

F. BUDGET SUMMARY (ANNEX A)

Details of an indicative budget are given in the table below:

Budget Category	Item Description	Unit	Unit Cost (US\$)	Qty	Total Budget US\$
1	PERSONNEL				739,898
1.1	National Programme/Project Personnel				153,898
1.1.1	Construction of Halabja MCH Hospital (UNDP)	Sum	0	0	0
1.1.2	Victim Assistance - Mine Action (UNDP)	Sum	107,898	1	107,898
1.1.3	Victim Assistance - (WHO)	Sum	46,000	1	46,000
1.2	International Programme/Project Personnel				586,000
1.2.1	Construction of Halabja MCH Hospital (UNDP)	Sum	456,000	1	456,000
1.2.2	Victim Assistance - Mine Action (UNDP)	Sum	0	0	0
1.2.3	Victim Assistance - (WHO)	Sum	130,000	1	130,000
2	CONTRACTS				10,085,107
2.1.1	Construction of Halabja MCH Hospital (UNDP)	Sum	8,015,339	1	8,015,339
2.1.2	Victim Assistance - Mine Action (UNDP)	Sum	982,068	1	982,068
2.1.3	Victim Assistance - (WHO)	Sum	1,087,700	1	1,087,700
3					30,000
3.1	Construction of Halabja MCH Hospital (UNDP)	Sum	30,000	1	30,000
3.2	Victim Assistance - Mine Action (UNDP) - Included under contracts, supervised by UNDP national officer		0	0	0
3.3	Victim Assistance - (WHO) - Included under contracts, supervised by WHO officers		0	0	0
4					78,000
4.1	Construction of Halabja MCH Hospital (UNDP)	Sum	70,000	1	70,000
4.2	Victim Assistance - Mine Action (UNDP)	Sum	8,000	1	8,000
4.4	Victim Assistance - (WHO)	Sum	0	0	0
5	PROGRAMME/PROJECT SUB-TOTAL				10,933,005
	(Should Not Exceed 3% of BL 5)				138,151
6.1	Construction of Halabja MCH Hospital (UNDP)	Sum	120,891	1	120,891
6.2	Victim Assistance - Mine Action (UNDP)	Sum	0		0
6.3	Victim Assistance - (WHO)	Sum	17,260	1	17,260
	(Should Not Exceed 2%)				237,255
7.1	Construction of Halabja MCH Hospital (UNDP)	Sum	186,275	1	186,275
7.2	Victim Assistance - Mine Action (UNDP)	Sum	23,529	1	23,529
7.3	Victim Assistance - (WHO)	Sum	27,451	1	27,451
9	AGENCY MANAGEMENT SUPPORT COST (Including Monitoring & Reporting)				791,589
9.1	Construction of Halabja MCH Hospital (UNDP)	Sum	621,495	1	621,495
9.2	Victim Assistance - Mine Action (UNDP)	Sum	78,505	1	78,505
9.3	Victim Assistance - (WHO)	Sum	91,589	1	91,589
10	PROGRAMME/PROJECT BUDGET TOTAL				12,100,000

G. HALABJA MCH BUDGET-UNDP (ANNEX B)

					456,000
1.1	National Programme/Project Personnel				0
1.2	International Programme/Project Personnel				456,000
1.2.1	Project Manager - P5 (Partial Input - 50% of 24 months)	Mo	18,000	12	216,000
1.2.2	Multi-Sectoral Engineer (Partial Input - 50% of 24 months)	Mo	15,000	12	180,000
1.2.3	Financial Officer (Partial Input - 8.33% of 24 months)	Mo	15,000	2	30,000
1.2.4	Procurement/Contracts Officer (Partial Input - 8.33% of 24 months)	Mo	15,000	2	30,000
					8,015,339
2.1	UNDP: International Consultants				129,000
2.1.2	Specialist - Quantity Surveyor	Week	6,500	4	26,000
2.1.8	Specialist - Asset Management	Week	6,500	2	13,000
2.2	UNDP National Contracts				
2.2.1	National Monitoring Consultant	Sum	90,000	1	90,000
2.3	NGO				7,886,339
2.3.1	<u>Staff & Operating Costs</u>				
(a)	Salaries	Sum	762,400	1	762,400
(b)	Benefits & Allowances	Sum	147,960	1	147,960
(c)	Travel	Sum	108,200	1	108,200
(d)	Equipment	Sum	19,450	1	19,450
(e)	Operating Costs	Sum	332,400	1	332,400
2.3.2	<u>Intervention Costs</u>				
(a)	Hospital construction	Sum	3,300,000	1	3,300,000
(b)	Staff House Construction	Sum	500,000	1	500,000
(c)	Equipment	Sum	2,000,000	1	2,000,000
(d)	Training	Sum	200,000	1	200,000
2.3.3	<u>Overhead Cost</u>				
(a)	Overheads Calculated at 7% of Total NGO Costs	%		7%	515,929
3	TRAINING				30,000
3.1	Asset Management (inclusive of Software & Hardware)	Sum	30,000	1	30,000
4	TRAVEL				70,000
4.1	DSA/Travel - Amman / Iraq (UNDP)	Sum	30,000	1	30,000
4.2	DSA/Travel - Amman / Iraq (Trainees & Counterparts)	Sum	20,000	1	20,000
4.4	DSA/Travel - Amman / Iraq (National Consultants)	Sum	20,000	1	20,000
5	PROGRAMME/PROJECT SUB-TOTAL				8,571,339
6	MISCELLANEOUS (Should Not Exceed 3% of BL 5)				120,891
6.1	Courier, Telecommunications Costs, etc.	Sum		1	120,891
					0
7	SECURITY (Should Not Exceed 2%)				186,275
7.1	UNDP Security (Fixed at 0,5%)	Sum		1	47,264
7.2	Project Related Costs (Security Escorts; Body Armoring; etc.)	Sum		1	139,011
9	AGENCY MANAGEMENT SUPPORT COST (Including Monitoring & Reporting)	Sum			621,495
9.1	Total Administrative Costs (7%)	%		7%	621,495
10	PROGRAMME/PROJECT BUDGET TOTAL				9,500,000

H. VICTIM ASSISTANCE BUDGET-UNDP (ANNEX C)

No.	Item Description	Unit	Unit Cost (US\$)	Qty	Total Budget (US\$)	Number of Staff
A : Diana Orthopedic/Rehabilitation and Vocational Training Center (DPLC)					466,908	
1	PERSONNEL/ National Staff				158,400	36
1.1	Specialist Staff				45,000	9
1.1.1	Director- Orthopedic Surgeon (partial input 50% cost sharing)	Mo	800	9	7,200	1
1.1.2	Senior Administrator (partial input 50%)	Mo	450	9	4,050	1
1.1.3	Orthopedic Work shop Officer (partial input 50%)	Mo	450	9	4,050	1
1.1.4	Finance Officer (partial input 50%)	Mo	450	9	4,050	1
1.1.5	Logistic & Procurement Officer (partial input 50%)	Mo	450	9	4,050	1
1.1.6	CBR Officer	Mo	450	36	16,200	2
1.1.7	Domestic Supervisor (partial input 50%)	Mo	300	9	2,700	1
1.1.8	Maintenance Supervisor (partial input 50%)	Mo	300	9	2,700	1
1.1.9	Orthopedic Technician (partial input 30%)	Mo	0	0	0	To be coordinated with WHO
1.1.10	Head Physiotherapy (partial input 50%)	Mo	0	0	0	
1.1.11	Physiotherapist (partial input 50%)	Mo		0	0	
1.2	Support staff				72,750	17
1.2.1	Administration Entry) Clerk (partial input 50%)	Mo	250	9	2,250	1
1.2.2	Social Researcher (Labor market researcher)	Mo	450	18	8,100	1
1.2.3	CBR Clerk	Mo	200	18	3,600	1
1.2.4	Store Keeper (partial input 50%)	Mo	0	0	0	0
1.2.5	Maintenance Technician (partial input 50%)	Mo	200	9	1,800	1
1.2.6	Builder	Mo	200	18	3,600	1
1.2.7	Head Vocational Training Teacher	Mo	450	18	8,100	1
1.2.8	Vocational Training Teacher	Mo	350	54	18,900	3
1.2.9	Ass. Teacher	Mo	250	48	12,000	4
1.2.10	Field Team	Mo	300	24	7,200	2
1.2.11	Receptionist	Mo	200	18	3,600	1
1.2.12	Trainees Helper	Mo	200	18	3,600	1
1.3	Back-up staff				40,650	10
1.3.1	Driver / Transport Supervisor (partial input 50%)	Mo	400	6	2,400	1
1.3.2	Cook	Mo	200	36	7,200	2
1.3.3	Ass. Cook	Mo	150	48	7,200	2
1.3.4	Cleaner (partial input 50%)	Mo	150	36	5,400	2
1.3.5	Laundry	Mo	150	36	5,400	
1.3.6	Gardener (partial input 50%)	Mo			0	2
1.3.7	Head Guard (partial input 50%)	Mo	250	9	2,250	
1.3.8	Guards (partial input 50%)	Mo	200	54	10,800	1
2	CONTRACTS					
3	Training				47,880	
3.1	Training materials (Wood/Leather/Metal)	Mo	1,800	18	32,400	
3.2	Medicine for trainees	Mo	70	24	1,680	

No.	Item Description	Unit	Unit Cost (US\$)	Qty	Total Budget (US\$)	Number of Staff
3.3	Transport	Mo	500	24	12,000	
3.4	Shoes, Clothes		300	6	1,800	
4	Rehab/Vocational Training operating/logistical costs				168,128	
4.1	Food for Patients	Mo	1,300	24	31,200	
4.2	Food for Staff	Mo	1,300	24	31,200	
4.3	Cleaning and disinfecting products	Mo	400	24	9,600	
4.4	Water and Sanitation	Mo	250	24	6,000	
4.5	Local transport	Mo	100	24	2,400	
4.6	Rented Vehicles	Mo	600	24	14,400	
4.7	Kerosene/Diesel/Fuel / Electricity / Gas	Mo	1,000	24	24,000	
4.8	Fuel for Generator	Mo	800	24	19,200	
4.9	Communication equipment	Mo	200	24	4,800	
4.10	Building Maintenance	Mo	500	24	12,000	
4.11	Equipment / Machines Maintenance	Mo	300	24	7,200	
4.12	Stationary	Mo	250	12	3,000	
4.13	Furniture		200	11	2,200	
4.14	Staff Uniform	Sum	928	1	928	
5	Socio-Economic Reintegration of victims				92,500	
5.1	Income Generations/Psychosocial Support for disabled	Sum	4,000	20	80,000	
5.2	House modification	Mo	500	25	12,500	
B : Dahuk Orthopedic/Rehabilitation and Vocational Training Center (PLCD)					301,000	
1	PERSONNEL/ National Staff				48,820	16
1.1	Specialist Staff				18,450	4
1.1.1	Director- Orthopedic Surgeon (partial input 50%)	Mo	800	9	7,200	1
1.1.2	Administrator (partial input 50%)	Mo	450	9	4,050	1
1.1.3	Admin. Assistance (partial input 50%)	Mo	400	9	3,600	1
1.1.4	Finance Assistant (partial input 50%)	Mo	400	9	3,600	1
1.1.5	Chief Orthopedic technician (partial input 50%)	Mo	0	0	0	To be coordinated with WHO
1.1.6	Orthopedic technician (partial input 50%)	Mo	0	0	0	
1.1.7	Physiotherapist (partial input 50%)	Mo	0	0	0	
1.2	Support staff				13,950	6
1.2.1	Data Entry (partial input 50%)	Mo	200	9	1,800	1
1.2.2	Store Keeper (partial input 50%)	Mo	250	9	2,250	1
1.2.3	Maintenance Technician (partial input 50%)	Mo	200	18	3,600	2
1.2.4	Field Team	Mo	250	18	4,500	1
1.2.5	Receptionist	Mo	200	9	1,800	1
1.3	Back-up staff				16,420	6
1.3.1	Driver (partial input 50%)	Mo	250	9	2,250	1
1.3.2	Cook	Mo	200	36	7,200	1
1.3.3	Cleaner (partial input 50%)	Mo	130	24	3,120	1
1.3.4	Chief guard (partial input 50%)	Mo	250	1	250	1
1.3.5	Guards (partial input 50%)	Mo	200	18	3,600	2
2	CONTRACTS				0	
3	Training				35,280	
3.1	Training materials (Wood/Leather/Metal)	Mo	1,300	18	23,400	

No.	Item Description	Unit	Unit Cost (US\$)	Qty	Total Budget (US\$)	Number of Staff
3.2	Medicine for trainees	Mo	70	24	1,680	
3.3	Transport	Mo	350	24	8,400	
3.4	Shoes, Clothes	Mo	100	18	1,800	
4	Rehab/Vocational Training operating/logistical costs				146,900	
4.1	Food for Patients	Mo	1,000	24	24,000	
4.2	Food for Staff	Mo	1,000	24	24,000	
4.3	Cleaning and disinfecting products	Mo	500	24	12,000	
4.4	Water and Sanitation	Mo	250	24	6,000	
4.5	Local transport	Mo	100	24	2,400	
4.6	Rented Vehicles	Mo	600	24	14,400	
4.7	Kerosene / Diesel/Fuel / Electricity / Gas	Mo	1,000	24	24,000	
4.8	Fuel for Generator	Mo	800	24	19,200	
4.9	Communication equipment	Mo	200	24	4,800	
4.10	Building Maintenance	Mo	300	24	7,200	
4.11	Equipment / Machines Maintenance	Mo	250	24	6,000	
4.12	Furniture		200	12	2,400	
4.13	Staff Uniform	Sum	500	1	500	
5	Socio-Economic Reintegration of victims				70,000	
5.1	Income Generations/Psychosocial Support for disabled	Sum	4,000	15	60,000	It is estimated to open 15 cooperative workshops or income generation projects for victims during 24 months. The cost for one project rounded as 4000/ each. The amount is not including any staff cost.
5.2	House modification	Mo	500	20	10,000	This assists victims mobility inside their houses (i.e. making rumps, handles in the WC and showers,...etc.) . It is estimated to modify 20 houses during the 24 months and each one will cost 500 USD. It is not

No.	Item Description	Unit	Unit Cost (US\$)	Qty	Total Budget (US\$)	Number of Staff
						including staff cost.
C : Kurdistan Organization for Rehabilitation of Disabled (KORD)					87,500	
1	Socio-Economic Reintegration of victims				87,500	
1.1	Income Generations/Psychosocial Support for disabled	Sum	4,000	20	80,000	It is estimated to open 20 cooperative workshops or income generation projects for victims during 24 months. The cost for one project rounded as 4000/ each. The amount is not including any staff cost.
1.2	House modification	Mo	500	15	7,500	This assists victims mobility inside their houses (i.e. making rumps, handles in the WC and showers,... etc.) . It is estimated to modify 15 houses during the 12 months and each one will cost 500 USD. It is not including staff cost.
D : EMERGENCY Rehabilitation and Vocational Training Center					126,660	
1	Training				29,660	
1.1	Training materials (Wood/Leather/Metal)	Mo	1,500	12	18,000	Cost for training victims in the Rehab / Vocational training center before opening the cooperative workshop or any other

No.	Item Description	Unit	Unit Cost (US\$)	Qty	Total Budget (US\$)	Number of Staff
						income generation projects.
1.2	Medicine for trainees	Mo	70	18	1,260	
1.3	Transport	Mo	350	24	8,400	
1.4	Shoes, Clothes	Mo	100	20	2,000	
2	Socio-Economic Reintegration of victims				97,000	
2.1	Income Generations/Psychosocial Support for disabled	Sum	4,000	23	92,000	It is estimated to open 23 cooperative workshops or income generation projects for victims during 24 months. The cost for one project rounded as 4000/ each. The amount is not including any staff cost.
2.2	House modification	Mo	500	10	5,000	This assists victims mobility inside their houses (i.e. making rumps, handles in the WC and showers,... etc.) . It is estimated to modify 10 houses during the 12 months and each one will cost 500 USD. It is not including staff cost.
E : UNDP						
1	TRAVEL for National Programme Specialist 2 years				8,000	
1.1	DSA/Travel - Amman / Iraq (UNDP)	Sum	8,000	1	8,000	
2	Programme Specialist (NATIONAL) 2 years				107,898	
2.1	National Programme Specialist (2 yrs)	Sum	107,898	1	107,898	
F : PROGRAMME/PROJECT SUB-TOTAL					1,097,966	
G : MISCELLANEOUS (Should Not Exceed 3% of BL F)						
1	Courier, Telecommunications Costs, etc.	Sum		1		

No.	Item Description	Unit	Unit Cost (US\$)	Qty	Total Budget (US\$)	Number of Staff
H : SECURITY (Should Not Exceed 2%)					23,529	
1	UNDP Security (Fixed at 0,5%)	Sum		1	5,970	
2	Project Related Costs (Security Escorts; Body Armouring; etc.)	Sum		1	17,559	
I : AGENCY MANAGEMENT SUPPORT COST (Including Monitoring & Reporting)					78,505	
1	Total Administrative Costs (7%)	%		7%	78,505	
J : PROGRAMME/PROJECT BUDGET TOTAL					1,200,000	

I. VICTIM ASSISTANCE BUDGET-WHO (ANNEX D)

					176,000
1.1	National Programme/Project Personnel				
1.1.1	Physical Therapist (Partial input)	Sum	20,000	1	20,000
1.1.2	Psychological Therapist (Partial input)	Sum	20,000	1	20,000
1.1.2	Administrator / Finance Officer (Partial input)	Sum	6,000	1	6,000
1.2	International Programme/Project Personnel				
1.2.1	Project Staff - P3	Sum	130,000	1	130,000
					1,087,700
2.1	International Consultants				
2.1.1	Assessment Consultant	Mon	10,000	2	20,000
2.1.2	Survey Materials Consultant	Sum	5,000	1	5,000
2.1.3	Baseline Survey Consultant	Sum	50,000	1	50,000
2.1.4	Data Analysis Consultant	Sum	25,000	1	25,000
2.2	Output 4.1. Emergency responsiveness strengthened				
2.2.1	Strengthening of peripheral basic emergency units	Sum	20,000	1	20,000
2.2.2	Training of health and social personnel	Sum	100,000	1	100,000
2.2.3	Educating community about emergency response	Sum	30,000	1	30,000
2.2.4	Support for transportation of mine survivors	Sum	10,000	1	10,000
2.3	Output 4.2. Rehabilitation of Workshop for Physical rehabilitation services				
2.3.1	Training for technical personnel including physiotherapists, including one year fellowship for 2 physiotherapists and 2 psychologists)	Sum	100,000	1	100,000
2.3.2	Standards setting and manufacturing fabricating aids and appliances	Sum	277,700	1	277,700
2.3.3	Developing a system for service delivery to the community	Sum	100,000	1	100,000
2.4	Output 4.3. Psychological and community support provided, and awareness of human rights of people with disabilities (both children and adults) increased (WHO)				
2.4.1	Educational materials for self-care, family care	Sum	100,000	1	100,000
2.4.2	Training of trainers of CBR personnel	Sum	50,000	1	50,000
2.4.3	Training for all CBR personnel	Sum	100,000	1	100,000
2.4.4	Capacity building for self-help groups and NGOs for CBR	Sum	100,000	1	100,000
5	PROGRAMME/PROJECT SUB-TOTAL				1,263,700
					(Should Not Exceed 3% of DL 5)
6.1	Courier, Telecommunications Costs, etc.	Sum		1	17,260
					(Should Not Exceed 2%)
7.1	UNDP Security (Fixed at 0,5%)	Sum		1	6,965
7.2	Project Related Costs (Security Escorts; Body Armoring; etc.)	Sum		1	20,486
9	AGENCY MANAGEMENT SUPPORT COST (Including Monitoring & Reporting)	Sum			91,589
9.1	Total Administrative Costs (7%)	%		7%	91,589
10	PROGRAMME/PROJECT BUDGET TOTAL				1,400,000



ANNEX B

NGO Submittals

ANNEX B
NGO SUBMITTELS

PEACE WINDS JAPAN: Budget - Halabja MCH Hospital

Final as on 12 August 2007

#	Item / Description	Unit	\$	Months / Times	Total (US\$)	Remarks	
A	SALARIES						
1	Field Office						
1.2	Expatriate Field Staff						
1.2.1	Program Coordinator	1	3,600	26	93,600		
1.2.1	Medical Adviser	1	4,000	24	96,000		
1.2.1	Security Coordinator	1	3,000	24	72,000		
1.2.1	Field Coordinator (Admin & Finance, 50 %)	1	1,550	26	40,300		
1.3	Expatriate Field Staff	4			301,900		
2	National Staff						
2.1	Finance & Admin Unit						
2.1.1	Project Manager	1	1,900	26	49,400	Salaries include benefits & allowance	
2.1.2	Project Assistant/ Procurement Officer	1	1,400	26	36,400		
2.1.3	Accountant	1	900	25	22,500		
2.1.4	Security Staff /Translator	4	560	24	53,760		
2.1.5	Cook/cleaner	1	400	24	9,600		
2.2	Engineering Unit						
2.2.1	Engineer	1	1,300	26	33,800		
2.3	Logistics Unit						
2.3.1	Drivers	1	560	24	13,440		
2.3.2	Rented Car with Driver	1	1,200	24	28,800		
2.4	National Staff	11			247,700		
3	TOTAL SALARIES				549,600		
B	Travel						
1	International Airfares (Japan-Jordan)	1	2,200	16	35,200		
2	International Airfares (Iraq-Jordan)	1	850	24	20,400		
3	Travel Insurance for expats	3.5	1,000	25	87,500		
4	Travel Insurance for support staff & consultant	4	1,000	4	16,000		
5	Accommodation en route	1	80	120	9,600		
6	Daily Allowance (International travel)	1	30	393	11,790		
7	Domestic travel, include. Accommodation	1	500	26	13,000		
8	Visas etc	1	2,000	1	2,000		
9	Travel				195,490		
C	Procurement Office Equip't /Vehicles						
1	Vehicle Purchase	0	32,500	1	-	PWJ Contribution (2)	
2	Laptop computers	4	2,500	1	10,000	PWJ Contribution (4)	
3	Desk top computers	3	1,000	1	3,000	PWJ Contribution (5)	

#	Item / Description	Unit	\$	Months / Times	Total (US\$)	Remarks
4	Printers	2	500	1	1,000	PWJ Contribution (5)
5	Scanner	1	200	1	200	PWJ Contribution (1)
6	Digital Camera	1	500	1	500	
7	Safe	2	600	1	1,200	
8	Telephone cell	2	200	1	400	
9	Video Camera	1	1,800	1	1,800	
10	Equipment				18,100	
D	Operating Costs					
1	Office rent	2	1,900	26	98,800	Amman & Sully
2	Residence	1	600	24	14,400	
3	Utilities	2	300	26	15,600	
4	Office supplies	2	300	26	15,600	
5	Communication costs	2	900	26	46,800	
6	Generator running costs	1	300	26	7,800	Sully
7	Vehicle Maintenance & Fuel	3	600	26	46,800	1 armored, 2 land cruiser
8	Vehicle Registration	1	1,000	1	1,000	For 1 armored
9	Vehicle Rent	1	700	24	16,800	Amman
10	Postage international	1	5,000	1	5,000	
11	Banking	1	6,000	1	6,000	
12	Professional fee	1	300	26	7,800	Lawyer
13	Maintenance (office & equipment)	2	500	26	26,000	
14	Operating Costs				308,400	
	Staff, Office & Operating Costs				1,071,590	
E	Program Interventions					
	Objective # 1 Child and Maternity Hospital					
1	Hospital construction				3,446,266	
2	Staff House Construction				577,000	
3	Architectural Consultant				100,000	(International, AN Architects)
4	Engineering Bureau (Local NGO)				160,931	Lecour, 4 % of construction costs
5	Equipment				1,781,849	
6	Training				180,000	
7	Intervention Cost				6,246,046	
	Project Total				7,317,636	
F	Security				95,129	
G	Overhead Cost				512,235	7%
H	Grand Total				7,925,000	

ANNEX C

General Requirements

Annex C

General Requirements

1 ESTABLISH WORKING RELATIONS

The NGO shall establish working relations and liaise with relevant local authorities (i.e. Ministries of Health, Electricity, Municipalities, Planning, Surrounding Residents, etc), and UNDP's National Consulting Engineer Company.

As one of the project kick-off activities, the NGO and UNDP's national consulting engineer shall establish a "Project Steering Committee" (PSC) for the project. The PSC shall include hospital officials, UNDP's national consulting Engineer, community representative, representatives from the Ministries of Health, Planning, etc.... In addition to other functions, the PSC shall be involved in the project from conceptualization thus ensuring meeting the stakeholders' expectations.

For the purpose of arranging a kick-off meeting, the NGO shall provide UNDP with the names, designation, contact details (email addresses, telephone and fax numbers, physical and postal addresses, etc.) of the persons nominated by the relevant authorities

2 REPORTING AND PHOTOGRAPHY

Given the remote management nature of the project and the fact that UNDP cannot maintain prolonged and/or frequent on-the-ground presence, one of UNDP's management tools is through comprehensive progress reports supported by photographs and similar materials from its counterparts and NGO's. The same also applies for illustrating project impacts.

2.1 Contents of Report

The NGO shall provide UNDP with bi-weekly progress reports including yet not limited to:

- Meetings held with counterparts, contractorsetc.
- Progress reporting, delays....etc
- Staff employed by the NGO, consultants, contractors, counterparts, etc.
- Contractor's plant and equipment.
- Financial status, predicted cash flow, expected variations.
- Technical Issues.

2.2 Photography

The NGO shall provide adequate photographs as an integral part of any submitted report with the purpose of illustrating progress, impact, elements requiring particular attention and so forth. Photographs shall also be captured and submitted as frequent as requested by UNDP.

While in certain instances the photographs shall be required to portray the status of technical elements, which necessitates that these be of technical nature portraying an engineering view of the photographed element (i.e. defective bearing, leaking pipeline, broken cable, defective concrete, etc), in other instances the photographs are rather required for general illustrative purposes and should convey a general inclusive overview for non-engineering purposes. It should be noted that these should have an artistic essence to them.

The NGO is alerted to the particular requirements for non-engineering purposes photography, which are required to achieve several purposes including yet not limited to:

- Conveying the overall extent and magnitude of the intervention.
- Conveying the overall intervention nature.
- Conveying a broad overview of the overall intervention.
- Conveying the pre-intervention conditions (i.e. impact of not having the intervention in place such as streets flooded with wastewater, child without access to water and the like).

Conveying the post-intervention conditions (i.e. impact of having the intervention in place such as dry and clean streets, child with access to water and the like), which are generally used to assess the intervention impact.