



**Country: Islamic Republic of Iran**  
**Initiation Plan**

**Project Title:** Advisory Services & Programme Support for 2012-16 CPAP development

**Expected CP Outcome(s):** Since this is a Preparatory Assistance for the formulation of the new CPAP, it is not linked to any specific CP Outcome

**Initiation Plan Start Date:** October 2011

**Initiation Plan End Date:** December 2012

**Implementing Partner:** UNDP

**Brief Description**

UNDP has been cooperating with the Islamic Republic of Iran over the past 30 years. Its current programme cycle (2005-2011) is coming to an end. During 2010 - 2011, UNCT and the government have identified 5 priority areas of Poverty, Environment, Disaster Risk Management, Health and Drugs Control as per the 5th Five Year National Development Plan for the 2012-2016 United Nations Development Assistance Framework (UNDAF).

Early 2011, under the guidance of the Joint Country Programme Steering Committee (CP SC) the CO started its bilateral consultations with the government counterparts through the CP Working Groups. In June the 2012-2016 UNDP Country Programme Document was submitted for the Executive Board's review in September. The text of the CPD was endorsed by the EB with no further comments and is expected to be approved formally during January 2012 EB session.

The CO is in the process of finalizing the Country Programme Action Plan (CPAP) for which an Initiation Plan (Preparatory Assistance) is required to fulfil the advisory and support requirements of developing the CPAP. The PA project will continue for the duration to facilitate the start up of the new Country Programme.

Total resources required	\$278,240
Total allocated resources:	\$
o TRAC*	<u>\$18,000</u>
o DAS	<u>\$169,598</u>
o 2011-12 DSS	<u>\$80,000</u>
Unfunded budget:	<u>\$10,642</u>
In-kind Contributions	<u>Staff costs</u>

Programme Period:	<u>Not applicable</u>
CPAP Programme Component:	<u>Not applicable</u>
Atlas Award ID:	00057794
PAC Meeting Date	PAC was held virtually through exchanges of emails.

Agreed by UNDP: \_\_\_\_\_

\*TRAC resources in this project is earmarked from the \$50,000 allocation for the Health Outcome of 2012-2016 CPD for GFATM portfolio and will be only utilized for the formulation of new proposals in line with the National Strategic Plan to be submitted to GFATM.

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## I. PURPOSE

This is an Initiation Plan (Preparatory Assistance) for advisory and programme support during the CPAP preparation in 2011 as well as the start up of the new Country Programme in 2012. This process will require the recruitment of a number of consultant(s) for extracting UNDAF/Country programme baselines, formulating CPD related programmes, developing a comprehensive M&E framework for CPAP, identifying partnership and resource mobilization strategies, as well as proposing refined implementation arrangements. In addition, the PA project will facilitate series of workshops and other events to support the preparation of the new CPAP and programmes.

This Initiation Plan cannot be attributed to one programme cycle as it will use the foundation and lessons from 2005-2011 to prepare the programme for 2012-2016. As this Initiation Plan is only for consultancies advisory and support services to be implemented by UNDP, it will be set up as a Management Project in Atlas.

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## II. EXPECTED OUTPUT

The Initiation Plan is expected to provide the necessary technical support and input for the formulation of CPAP through the following consultancies in the following areas:

- Support the formulation of the Poverty Programme for 2012-2016
  - Input to CPAP and Poverty programme formulation through various forums
  - Consultancies required to develop the Poverty Programme document
  - Input for joint programming for poverty
  - Support in upscaling Carbon Sequestration
- Support the formulation of the Environment Programme for 2012-2016
  - Preparations of PIFs for accessing GEF projects
  - Identifying possible areas for UN joint programmes.
  - Input to CPAP and Environment programme formulation through various forums
- Support the formulation of the DRM Programme for 2012-2016
  - Elaboration of the DRM Programme for 2012-2016.
  - The RC Advisor/UNDP DRM consultant to carry out consultations with national partners and finalize the DRM programme document.
  - Operationalization of the new DRM programme
  - Consultant to assist UNDP to lead the UNDAF DRM Thematic Group.
- Support CCM in preparing proposals to GFATM for I. R. Iran
- Enhance M&E
  - Contribution to determining the UNDAF baselines, and elaboration of CPAP M&E Framework on this basis.
  - Development of M&E applications and softwares to be used in the next cycle
  - Preparation for use of DevInfo as an interagency tool for the M&E
- Support to the formulation and implementation of the Country Programme Action Plan:
  - Two substantive editors/consultants to assist the CO in editing/consulting on the text of the narrative and the Results Framework.
  - Proposal to address the issues concerning Government Cost Sharing
  - Proposal of harmonized HR practices and templates (for projects) to elaborate the Implementation Arrangement for CPAP projects.
  - Analysis of successful UNCT/UNDP projects' experiences for defining joint programming and possible upscaling.
  - Consultancy for the mapping and analysis of Capacity Gaps
  - Consultancy to define South-South capacities, needs and steps required to use this modality in the formulation and implementation of project and programmes

## IV. WORK PLAN

Year: 2011-2012

EXPECTED OUTPUTS	PLANNED ACTIVITIES					2012				LEAD TEAMS	PLANNED BUDGET				
						2011 Q4	2011 Q1	2011 Q2	2011 Q3		2011 Q4	Unit Cost (TENTATIVE)	Funding Source	Budget Description	Amount USD
<b>POVERTY</b>															
Poverty programme document	<p>Consultancy to provide inputs to and prepare the programme document which will adopt a combined Economic development/Social protection Natural resources approach. It will take the first steps towards establishing macro framework to integrate sector wide programming. Consultancy will assist the CO to define partnership and resource mobilization strategy; potential for S-S cooperation as well as areas for UN joint programming.</p>					x	x				Up to 10 days mission of an International Consultant + 10 days of distance work + ticket + DSA = \$ 20,000	2012 DSS & DAS		20,000	
L&W project document finalized	<p>L&amp;W and MENARID CTAs to finalize L&amp;W project document, link poverty-environment and economic development/social protection.</p>					x					To be funded by L&W project	By L&W	N/A	N/A	
Input into joint programming and UNDP Poverty Programme formulation	<p>Cooperate with UNICEF to produce questionnaire and analysis of basic statistics on poverty. Work to be undertaken at the UNICEF pilot site in Saveh. Consultant will prepare MDPI questionnaire, analyse the results and provide report. Actual statistical survey undertaken by UNICEF consultant. Use the results of the survey in the Poverty Programme Document.</p>					x					\$ 3,000 under the leadership of UNICEF	2012 DSS & DAS		3,000	
Formulation of Carbon Sequestration up-scaling programme	<p>National Consultancy</p>					x					Up to 15 days x \$ 200 = \$ 3,000	2012 DSS & DAS		3,000	

EXPECTED OUTPUTS	PLANNED ACTIVITIES	2011				2012				Unit Cost (TENTATIVE)	LEAD TEAMS	PLANNED BUDGET		
		Q4	Q1	Q2	Q3	Q4	Funding Source	Budget Description	Amount USD					
Inputs to CPAP and Environment Programme formulation collected through various forums to engage a full range of stakeholders	Workshops to consult with, and also establish partnerships and knowledge networks, with CPAP counterparts and stakeholders.	x							Up to 3 x 2 days = \$ 6,000		2012 DSS & DAS		6,000	
<b>DRM</b>														
Inputs to CPAP and DRM Programme formulation collected through various forums to engage a full range of stakeholders	Workshops to consult with, and also establish partnerships and knowledge networks, with CPAP counterparts and stakeholders.	x							Up to 3 x 2 days = \$ 6,000	Env/DRM team	2011/2012 DSS and DAS		6,000	
DRM component of the CPAP finalized	Provide inputs to elaboration of: <ul style="list-style-type: none"> <li>- CPAP narrative and RRF</li> <li>- Partnership strategy</li> <li>- Programme Management</li> </ul> Cross-cutting areas incl South-South, Science and Technology Transfer, Capacity Development, Knowledge Management, Gender	x							Already funded from 2011 DSS		2011 DSS	N/A	N/A	
DRM Project document finalized and approved by Government	<ul style="list-style-type: none"> <li>- Help the office to come up with a plan of consultation with national partners and potential donors</li> <li>- Carry out consultations with proposed national partners (through workshops where the findings of the evaluation will also be presented) and potential donors to finalize the project document</li> <li>- Consult with relevant UN agencies to identify areas for joint programmes</li> <li>- Finalize prodoc and submit to Government for approval</li> </ul>	x							Already funded from 2011 DSS		2011 DSS	N/A	N/A	

EXPECTED OUTPUTS	PLANNED ACTIVITIES	2011				2012				Unit Cost (TENTATIVE)	LEAD TEAMS	PLANNED BUDGET		
		Q4	Q1	Q2	Q3	Q4	Funding Source	Budget Description	Amount USD					
	3. CPAP M&E Framework <ul style="list-style-type: none"> <li>- Liaise and consult with other teams of CPAP</li> <li>- Draft the framework considering the information the consultancy of UNDAF baseline has produced</li> </ul>	X	X						PSU/CPAP M&E Team	Yasmine/Ar dalan	In kind from office staff costs	N/A	0.00	
M&E application as a UNDP internal database developed &	1. National Consultant recruited <ul style="list-style-type: none"> <li>- TOR developed</li> <li>- Head hunting and selection</li> <li>- Issuance of contract</li> <li>- Manage and monitor the consultancy to ensure TOR deliverables</li> </ul> 2. Application development <ul style="list-style-type: none"> <li>- Tasks as per the TOR</li> </ul>	X	X						ICT		In kind from office staff costs	N/A	0.00	
A UN agency database for monitoring UNDAF indicators developed	1. Prepare Devinfo templates for Iran UNDAF and CPAP <ul style="list-style-type: none"> <li>- Procure Iran GIS maps</li> <li>- Fielding Devinfo consultant for training and designing templates</li> <li>- Administrator Group training</li> <li>- Designing UNDAF &amp; CPAP templates</li> </ul>	X	X						National consultant		2012 DAS	72105 IT Firm	2,000.00	
<b>Consultancies to operationalize CPD (internal and external requirements)</b>														
Proposals prepared for CPAP Implementation Arrangement	National Consultant(s) recruited and deliverables produced: <ul style="list-style-type: none"> <li>- rules to be applied during CPAP preparations</li> <li>- addressing secondment issues</li> <li>- addressing Government Cost Sharing issues can be applied during CPAP preparations</li> </ul>	X										2011 DSS & 2012 DAS	15,000	

EXPECTED OUTPUTS	PLANNED ACTIVITIES	2011				2012				LEAD TEAMS	PLANNED BUDGET	
		Q4	Q1	Q2	Q3	Q4	Funding Source	Budget Description	Amount USD			
<b>Final stages of signing the CPAP</b>												
CPAP 2012-2016 edited and ready for signature by mid December 2011	Editor (s) recruited and produce expected results	x							PSU	2011/2012 DSS and DAS		11,000
CPAP Steering Committee and Working Groups fully functional	SC and WG meetings carried out for CPAP formulation during 2011 and operationalizing/oversight in 2012 as needed	x	x	x	x	x			Programme /Operations Team	2011/2012 DSS and DAS		10,000
CPAP signed by mid Jan 2012	Logistical arrangements to be made for such events		x						Programme /Operations Team	2012 DSS and DAS		1,000
<b>Partnership Strategy &amp; Resource Mobilization</b>												
Partnership and Resource Mobilization Strategy prepared	Partnership strategy		x	x					TBD	2011/2012 DSS and DAS		7,500
	Resource Mobilization strategy		x	x					A joint consultancy up to 30 w/d x \$250/day = \$7,500			
<b>Communication</b>												
A short term advocacy strategy developed with initial communication package to be used for resource mobilization	Advocacy strategy developed Communication package for varying audience prepared		x	x					TBD	2011/2012 DSS and DAS		7,500
<b>Support to Innovation</b>												
Contingency Fund for CO teams in support of innovative ideas for the new Country Programme	To be defined by the team which will lead the exercise								TBD	2012 DSS and DAS		10,000
<b>TOTAL</b>												<b>278,240</b>