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Annex 1

United Nations Development Programme
Country: Sri Lanka
Project Document

Project Title:

Strengthening Enforcement of Law, Access to Justice and Social Integration (SELAJSI)– Focus on Strengthening Social Integration

UNDAF Outcome(s):

3. Communities empowered and institutions strengthened to support local governance, access to justice, social integration, gender equality, and monitoring promotion and protection of human rights in alignment with international treaties and obligations and in alignment to the constitution in Sri Lanka.

Expected CP Outcome(s):

3. Communities empowered and institutions strengthened to support local governance, access to justice, social integration, gender equality, and monitoring promotion and protection of human rights in alignment with international treaties and obligations and in alignment to the constitution in Sri Lanka.

Expected Output(s):
3.5: National institutions and actors (state and civic) have stronger capacities for policy-making and policy actions aimed at promoting dialogue, social integration and reconciliation
3.6: A better aware public, especially youth and women, engaged in social integration and reconciliation actions

Implementing Partner:

Ministry of Public Administration, Provincial Councils, Local Government and Democratic Governance

Responsible Parties:

Ministries of Justice and Labour Relations ;Women's Affairs; Education; Registrar General's Department; Department of Registration of Person's; Legal Aid Commission; United Nations Volunteers [Following consultation between the Implementing Partner and UNDP, additional Responsible Parties may be added as and when needed.]

Brief Description

The overriding objective of the Strengthening Enforcement of Law, Access to Justice and Social Integration (SELAJSI) Programme is to strengthen access to justice and the enforcement of law while simultaneously supporting the foundations for longer-term social integration and development. Contributing towards the SELAJSI Programme, this particular Project will focus on strengthening social integration by enhancing the capacities of national institutions and actors (state and civic) for policy-making and policy actions aimed at promoting dialogue, social integration and reconciliation and also to create a better aware public, especially youth and women, engaged in social integration and reconciliation actions .

Programme Period:	2013-2017	2015 AWP budget:	**USD**	**374,870**
Key Result Area (Strategic Plan):	Not Linked	Total resources required	USD	4,000,000
		Total allocated resources	USD	1,047,125
Atlas Project ID:	00075936	• Regular		
Atlas Output ID:	00087573	TRAC I	USD	172,000
		TRAC II	USD	239,000
Start date:	01/08/2013	• Other:		
End Date	31/12/2017	BPPS-		
PAC Meeting Date	26 July 2013	(Former BCPR)	USD	300,000
		UNHCR	USD	90,000
Management Arrangements	NIM	HSTF	USD	246,125
		Unfunded budget:	USD	2,952,875
		In-kind Contributions:		
		Government Staff for the Project Implementation Unit		

Agreed by Ministry of Public Administration, Provincial Councils, Local Government and Democratic Governance:

J. DADALLAGE
Secretary
Ministry of Public Administration,
Provincial Councils, Local Government &
Democratic Governance.

Agreed by UNDP:

I. ANNUAL WORKPLAN

Year: 2015-2016

EXPECTED OUTPUTS	PLANNED ACTIVITIES	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET			
		Q1	Q2	Q3	Q4		Funding Source	Budget Description	2015 Amount (USD)	2016 Amount (USD)
Output 5 National institutions and actors (state and civic) have stronger capacities for policy-making and policy actions aimed at promoting dialogue, social integration and reconciliation	**Activity result 5.1: Expanded policy discourse on social integration fostered across national institutions and actors (state and civic)**					Ministry of National Languages and Social Integration	-	-		
	Activity result 5.2: Increased policy actions on social integration and reconciliation									
Baseline: • National Policy Framework for Social Integration (NPFSI) launched; National action-plan under formulation. • Lessons Learnt and Reconciliation Commission (LLRC) report and action-plan in place. • *Legal documentation figures to be compiled through Ministry Records*	5.2.1 Conduct legal documentation mobile clinics in 2015 based on the findings of the 2013 Documentation Needs Assessment.	X	X			Ministry of National Languages and Social Integration	UNHCR	Grants	18,245	
Output Indicators: • # of policy actions on social integration and reconciliation adopted • # of policy actions on social integration and reconciliation implemented • # of people benefitting from mobile documentation clinics (MDCs) (gender and age disaggregated)	5.2.2 Provide support to implement the Official Languages Policy 5.2.2.1 Hold initial discussions with relevant stakeholders: Language Policy Unit, MARGA Institute, and other relevant actors a) Undertake consultations with selected research institutes to strategize the approach to be undertaken for the assessment b) Identify similar exercises undertaken/desk review of available material	X	X	X	X	Ministry of National Languages and Social Integration	UNDP (BCPR)	Grants	93,000	

	5.2.3 Establish a systematic postal mail delivery system in the estate-sector in collaboration with the Postal Department and other respective local government authorities and civil organizations	x	x			Ministry of National Languages and Social Integration	UNDP (TRAC I)	Grants	3,840	
	Activity result 5.3: National policy on schools twinning developed and piloted as a concrete policy action for social integration and reconciliation					-	-	-		
	5.3.1. Facilitate knowledge-management and knowledge exchange on models, best practices and lessons learnt from schools' twinning activities undertaken to-date a)Initial discussion with the Ministry of Education and other stake holders to assess the existing mechanism to identify gaps and to strategize a better system	x				Ministry of National Languages and Social Integration	UNDP (BCPR)	Trainings & Workshops	4,000	
	5.3.2. Support the development of a schools twinning methodology		x	x	x	Ministry of National Languages and Social Integration	UNDP (BCPR)	Local Consultants	3,000	
	5.3.3. Support the development, roll-out, monitoring and scale-up of schools twinning in selected provinces and/or districts		x	x	x	Ministry of National Languages and Social Integration	UNDP (BCPR)	Grants	10,000	10,000
	Activity result 5.4: Technical advisory support provided for the implementation of SELAJSI									
	5.4.1 Placement of a Chief Technical Coordinator in support of the overall implementation of the SELAJSI Programme.	x	x	x	x	UNDP	UNDP	Contractual Services Individual	7,910	

	5.4.2 Placement of a Technical Coordinator at the Ministry of National Languages and Social Integration to provide technical support for implementation of the project.	x	x	x	x		UNDP (TRAC I)	Contractual Services Individual	18,420	
		x	x	x	x		UNDP (BCPR)	Contractual Services Individual	6,500	
		x	x	x	x		UNDP (TRAC I)	Communications & Audio Visual Charges (Mobile phone & Internet)	330.00	
	5.4.3 Monitoring and quality assurance of project activities	x	x	x	x		UNDP (TRAC I)	Travel & DSA	2,500	
		x	x	x	x		UNDP (BCPR)	Travel & DSA	1,000	
		x	x	x	x		UNDP (BCPR)	Contribution - M&E, Communications and Security (1.5%)	3,870	630
		x	x	x	x		UNHCR	Contribution - M&E, Communications and Security (1.5%)	274	
		x	x	x	x		UNHCR	Facilities & administration	1,481	
	Activity 5.5 Management and Operations support provided through the Project Implementation Unit (PIU)									
	5.5.3 Supply of stationary and other office supplies required for the operations of the Project Implementation Unit	x					UNDP	Supplies (Stationary & other Office Supplies)	500	
	5.5.4 Monitoring the implementation of project activities	x	x	x	x		UNDP (BCPR)	Travel & DSA	1,000	
		x	x	x	x	Ministry of National Languages and Social Integration	UNDP	Travel & DSA	1,000	500
	5.5.5 To provide coordination and management support for the SELAJSI Programme	x	x	x	x		UNDP	Miscellaneous	500	
	5.5.6. Provision of communications facilities for the PIU	x	x	x	x		UNDP	Communications & Audio Visual Charges (Telephone & Internet)	1,000	

									178,370	11,130
Output 5 Total									**178,370**	**11,130**
Output 6 **A better aware public, especially youth and women, engaged in social integration and reconciliation actions** **Baseline:** • # of events conducted to sensitize public on social integration – Baseline: 01 (Social Integration Week since 2012) • # of persons reached through social integration and reconciliation awareness activities – Baseline: Cannot be quantified • % of persons targeted reporting increased understanding of social integration and reconciliation after being outreached through social integration and reconciliation awareness activities – Baseline: To be established • % of persons targeted reporting changes in attitudes after being outreached through social integration and reconciliation awareness activities – Baseline: To be established • % of persons targeted reporting getting involved in social integration and reconciliation actions after being outreached – Baseline: To be established **Output Indicators:** • # of events conducted to sensitize public on social	**Activity result 6.1: Expanded public discourse on social integration and reconciliation fostered among people of Sri Lanka**									
	6.1.1 (a) Facilitate and support a more expanded public discourse across the media landscape, including through the use of social and community media (25 episode tv series) 6.1.1 (b) Evaluation of the impact of the teledrama	x	x	x	x	Ministry of National Languages and Social Integration	UNDP (TRAC II)	Local Consultants	60,000	
	Activity result 6.2: Increased capacities for social integration and reconciliation fostered among people of Sri Lanka					Ministry of National Languages and Social Integration				
	Activity result 6.3: Increased social integration and reconciliation actions among people of Sri Lanka					Ministry of National Languages and Social Integration	-	-		
	6.3.1.a Conduct initial consultations on the overall activity design to promote social integration through volunteerism. Identification of a technical service provider (if relevant) for design of initiatives, including consultations with government and non-government stakeholders and capacity assessments Conduct initial discussions with relevant stake holders (representatives from NVS, resource persons involved in the NHDR development process, University lectures etc)	x	x			Ministry of National Languages and Social Integration	UNDP (BCPR)	Training& Workshops	9,500	
	6.3.1.b. Implementation of pilot volunteer initiative in 2 districts through technical service provider		x	x	x	Ministry of National Languages and Social Integration	UNDP (BCPR)	Grants	20,000	
	6.3.1.c Monitoring & Evaluation of the pilot volunteer initiatives and recommendations for improvements		x	x	x	Ministry of National Languages and Social Integration		Travel & DSA		

Indicators	Activity	Q1	Q2	Q3	Q4	Responsible Party	Funding Source	Activity Type	Budget	
integration (disaggregated by gender and age) • # of persons reached through social integration and reconciliation awareness activities (disaggregated by gender and age)	**Activity result 6.4: Women representatives and leaders at national and community level are engaged as change agents for social integration and reconciliation**					Ministry of National Languages and Social Integration				
• % of persons targeted reporting increased understanding of social integration and reconciliation after being outreached through social integration and reconciliation awareness activities (disaggregated by gender and age)	6.4.1 Support the Women Leaders empowered in 2014 to be trained as mediation through the trainings condcuted by the Ministry of Justice and explore the posibility of appointing selected number of suitable Women Leaders from this group as Justices of Peace	x	x	x	x	Ministry of National Languages and Social Integration	UNDP (RBAP)	Training& Workshops	2,000	
• % of persons targeted reporting changes in attitudes after being outreached through social integration and reconciliation awareness activities (disaggregated by gender and age)	6.4.2 Implement the Women's Empowerment for Social Integration initiative for selected participants for the districts of Ratnapura and Batticaloa			x	x	Ministry of National Languages and Social Integration		Training & Workshops		
• % of persons targeted reporting getting involved in social integration and reconciliation actions after being outreached	6.4.3 Ensure sustained engagement with the empowered Women Leaders, including through the conduct of district level meetings/adhoc lectures based on the need and involvement in community activities to promote social integration	x	x	x	x	Ministry of National Languages and Social Integration	UNDP (RBAP)	Training & Workshops	2,000	
	Activity result 6.5: Youth representatives and leaders at national and community level are engaged as change agents for social integration and reconciliation					-	-	-		
	6.5.1a Conduct initial consultations with those involved in youth empowerment initiatives (National Youth Services Council, Ministry representatives, parties involved in development of the 2014 National Human Development Report) to identify existing youth leadership/empowerment initiatives.	X				Ministry of National Languages and Social Integration	UNDP (BCPR)	Trainings & Workshops	2,000	
	6.5.1b Identification of a technical service provider for design of initiative, including consultations with youth, government and non-government stakeholders and capacity assessments		X			Ministry of National Languages and Social Integration	UNDP (BCPR)	Local Consultants	10,000	

	6.5.2 Implementation of pilot initiative to facilitate and support social integration and reconciliation actions of youth leaders in 2 districts through technical service provider (Empowerment of Youth Leaders for Social Integration) - youth may select from the district of Ratnapura & Batticaloa		x	x	x	Ministry of National Languages and Social Integration	UNDP (BCPR)	Grants	90,000	30,500
	6.5.3 Monitoring & Evaluation		x	x	x	Ministry of National Languages and Social Integration	UNDP (BCPR)	Travel & DSA	1,000	500
Output 6 Total									**196,500**	**31,000**
GRAND TOTAL									**374,870**	**42,130**

II.   MANAGEMENT ARRANGEMENTS

2014
In 2014, the *Strengthening Enforcement of Law, Access to Justice and Social Integration in Sri Lanka* Programme was nationally implemented (NIM) by the Ministries of National Languages and Social Integration (MNLSI); Justice (MoJ); Rehabilitation and Prison Reforms (MRPR); and Ministry of Child Development and Women's Affairs (MCDWA) respectively, as detailed in the four Ministry-specific project documents and corresponding annual work plans for 2014 signed by each of the implementing partners (IPs) and UNDP.

2015

The subjects covered by the 4 Implementing Partners under the SELAJSI Programme prior to appointment of the 2015 National Government and Ministries (following the Presidential Elections held on 8th January 2015), have been absorbed by-and-large under the portfolios of 3 new Ministries. These are as follows:

1. Ministry of Public Administration, Provincial Councils, Local Government and Democratic Governance (MPubAd): oversees the formulation of policies, programmes and projects in regard to the subjects of public administration, Provincial Councils, local government, democratic governance, national languages and social integration.
2. Ministry of Justice and Labour Relations (MOJ): oversees the formulation of policies, plans and programmes in respect of the administration of justice and labour relations, including prisons.
3. Ministry of Women's Affairs (MWA: oversees the formulation of policies, programmes and projects in regard to women's affairs, including gender justice and the prevention of sexual and gender based violence.

Accordingly, the IP for this Project in 2015 will be MPubAd which will be responsible and accountable for the implementation of the enclosed work plan.

While this Project contributes to achieving the overall outcome of the SELAJSI Programme's results framework, the IP for this Project will be responsible and accountable for implementing the following output under the overall SELAJSI programme's results framework:

Ministry of Public Administration, Provincial Councils, Local Government and Democratic Governance

- **Output 5**: National institutions and actors (state and civic) have stronger capacities for policy-making and policy actions aimed at promoting dialogue, social integration and reconciliation
- **Output 6**: A better aware public, especially youth and women, engaged in social integration and reconciliation actions

The IP may enter into agreements with other IPs under the SELAJSI Programme as Responsible Parties (RPs) to assist in delivering project outputs. In addition, the IP may enter into agreements with other entities as RPs – both government and non-government (academic institutions, research organizations, civil society organizations, etc.), to assist in successfully delivering project outputs. RPs are directly accountable to the IP in accordance with the terms of their agreement with the IP. The IP may also use RPs in order to take advantage of their specialized skills, to mitigate risks and to relieve administrative burdens.

Programme Board and nationally implemented structure:
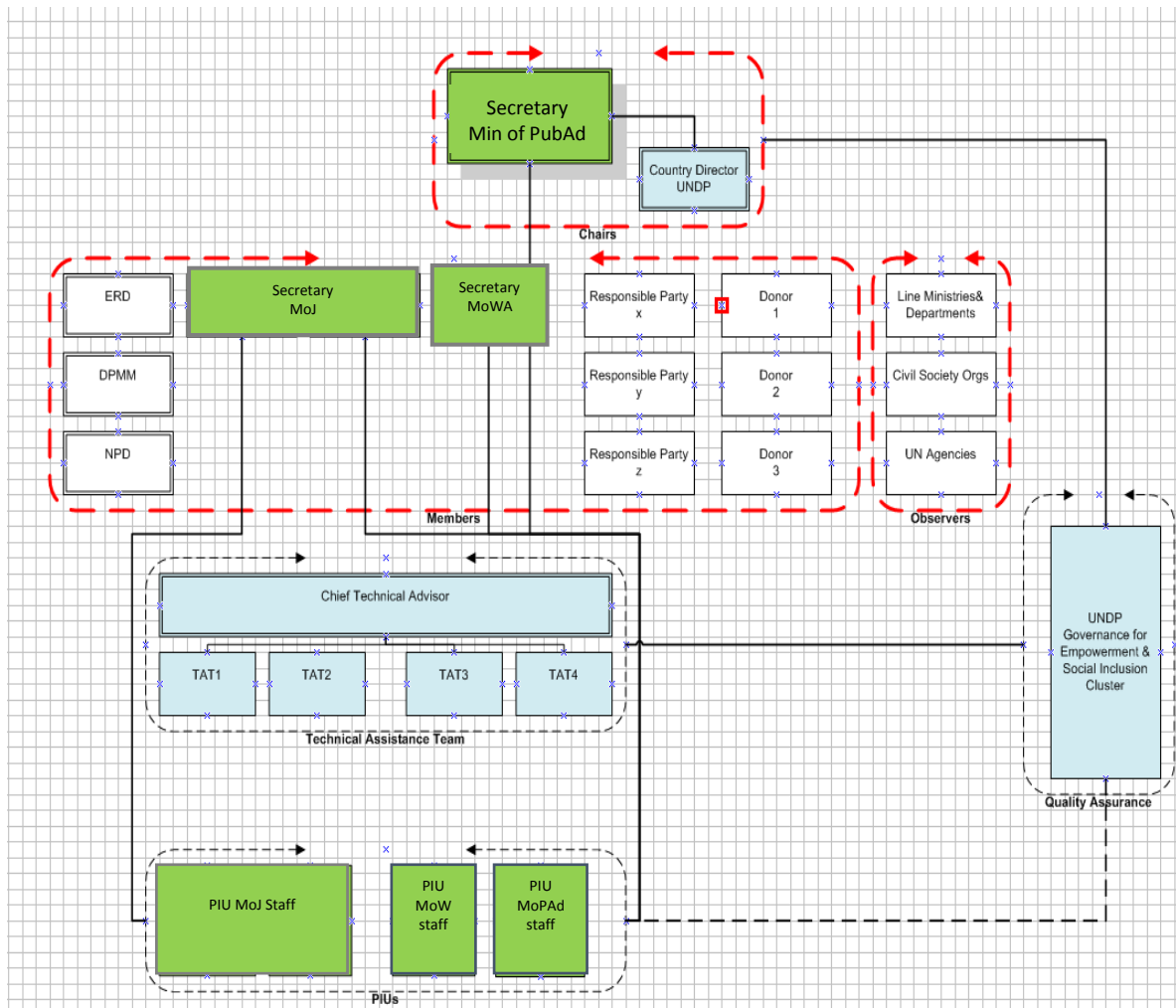
MPubAd	Ministry of Public Administration, Provincial Councils, Local Government and Democratic Governance
MOJ	Ministry of Justice and Labour Relations
MWA	Ministry of Women's Affairs
ERD	External Resources Department, Ministry of Policy Planning and Economic Affairs
DPMM	Department of Project Management and Monitoring, Ministry of Finance
NPD	National Planning Department, Ministry of Policy Planning and Economic Affairs
PIUs	Project Implementation Units
TAT	Technical Assistance Team
UNDP	United Nations Development Programme

The Programme (comprising of 4 projects in the year 2014 and of 3 projects in 2015) is governed by a Programme Board chaired by the MPubAd and co-chaired by UNDP. The Board will consist of the MOJ and MWA, representatives from the relevant Departments of the Government Coordinating Agency (External Resources Department, National Planning Department and Department of Project Management and Monitoring), key responsible parties (Judicial Services Commission, Department of Police, etc.,), donors and other members approved by the LPAC. The Programme Board may also invite key partners/stakeholders as "Observers" for meetings as and when necessary. These may include *inter alia* line ministries and departments, civil society organizations and United Nations agencies.

The Programme Board is the highest-level programme management and oversight body. It will provide policy guidance, review progress against target results, and ensure coordination and collaboration among the 3 projects and with other national initiatives and development projects. The Programme Board will meet at least bi-annually and will receive reports from the 3 projects through the respective Project Implementation Units (PIUs). The main responsibilities of the Programme Board are to:

- Identify synergies and complementarities and strengthen coordination and collaboration between the 3 individual projects contributing to the overall Programme.
- Review reports from the Project Implementation Units and provide strategic guidance and policy direction.
- Review and endorse annual work plans (including budgets) from the respective PIUs.
- Provide oversight and review progress against target results.
- Review assessments, evaluations and recommendations in respect of the 3 projects and provide strategic guidance, as required.
- Recommend new or revised policy directions in the planning and implementation of the 3 projects in light of new national planning documents.
- Provide guidance when tolerance levels (on time and budget) have been exceeded by the PIUs.
- Support coordination and effective working relationships, as required, with other government and non-government bodies with which the 3 projects must interact to achieve results.

In addition, it is the role of the Programme Board to:

- Assume overall responsibility for the successful implementation of the 3 projects, and be accountable to the Government and UNDP for the proper and effective use of project resources.
- Ensure that prior obligations and prerequisites of the Government in respect of the 3 projects are met.
- Identify and obtain any support, relevant agency clearances and advice required for the management, planning and control of the 3 projects.

Apart from the Programme Board meetings, the Chair of the Programme Board will convene regular progress review and coordination meetings with the other IP Ministries as well as the Responsible Parties with whom the Implementing Partners enter into agreements for delivering specific outputs.

The UNDP's Governance for Empowerment and Social Inclusion Cluster will carry out the quality assurance role on behalf of the Programme Board. The Programme Assurance role supports the Programme Board by carrying out objective and independent programme oversight and monitoring functions. This role ensures appropriate programme management milestones are managed and completed. The UNDP Cluster Lead/Programme Analyst typically holds the Programme Assurance role.

In addition, the Programme Board will be supported by a Technical Assistance Team (TAT), composed of long - and short-term experts on the areas covered by the programme. The TAT's role is two-fold: it will provide (1) policy advisory services to the Programme Board, as well as (2) guidance and technical assistance to the 3 PIUs. The TAT, together with the PIUs, will focus on capacity development of relevant government entities, as well as identifying and supporting measures that promote closer cooperation, coordination and systems as well as their institutionalization amongst the justice and social integration actors. The TAT will also support the strengthening of partnerships between government entities and civil society organizations as well as improved planning and policy-making for the justice and social integration sectors. The key functions of the TAT will also include supporting the various Committees (Technical and High Level Forums) to identify and commission relevant studies/assessments and interventions (where

possible as joint initiatives with other potential partners); to improve access to justice and social integration outcomes; to function as a high-level advocacy engine to enable translation of identified bottlenecks in the administration of justice and social integration process into an agenda for reform; and to facilitate the move towards a more holistic approach for budgeting and planning across the justice and social integration sectors. The TAT will report to the Programme Board. In 2015 the TAT is headed by the Chief Technical Advisor and supported by 4 Technical Coordinators focusing on the key subject areas of Social Integration, Access to Justice, Prison Reforms and Gender and Women's Empowerment.

Project Implementation Units (PIUs)

The 3 projects constituting the SELAJSI Programme will be implemented by the respective PIUs which will be headed by a **National Project Director** who will *ex officio* the Secretary to the Ministry of Public Administration, Provincial Councils, Local Government and Democratic Governance. The main responsibilities of each PIU are to:

- Effectively deliver their designated project outputs and/or activity results and/or specific activities and contribute to achievement of the overall results and outcome of the programme, with a special focus on resolving problems and bottlenecks.
- Ensure relevant approvals are given for project activities.
- Review and monitor the progress of annual work plans and budgets.
- Prepare quarterly work plans and quarterly expenditure estimates.
- Ensure financial management (including reporting) of the projects.
- Prepare procurement and human resource plans and confirm procedures and progress.
- Support compliance with regulations and rules.
- Provide results-based reports on progress against work plans to the Programme Board, Government, UNDP, donors, etc.
- Attend the Programme Board meetings and prepare presentations and other documentation for the Board, as required.
- Take relevant actions based on recommendations and issues referred by the Programme Board.
- Facilitate project and programme reviews and evaluations to support project and programme assurance for performance improvement, accountability and learning.
- Facilitate effective communication, coordination and systems between the partner institutions.
- Identify cross-institutional problems and solutions and recommend cost-effective mechanisms for problem solving and agreeing on the way forward.

The PIUs will be staffed by officers from the respective IPs and/or through placement of individuals recruited on government project contracts to serve dedicatedly on the Project. These officers will have at minimum proven capacities in the technical areas of the programme and project, results-based management, administration, finance, human resources, procurement and/or public information. The Technical Assistance Team will support the respective Project Implementation Units in carrying out the above-mentioned responsibilities.

The respective IPs and RPs will together establish the sub-national structures (based on the need and requirement) for managing and implementing project interventions in the area models of Ratnapura, Anuradhapura and Batticaloa, which were identified in 2014.

III. MONITORING FRAMEWORK AND EVALUATION

In accordance with the programming policies and procedures outlined in the UNDP User Guide, the project will be monitored through the following:

Within the annual cycle

- ➢ On a quarterly basis, a quality assessment shall record progress towards the completion of key results, based on quality criteria and methods captured in the Quality Management table below.

- ➢ An Issue Log shall be activated in Atlas and updated by the Project Manager to facilitate tracking and resolution of potential problems or requests for change.

- ➢ Based on the initial risk analysis submitted (see annex 1), a risk log shall be activated in Atlas and regularly updated by reviewing the external environment that may affect the project implementation.

- ➢ Based on the above information recorded in Atlas, a Project Progress Reports (PPR) shall be submitted by the Project Manager to the Project Board through Project Assurance, using the standard report format available in the Executive Snapshot.

- ➢ a project Lesson-learned log shall be activated and regularly updated to ensure on-going learning and adaptation within the organization, and to facilitate the preparation of the Lessons-learned Report at the end of the project

- ➢ a Monitoring Schedule Plan shall be activated in Atlas and updated to track key management actions/events

Annually

- ➢ **Annual Review Report**. An Annual Review Report shall be prepared by the Project Manager and shared with the Project Board and the Outcome Board. As minimum requirement, the Annual Review Report shall consist of the Atlas standard format for the QPR covering the whole year with updated information for each above element of the QPR as well as a summary of results achieved against pre-defined annual targets at the output level.
- ➢ **Annual Project Review**. Based on the above report, an annual project review shall be conducted during the fourth quarter of the year or soon after, to assess the performance of the project and appraise the Annual Work Plan (AWP) for the following year. In the last year, this review will be a final assessment. This review is driven by the Programme Board and may involve other stakeholders as required. It shall focus on the extent to which progress is being made towards outputs, and that these remain aligned to appropriate outcomes.

Considering the substantive and operational complexity and unique features of the SELAJSI Programme, a mid-term and final evaluation will be conducted, in end 2015/early 2016 and end-2017 respectively. As a Project which contributes to two of the Programme's six Outputs, this Project will be included as part of this Programme Evaluation.

Quality Management for Project Activity Results

Replicate the table for each activity result of the AWP to provide information on monitoring actions based on quality criteria. To be completed during the process "Defining a Project" if the information is available. This table shall be further refined during the process "Initiating a Project".

OUTPUT 1:		
Activity Result 1 (Atlas Activity ID)		Start Date: End Date:
Purpose	*What is the purpose of the activity?*	
Description	*Planned actions to produce the activity result.*	
Quality Criteria *how/with what indicators the quality of the activity result will be measured?*	**Quality Method** *Means of verification. What method will be used to determine if quality criteria has been met?*	**Date of Assessment** *When will the assessment of quality be performed?*

IV. LEGAL CONTEXT

This document together with the CPAP signed by the Government and UNDP which is incorporated by reference constitute together a Project Document as referred to in the SBAA and all CPAP provisions apply to this document.

Consistent with the Article III of the Standard Basic Assistance Agreement, the responsibility for the safety and security of the implementing partner and its personnel and property, and of UNDP's property in the implementing partner's custody, rests with the implementing partner.

The implementing partner shall:

a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried;

b) assume all risks and liabilities related to the implementing partner's security, and the full implementation of the security plan.

UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this agreement.

The implementing partner agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via : http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document".

ANNEXES

-Risk Analysis: An assessment of risks that may affect the project.

-Terms of Reference: TOR for key project personnel under.

-Capacity Assessment: Results of capacity assessments of Implementing Partner and HACT Micro Assessment.

-Letter of Agreement: Standard Letter of Agreement between UNDP and the Government for the Provision of Support Services and Attachment 1 (Description of UNDP Country Office Support Services).

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Annex 2: STANDARD LETTER OF AGREEMENT BETWEEN UNDP AND THE GOVERNMENT FOR THE PROVISION OF SUPPORT SERVICES

Dear Mr. Kumarasiri,

1.   Reference is made to consultations between officials of the Government of the Democratic Socialist Republic of Sri Lanka (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 document, 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 document, 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 document is revised with the mutual agreement of the UNDP resident representative and the designated institution.

5.   The relevant provisions of the UNDP Standard Basic Assistance Agreement, 20 May 1990 (the "SBAA"), 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 document.

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45

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 document.

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

Razina Bilgrami
Country Director, a.i

A. Kumarasiri
Director General
Department of External Resources
Ministry of Finance and Planning
The Secretariat
Colombo-01 - Sri Lanka.

For the Government

Mr. Ajantha Kumarasiri
Director General, Department of External Resources
On behalf of the Government of the Democratic Socialist Republic of Sri Lanka

23 May 2013

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46

to the

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

DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES

1.   Reference is made to consultations between *Ministry of Public Administration, Provincial Councils, Local Government and Democratic Governance* the institution designated by the Government of Sri Lanka and officials of UNDP with respect to the provision of support services by the UNDP country office for the nationally managed programme or project Strengthening Enforcement of Law, Access to Justice and Social Integration – Focus on Social Integration Project (Project Number: 75936 Output Number: 87573).

2.   In accordance with the provisions of the letter of agreement signed on 23 May 2013 and the attached *project document*, the UNDP country office shall provide support services for the *Project* as described below.

3.   Support services to be provided:

Support services (insert description)	Schedule for the provision of the support services	Cost to UNDP of providing such support services (USD)	Amount and method of reimbursement of UNDP (where appropriate)
1.Technical Support Services through placement of Chief Technical Coordinator and Technical Coordinator-Social Integration to serve in the Technical Assistance Team (Human Resources)	Throughout 2015	Estimated: USD 36,660	Charged to the Project

4.   Description of functions and responsibilities of the parties involved:

-UNDP will undertake the recruitment process for the placement of Technical Support Services for this Project and provide the necessary equipment (i.e. laptop) and travel related support for the fulfillment of the Technical Support functions.
-The Ministry will undertake to provide the workspace, office based furniture, communications and equipment facilities required for the fulfillment of Technical Support for the Project.