
Monitoring and Travel Costs				3,000 USD
Miscellaneous				145 USD
AWP Grand Total in INR (notional at 49.30 INR/USD)				74,27,700 INR
AWP Grand Total in USD				189,000 USD

Fund Flow Arrangement

The Implementing Partner will account for funds received from UNDP as per the signed Annual Work Plan. The UNDP country office may provide, at the request of the Implementing Partner, specific support activities to the project, towards which UNDP will charge implementation support services (ISS) as per UNDP rules and regulations.

The Implementing Partner may request UNDP to proceed directly with payments to vendors/Responsible Parties on certification of completion of activities. Combined Delivery Reports reflecting expenditure under the project will be signed quarterly and annually by UNDP and the Implementing Partner. Unspent funds from the approved AWP will be reviewed in the early part of the last quarter of the calendar year and funds reallocated accordingly. The detailed UNDP financial guidelines will be provided on signature of the project.

**STANDARD LETTER OF AGREEMENT
BETWEEN UNDP AND THE GOVERNMENT OF INDIA
FOR THE PROVISION OF SUPPORT SERVICES**

Dear Ms. Upma Srivastava,

1. Reference is made to consultations between officials of the Government of India (hereinafter referred to as "the Government") and officials of UNDP with respect to the provision of support services by the UNDP country office for nationally managed programmes and projects. UNDP and the Government hereby agree that the UNDP country office may provide such support services at the request of the Government through its institution designated in the relevant programme support document or project brief, as described below.
2. The UNDP country office may provide support services for assistance with reporting requirements and direct payment. In providing such support services, the UNDP country office shall ensure that the capacity of the Government-designated institution is strengthened to enable it to carry out such activities directly. The costs incurred by the UNDP country office in providing such support services shall be recovered from the administrative budget of the office.
3. The UNDP country office may provide, at the request of the designated institution, the following support services for the activities of the programme/project:
 - (a) Identification and/or recruitment of project and programme personnel;
 - (b) Identification and facilitation of training activities;
 - (c) Procurement of goods and services;
4. The procurement of goods and services and the recruitment of project and programme personnel by the UNDP country office shall be in accordance with the UNDP regulations, rules, policies and procedures. Support services described in paragraph 3 above shall be detailed in an annex to the programme support document or project brief, in the form provided in the Attachment hereto. If the requirements for support services by the country office change during the life of a programme or project, the annex to the programme support document or project brief is revised with the mutual agreement of the UNDP resident representative and the designated institution.
5. The relevant provisions of the standard basic assistance agreement (SBAA) signed by the Government of India and UNDP on 19 December 1994 or the Supplemental Provisions forming part of the project brief, including the provisions on liability and privileges and immunities, shall apply to the provision of such support services. The Government shall retain overall responsibility for the nationally managed programme or project through its designated institution. The responsibility of the UNDP country office for the provision of the support services described herein shall be limited to the provision of such support services detailed in the annex to the programme support document or project brief.
6. Any claim or dispute arising under or in connection with the provision of support services by the UNDP country office in accordance with this letter shall be handled pursuant to the relevant provisions of the SBAA.

7. The manner and method of cost-recovery by the UNDP country office in providing the support services described in paragraph 3 above shall be specified in the annex to the programme support document or project brief.

8. The UNDP country office shall submit progress reports on the support services provided and shall report on the costs reimbursed in providing such services, as may be required.


9. Any modification of the present arrangements shall be effected by mutual written agreement of the parties hereto.

10. If you are in agreement with the provisions set forth above, please sign and return to this office two signed copies of this letter. Upon your signature, this letter shall constitute an agreement between your Government and UNDP on the terms and conditions for the provision of support services by the UNDP country office for nationally managed programmes and projects.

Yours sincerely,



Signed on behalf of UNDP
Ms. Caitlin Wiesen-Antin
Country Director



For the Government of India

Ms. Upma Srivastava, Joint Secretary, Department of Personnel and Training (DoPT)

Date:

Attachment

DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES

1. Reference is made to consultations between the Department of Personnel and Training (DoPT), the institution designated by the Government of India and officials of UNDP with respect to the provision of support services by the UNDP country office for the nationally managed project 79935 – “Pathways for an Inclusive Indian Administration (PIIA)”, the *Project*.

2. In accordance with the provisions of the letter of agreement signed on 01 Nov 2011 and the Project Brief and Annual Work Plan, the UNDP country office shall provide support services for the Project as described below.

3. Support services to be provided:

Support services	Schedule for the provision of the support services	Cost to UNDP of providing such support services (where appropriate)	Amount and method of reimbursement of UNDP (where appropriate)
Recruitment/ Hiring of Professional Staff	As and when required	Based on transaction costs of the tasks involved, a lump sum of USD 2,500 for implementation support service is charged to the project as per signed AWP for 2011.	Based on transaction costs of the tasks involved, a lump sum of USD 2,500 for implementation support service is charged to the project as per signed AWP for 2011.
Direct Payment and Reporting	Mandated every quarter and as and when required		
Procurement of Goods and Services	As and when required		
Facilitation of Training Activities and Workshops	As and when required		
Travel support to technical cell staff	As and when required		