

United Nations Development Programme
Implementation of the Sexual Offences Act

Initiation Plan:

Title	Initiation Plan for Support to the Implementation of the Sexual Offences Act 2006 Task Force Secretariat
Document Language	English (original)
Source Language	English
Responsible Unit	Empowerment unit, UNDP Kenya Country office
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Subject (Taxonomy)	Sexual Offences, Gender Equality
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Audience	Task Force on the Implementation of the Sexual Offences Act 2006
Applicability	This document has been produced to capture and record the basic information needed to correctly direct and manage the project.
Replaces	
Is part of	Results Management Guide
Conforms to	Harmonized programming procedures and ATLAS
Related documents	Work plan on implementation of Sexual Offences Act
Mandatory Review	After six months

SIGNATURE PAGE

Country: Kenya

UNDAF Outcome(s)/Indicator(s): Enhanced capacities of key national and local institutions for improved governance

Expected Outcome(s)/Indicator (s): Implementation of the Sexual Offences Act 2006 to enhance women's rights and equality in Kenyan Law

Expected Output(s)/Annual Targets: Capacity of the Task Force on the Implementation of the Sexual Offences Act 2006 built by establishing a Secretariat to enhance the awareness and implementation of the Act

Implementing partner: Attorney General / Sexual Offences Act Task Force
(Designated institution/ executing entity)

Responsible parties: UNDP, Task Force on the Implementation of the Sexual Offences Act 2006

Collaborating parties: Gender Commission, Ministry of Gender, Sports, Culture and Social Services, UN agencies

Programme Period: 2008
 Programme Component: Empowerment
 Project Title: 2KEN08232 Implementation of Sexual Offences Act 2006
 Project ID: 00061676 / Proposal ID: 00050085
 Project Duration: 6 months
 Management Arrangement: NEX

Budget	USD: 80,000
General Management Support Fee:	USD:
Total budget:	USD:
Allocated resources:	USD:
• Government _____	
• Regular _____	USD: 80,000
• Other:	
o Donor _____	
o Donor _____	
o Donor _____	
• In kind contributions _____	
Unfunded budget:	

Signature Joyce Aluoch

Date 14/08/2008 Lady Justice Joyce Aluoch
Chair, Sexual Offences Task Force

Signature Wanjuki Muchemi

Date 14/08/08 Wanjuki Muchemi, CBS
Solicitor-General, State Law
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Signature Joseph Kinyua

Date 25-8-08 Joseph Kinyua
Permanent Secretary
Ministry of Finance

Signature Tomoko Nishimoto

Date 14/08/08 Tomoko Nishimoto
Country Director, UNDP Kenya

Initiation Plan

1. Plan Description

This initiation plan is intended to provide the nominal framework for the formulation, refining and completion of core project documents (Project Initiation Document (PID), Annual Work Plan (AWP) and the Results and Resources Framework) for a comprehensive programme of support to the establishment and operation of the Secretariat for the Task Force on Sexual Offences Act 2006 (later to be referred as Task Force Secretariat). The project documents will be utilized in the initiation, running, controlling, monitoring and evaluation and closure of the project. On completion of the initiation plan, the outputs of the proposed project will have been refined to reflect alignment with the overall Work Plan of the Task Force as well as elaborate a clear linkage with the planned UN Joint Programme on Gender by UN Gender Working Group and other joint efforts by Gender Round Table Donors. The initiation plan will include a technical assistance component through which the capacity of the Secretariat will be built, as well as, through which the deliverables stated below will be achieved.

2. Duration of the Plan

The initiation plan is intended to last up to a maximum of six (7) months with a tolerance of 1 month from the date 1 June 2008. Start Date: 1 June 2008 End Date: 31 December 2008.

3. Outline of Deliverables

The overall aim of this initiation plan is to elaborate a comprehensive programme of support to the Task Force on the Implementation of the Sexual Offences Act 2006 (hereafter referred as the Task Force) that will include implementation and awareness raising of the Act.

The main deliverables for this initiation plan will include:

- Programme Coordinator and Programme Officer (UNV) for the Task Force recruited
- Office equipment procured for the Programme Coordinator and Programme Officer
- Detailed project document with outputs, key activities, indicators and timelines finalized based on the Task Force work plan
- Linkage created between the UN Gender Working Group and Gender Round Table and the Secretariat
- Resources mobilized for the implementation of the work plan/project document
- Yearly and quarterly roll out plans prepared for the Task Force
- Two workshops held among the Task Force members and secretariat to find consensus on Rules and Regulations and the Roll out Plan
- One media workshop to create awareness on the Sexual Offences Act Task Force and its mandate

The above deliverables will be represented by the Activity ID: *Capacity building of the SOA Task Force* and will contribute to capacity building of the SOA Task Force.

4. Management Arrangements

This initiation plan is implemented by the Task Force Secretariat. The Task Force is a temporary structure gazetted by the Attorney-General for one year starting 13 March 2007, and it was extended on 22 February 2008 to 31 December 2008. The Task Force members meet regularly, although none of them is employed full time. There are two Joint Secretaries, who are seconded from the State Law Office to run the day-to-day work. They will be now assisted with this initiation plan by recruiting a Programme Coordinator and Programme Officer. Since the Task Force does not have the financial and administrative capacity to manage the project, UNDP will provide support services in recruitment, procurement, and human resources management. During the initiation plan the capacity of the Task Force Secretariat will be assessed if it or its hosting institution, the State Law Office, could manage the project also financially by utilizing the Direct Cash Transfer modality under which the IP will be responsible for financial and narrative reporting to UNDP by using FACE format as well as maintaining proper documentation for auditing purposes.

Financial Accountability

The Implementing Partner shall be responsible for ensuring that the allocated resources are utilized effectively in funding the envisaged activities. Unless otherwise mutually agreed by all parties and subject to adherence and conformity to UNDP's own financial rules and regulations, Government financial rules and regulations shall apply in the execution of the final Project. UNDP will have a tracking system through which it will maintain records and controls for the purpose of ensuring the accuracy and reliability of the financial information. The tracking system in place shall ensure that envisaged disbursements are within the approved budgets. Funds will be disbursed directly by UNDP to vendors/suppliers as per **Direct Payment Requests** from the Task Force Secretariat signed by any authorized officials.

Financial Reporting

UNDP will submit a Consolidated Delivery Reports (financial reports) on a half yearly basis to the Task Force Secretariat, which should be approved by the IP.

Support Services

UNDP will provide the following support services:

- Identification, assistance with, and recruitment of project personnel;
- Procurement and delivery of office equipment

The cost of these services, calculated on the basis of the universal price list, will be recovered under this Project.

Fiduciary Compliance

In managing the Initiation Plan resources, UNDP has fiduciary and compliance responsibility. The Task Force Secretary also has compliance responsibility for UNDP reporting procedures.

Procurement of goods and services

UNDP rules and procedures governing procurement shall be used, unless otherwise mutually agreed to by all parties.

Publicity and publications

Unless UNDP requests or agrees otherwise, the Implementing Partner and other collaborating parties shall take all appropriate measures to publicize the fact that the Project has been funded by UNDP. Information given to the press, project beneficiaries, all related publicity materials, official notices, reports and publications, shall acknowledge that the activity was carried out by the Task Force with the financial support from UNDP, and shall display in an acceptable way the UNDP logos, in addition to that of State Law Office, the Government of Kenya. In addition, all publications must be reviewed by UNDP before publication, and shall bear the appropriate UNDP disclaimer.

Equipment

Ownership of equipment, supplies and other properties financed from the contribution shall vest in UNDP. Matters relating to the transfer of ownership by UNDP shall be determined in accordance with the relevant policies and procedures of UNDP.

Management Arrangements for the Initiation Plan

The personnel involved in managing the initiation plan will be the Chair of the Task Force; the UNDP Deputy Resident Representative in charge of programmes; and the joint secretaries of the Task Force Secretariat. A senior supplier will be identified during the initiation phase and will represent a donor community supporting this project. The following three will constitute *the Project Executive Group* (PEG): representative from Task Force, UNDP and the donor community. The '*Executive*' is ultimately responsible for the project, supported by the Senior Beneficiary and the Senior Supplier. The Senior Beneficiary represents the interests of those who will ultimately be affected and benefit from the implementation of activities in the plan. The Senior Supplier represents the interests of those designing and developing the plan's deliverables and providing resources.

In order to execute their work as outlined here below, the PEG will be supported by the Project Coordinator who will be recruited under the initiation plan and whose role as Programme Manager with his/her tolerances will be approved by the PEG. UNDP will nominate one of its programme officers to provide the Assurance role.

6. Monitoring Plan

Tracking of the achievement of benchmarks/indicators for each activity will monitor the performance of the Initiation Plan. Monitoring of the Initiation Plan activities will be the responsibility of the Implementing Partner. The aim will be to provide timely information about the progress, or lack thereof, in the production of the outputs and achievement of planned objectives. The mechanisms that will be used to monitor the Annual Work Plan will include:

1. Quarterly progress report, technical and financial report prepared by the Implementing Partner; the format of the report shall follow UNDP standards;

2. Annual progress report, technical and financial report prepared by the Implementing Partner at the end of the year; and
3. Field visits undertaken jointly by Implementing Partner and United Nations Development Programme according to an agreed upon schedule and a report from the mission generated as appropriate.

7. Budget

The following Budget format will be available in Atlas.

Year: 2008									
Project Number:									
Project Title: Implementation of the Sexual Offences Act									
Project ID	Expected Output	Key Activities	Time Frame		Responsible Party	Planned Budget			
			From	To		Fund	Donor	Budget Description	Amount
	Capacity of the SOA Task Force Secretariat build to enhance the implementation of the SOA	Recruitment of Programme Coordinator	June08	Dec 08	Task Force/UNDP	04000	00012	Contractual Services	30,000
		Recruitment of Programme Officer UNV	Aug08	Dec08	Task Force/UNDP	04000	00012	UNV	
		Capacity building of the Task Force	Aug08	Sept08	Task Force/UNDP	04000	00012	2 desk top computers, 1 printer, 1 photocopier 1 projector 2 lap tops	15,000
		Capacity building of the Task Force	Aug08	Sept08	Task Force/UNDP	04000	00012	4 cell phones	2,000
		Capacity building of the Task Force	Aug08	Dec08	Task Force/UNDP	04000	00012	Stakeholder meetings and workshops	19,000
		Capacity building of the Task Force	Aug08	Dec08	Task Force/UNDP	04000	00012	Secretariat operating expenses: office stationary and supplies	8,000
Sub Total									80,000
General Management Support									0
Total									80,000

ANNEX 1

The main project management responsibilities are summarised here below, as follows:

Executive Group

1. Overall direction and guidance for the implementation plan
2. Monitor and control progress
3. Review of each completed stage
4. Commitment of resources (as required)
5. Delivery of results and objectives

Assurance

This role is delegated to a UNDP based programme Officer.

1. Adherence to the business case (on behalf of the Executive)
2. Monitor the compliance with user needs and expectations (on behalf of Senior User)
3. Supplier Assurance carried out by spot-check of deliverables and outputs
4. Review of Deliverables via Quality Review

Project Manager:

1. Day-to-day management of the activities in the plan
2. Identify and obtain any support and advice required for the management, planning, and control of the plan
3. Reporting progress through regular updates (e.g. meeting, email briefing, etc.)
4. Responsible for monitoring activities
5. Ensuring the delivery of the deliverables as outlined in this Initiation plan

ANNEX II

ToR for the Programme Coordinator

TERMS OF REFERENCE

UNDP Kenya is supporting the Sexual Offences Task Force in implementing the Act and is recruiting a Programme Coordinator to support the Secretariat.

The Sexual Offences Act Task Force Secretariat has prepared a work plan on implementation of the Act. The main focus of the work plan is to draft the Rules and Regulations for the Act including their validation and dissemination as well as to identify the amendment needs in other areas of legislature. The Programme Coordinator will be responsible for the coordination of implementation of the Work Plan, the day-to-day work of the Task Force, which consists of a chair person, two joint secretaries and 27 members.

The Programme Coordinator is expected to develop and present the Task Force roll out plans, budgets and reports on a monthly basis or as required. S/he is also expected to assist in formulation of the strategic plan for the Task Force.

Specific Tasks

1. Resource mobilization:

- Liase with different international donors such as Gender Round Table and UN Gender Theme Group for resource mobilization.
- Mobilize resources with public and private sector.
- Prepare documents and budgets for the different donors as requested.

2. Roll out plans:

- Develop a yearly roll out plan and budget for the Secretariat.
- Develop quarterly roll out plans and budgets according to the yearly plan.
- Present the yearly plan and quarterly plans for the Task Force on a quarterly basis.

3. Implementation of the work plan:

- Ensure proper preparation and implementation of all activities in the work plan.

- Assist the Secretariat to prepare activity reports, quarterly and yearly reports and other reports as may be required.
- Assist in identifying the relevant consultants who may be required by the Task Force.
- Supervise the consultants in collaboration with the Task Force **secretariat and task force members**.
- Monitor and evaluate the work plan progress.

4. Other duties:

- Undertake any other duties as may be reasonably assigned by the Task Force **secretariat and task force members**.

Duration of the position

The Programme Coordinator will be recruited for vacancy will be for 6 months.

Reporting Relationship

The Programme Coordinator will report to the Joint Secretaries of the Task Force.

Qualifications

1. *Educational*

- Masters Degree in Gender and Development, Law, Project Management, Development Studies or any relevant discipline from a recognized University.
- Training in project and/or programme management would be an advantage.

2. *Experience and Competencies*

- At least 2 years experience in Gender related issues in Kenya, particularly of the Sexual Offences Act.
- At least 5 years experience in Project Management.
- Knowledge of legal drafting an added advantage.

3. *Language and Skills*

- Communication skills, including fluency in the Swahili language.
- Effective report writing skills.
- Capacity to work independently as well as part of a team.

- Good interpersonal skills and ability to work in a multicultural environment.
- Computer and internet literate

