

UNDP Pacific Office in Fiji

Minutes of the Pre – Project Appraisal Committee Meeting

Date: Friday 19 May 2017

Project(s) Appraised: Kiribati Strengthening Local Governance and Rural Development (KIRILOG)

1. Attendance

Pre-PAC Members based on circulation of Project Document via email considering meeting was conducted electronically.

Name	Title	Organization
Bakhodir Burkhanov	Country Director, UNDP Pacific Office in Fiji and Head of Pacific Regional Programme and Policy	UNDP
Asif Chida	Inclusive Growth Team Leader	UNDP
Dyfan Jones	Effective Governance Team Leader	UNDP
Patrick Duong	Regional Programme Advisor, Local Governance and Decentralisation	UNDP BRH
Asenaca Ravuvu	Integrated Results Management Unit (IRMU) Team Leader	UNDP
Kevin Petrini	Resilience & Sustainable Development Team Leader	UNDP
Winifereti Nainoca	Resilience & Sustainable Development Deputy Team Leader	UNDP
Salma Elhagyouisif	Regional Programme and SIDS Engagement Coordinator	UNDP
Nanise Saune	Effective Governance Deputy Team Leader	UNDP
Maisoon Abuabdalla Elbukhari Ibrahim	Programme Manager, Western Pacific- Global Fund Programme	UNDP
Christine Fowler	Programme Manager, Access to Justice, Rule of Law and Human Rights	UNDP
Mihaela Stojkoska	Anti-Corruption Specialist	UNDP
Ferdinand Strobel	Programme Specialist HIV/Aids and Development	UNDP
Moortaza Jiwanji	PRRP Programme Coordinator	UNDP
Mahezabeen Khan	M&E Analyst, IRMU	UNDP
Elena Wakolo	Joint Operations Centre Team Leader	UNDP
Vinay Sharma	Finance Analyst	UNDP
Ronald Kumar	Procurement Analyst	UNDP
Tevita Cokanasiga	Human Resources Analyst	UNDP
Naoko Takasu	Country Programme Specialist, East Asia and Pacific Cluster	UNDP BRH
Tuihai Tabai	Programme Analyst, Kiribati	UNDP
Mohammed Mozeem	Project Developer/ Governance Analyst	UNDP

2. Background information on the project presented by Mohammed Mozeem, Project Developer:

The Project Developer submitted the Project Initiation Plan document for the Kiribati Local Governance and Rural Development (KIRILOG) Project appraisal under the Pre-PAC process. This was done via email. In the email the Project Developer indicated that the IP was been developed with the aim to undertake some initial scoping work and activities to develop a larger full-scale local

governance and rural development support project for Kiribati. He also indicated that considering available timelines under the IP modality, the Project will run for one year and will be funded through TRAC funds as seed funding. The PPM guidance note was shared with the Pre-PAC members for reference and in particular the following was highlighted in terms of sections required under the IP:

1. Cover Page – to allow approval sign-off; closely resembling the Project Document cover page, but without the need for certain details, including Government or Implementing Partner signatures.
2. Purpose – to describe and justify why funding is required to complete the *Initiating a Project* process.
3. Expected Output – articulation of the output to be produced.
4. Management Arrangements – articulation of roles and responsibilities to conduct the activities of the Initiation Plan.
5. Monitoring – description of the monitoring requirements to assess the results of the Initiation Plan.
6. Budget – A standard budget in the form of an AWP, articulating budget needs for each activity; this may be produced directly from Atlas.

It was also indicated that at this stage a full scale project document was not available and that this was an output of the IP itself.

3. Quality Assurance Assessment Report by the Project’s QA Assessor (areas of strengths and weaknesses)

No QA was conducted as its not required for Initiation Plan projects.

4. Summary of Pre-PAC member comments

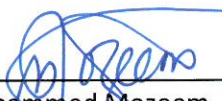
Comments by Section of IP	Comments	Actions Taken
<p>Situational Analysis</p>	<p><u>IRMU (Mahezabeen Khan)</u></p> <ul style="list-style-type: none"> • Kindly summarize (IP to be only 3-9 pages). The analysis is not clearly stating as to what the IP will carry out as initial activities in relation to strengthening capacities of local island councils and to undertake project formulation for a full-scale local governance strengthening programme for Kiribati. This should be further elaborated under “Purpose” and make the links stronger. • Indicator “status of the local governance proposal progressing into full project document and resources mobilized”. Please to have a unit measure for status. 	<p><u>Project Developer</u></p> <ul style="list-style-type: none"> • Situation Analysis has been reduced to 1.5 pages only. In terms of the initial activities this is stated clearly in the purpose and outputs sections and is therefore not repeated in the Situation Analysis. Considering the guidance note on Project Document formulation, Situation Analysis shall not include purpose and activities to be undertaken under the Project. • Indicator 3 under the Project Work Plan further reviewed to include qualitative progression.

	<p>Example is it by quality or quantitative measurement.</p> <ul style="list-style-type: none"> Note that theory of change must be included in the full project document to show clear path. 	<ul style="list-style-type: none"> This is noted and TOC will be developed under the full Project Document.
<p>Other Comments not related to Project Document contents on:</p> <p>ATLAS Actions as per PPM</p>	<p><u>IRMU (Mahezabeen Khan)</u></p> <ul style="list-style-type: none"> An Initiation Plan must be articulated in Atlas under an output (project ID) with a set of activities categorized as "Initiation Plan" – please confirm if the step has been taken kindly provide proposal ID. Once IP is entered in ATLAS – A standard Budget in the form of an AWP should be produced directly from Atlas. Request for Finance to be cleared by JOC/Elena 	<ul style="list-style-type: none"> Proposal was entered into ATLAS and Project Award ID: 00103841 and Output ID: 00105698 ATLAS standard budget entered and ATLAS AWP attached with these minutes. No comments were received from JOC/Elena on any issues.

5. Final Pre-PAC recommendation:

It is recommended for the Pre-PAC to approve the Initiation Plan based on changes undertaken and to progress to Local Project Appraisal Committee (LPAC) with Government counterparts.

Pre-PAC minutes prepared by:

 26 May 2017
 Mohammed Mozeem, Project Developer

Pre-PAC minutes are approved by:
 (Chairperson of the meeting)

 26/05/17
 Asenaca Ravuvu, Team Leader,
 Integrated Results Management Unit



Annual Work Plan

Kiribati - City Pgmm

Project: 00103841

Report Date: 25/5/2017

Project Title: KIR Local Governance Initiation Plan

Year: 2017

Output	Key Activities	Timeframe		Responsible Party	Planned Budget				
		Start	End		Fund	Donor	Budget Descr	Amount US\$	
00105698 Output 1: Inst. Strength. LG	Capacity assessment and tra	8/6/2017	8/6/2018	UNDP	04000	UNDP	71300	Local Consultants	10,000.00
				UNDP	04000	UNDP	71600	Travel	14,000.00
				UNDP	04000	UNDP	75700	Training, Workshops and Confer	15,000.00
				UNDP	04000	UNDP	71200	International Consultants	32,000.00
				UNDP	04000	UNDP	71600	Travel	4,000.00
TOTAL									75,000.00
GRAND TOTAL									75,000.00