




UN Development Programme
Nepal - Kathmandu

Award ID: 00049651
Award Title: Strengthening the Capacity of National Human Rights Commission in Nepal

Donor	Donor Code	Fund	Budget in US\$					Total
			2009	2010	2011	2012	2013	
UNDP	00012	04000	18,129	34,969	31,620		301,000	385,718
DANIDA	00329	30000		115,283	108,551	129,188	39,935	392,957
UKM	00248	30000		112,384	171,371	15,247	24,186	323,188
FINLAND	00110	30000		177,169	104,447	225,048	54,045	560,709
SDC	10282	30000		37,879	74,597	214,089	190,375	516,940
OHCHR	01860	30000				30,316	31,874	62,190
Total Budget			18,129	477,684	490,586	613,888	641,415	2,241,702
Total Budget as per last revision								2,211,702
Net Increase								30,000
Award Total								2,241,702
OHCHR (parallel funding)								300,380

Start date: 4 August 2009
Operational close date: 30 June 2014
Financial close date: 30 June 2015
Implementing Agency: National Human Rights Commission
Revision Type: Substantive Revision 8

Brief Description: This revision has been prepared to include an additional amount of USD 30,000 in Project 00060718 under SCNHR, from TRAC to eliminate budget deficit under donor's fund. The total budget for 2013 will be USD 641,415

	Signature	Date	Name/Title
Agreed by: (UNDP)		3 Oct. 2013	Jørn Sørensen Country Director, a.i.





UN Development Programme
Nepal - Kathmandu

Award ID:
Award Title:

00049651
Strengthening the Capacity of National Human Rights Commission in Nepal

Donor	Donor Code	Fund	Budget in US\$					Total
			2009	2010	2011	2012	2013	
UNDP	00012	04000	18,129	34,969	31,620		271,000	355,718
DANIDA	00329	30000		115,283	108,551	129,188	9,598	362,620
UKM	00248	30000		112,384	171,371	15,247	28,933	327,935
FINLAND	00110	30000		177,169	104,447	225,048	112,494	619,158
SDC	10282	30000		37,879	74,597	214,089	139,390	465,955
OHCHR	01860	30000				30,316	50,000	80,316
Total Budget			18,129	477,684	490,586	613,888	611,415	2,211,702
Total Budget as per last revision								1,989,672
Net Increase								171,000
Award Total								2,211,702
OHCHR (parallel funding)								300,380

Start date: 4 August 2009
Operational close date: 30 September 2013
Financial close date: 30 September 2014
Implementing Agency: National Human Rights Commission
Revision Type: Substantive Revision 7

Brief Description: This revision has been prepared to include an additional amount of USD 8,000 in Projects 00060718/00072574 under SCNHR, from TRAC to eliminate the cost sharing deficit. The total budget for 2013 will be USD 611,415.

Signature

Date

Name/Title

Agreed by:
(UNDP)

23 Oct. 2013

Jørn Sørensen
Deputy Country Director



Annual Work Plan

Nepal - Kathmandu

Project: 00049651

Report Date: 29/10/2013

Project Title: Strengthening the Capacity of Human Rights Commission

Year: 2013

Output	Key Activities	Timeframe		Responsible Party	Planned Budget				
		Start	End		Fund	Donor	Budget Descr	Amount US\$	
00060718 National human rights	Formulation of strategies and	1/1/10	31/12/13	NEP-National Human Rights Comr	30000	FIN	71300	Local Consultants	1,280.00
					NEP-National Human Rights Comr	04000	UNDP	71300	Local Consultants
				NEP-National Human Rights Comr	04000	UNDP	71600	Travel	1,000.00
				NEP-National Human Rights Comr	04000	UNDP	74200	Audio Visual&Print Prod Costs	3,510.00
				NEP-National Human Rights Comr	04000	UNDP	74500	Miscellaneous Expenses	500.00
				NEP-National Human Rights Comr	04000	UNDP	75700	Training, Workshops and Confe	1,500.00
				NEP-National Human Rights Comr	04000	UNDP	72500	Supplies	600.00
				NEP-National Human Rights Comr	30000	FIN	74200	Audio Visual&Print Prod Costs	0.00
				NEP-National Human Rights Comr	30000	FIN	72500	Supplies	875.00
				NEP-National Human Rights Comr	30000	FIN	71600	Travel	3,304.00
				NEP-National Human Rights Comr	30000	FIN	74500	Miscellaneous Expenses	613.00
				NEP-National Human Rights Comr	30000	FIN	75700	Training, Workshops and Confe	7,900.00
	Incorporating HR in constitut	1/1/10	31/12/13	NEP-National Human Rights Comr	04000	UNDP	71300	Local Consultants	3,600.00
				NEP-National Human Rights Comr	04000	UNDP	72100	Contractual Services-Companie	6,000.00
				NEP-National Human Rights Comr	30000	FIN	75700	Training, Workshops and Confe	0.00
				UNDP	04000	UNDP	72500	Supplies	90.00
				NEP-National Human Rights Comr	04000	UNDP	71600	Travel	51,500.00
				NEP-National Human Rights Comr	04000	UNDP	72500	Supplies	5,000.00
				NEP-National Human Rights Comr	04000	UNDP	74500	Miscellaneous Expenses	5,500.00
				NEP-National Human Rights Comr	30000	FIN	74200	Audio Visual&Print Prod Costs	0.00
				NEP-National Human Rights Comr	30000	FIN	71600	Travel	0.00
				NEP-National Human Rights Comr	30000	FIN	72100	Contractual Services-Companie	0.00
				NEP-National Human Rights Comr	30000	FIN	74500	Miscellaneous Expenses	0.00
				NEP-National Human Rights Comr	04000	UNDP	74200	Audio Visual&Print Prod Costs	7,500.00
				NEP-National Human Rights Comr	30000	FIN	72500	Supplies	0.00
				NEP-National Human Rights Comr	04000	UNDP	75700	Training, Workshops and Confe	19,000.00
				UNDP	04000	UNDP	71600	Travel	350.00
				UNDP	04000	UNDP	75700	Training, Workshops and Confe	2,160.00
				UNDP	04000	UNDP	71300	Local Consultants	255.00



Annual Work Plan

Nepal - Kathmandu

Project: 00049651

Project Title: Strengthening the Capacity of Human Rights Commission

Year: 2013

Report Date: 29/10/2013

Output	Key Activities	Timeframe		Responsible Party	Planned Budget				
		Start	End		Fund	Donor	Budget Descr	Amount US\$	
	Incorporating HR in constitut	1/1/10	31/12/13	UNDP	04000	UNDP	74500	Miscellaneous Expenses	95.00
	Programme Support cost	1/1/10	31/12/13	NEP-National Human Rights Comr	30000	FIN	71300	Local Consultants	0.00
				NEP-National Human Rights Comr	04000	UNDP	74500	Miscellaneous Expenses	1,935.00
				NEP-National Human Rights Comr	30000	UNHCHR	71300	Local Consultants	12,793.00
				NEP-National Human Rights Comr	30000	UNHCHR	71400	Contractual Services - Individ	0.00
				NEP-National Human Rights Comr	30000	SDC	71600	Travel	2,568.00
				UNDP	04000	UNDP	74500	Miscellaneous Expenses	6,463.00
				NEP-National Human Rights Comr	04000	UNDP	71200	International Consultants	5,000.00
				NEP-National Human Rights Comr	30000	UNHCHR	73200	Premises Alternations	470.00
				NEP-National Human Rights Comr	30000	UNHCHR	72500	Supplies	2,915.00
				NEP-National Human Rights Comr	30000	DANIDA	71400	Contractual Services - Individ	0.00
				NEP-National Human Rights Comr	30000	FIN	71400	Contractual Services - Individ	8,959.00
				NEP-National Human Rights Comr	30000	UNHCHR	71600	Travel	2,766.00
				NEP-National Human Rights Comr	04000	UNDP	71300	Local Consultants	10,290.00
				UNDP	04000	UNDP	72400	Communic & Audio Visual Equip	500.00
				NEP-National Human Rights Comr	04000	UNDP	72500	Supplies	500.00
				NEP-National Human Rights Comr	30000	UNHCHR	74100	Professional Services	0.00
				NEP-National Human Rights Comr	30000	UNHCHR	73400	Rental & Maint of Other Equip	534.00
				NEP-National Human Rights Comr	04000	UNDP	71400	Contractual Services - Individ	15,000.00
				NEP-National Human Rights Comr	30000	SDC	74200	Audio Visual&Print Prod Costs	0.00
				NEP-National Human Rights Comr	30000	SDC	72500	Supplies	1,237.00
				NEP-National Human Rights Comr	30000	SDC	72200	Equipment and Furniture	1,509.00
				NEP-National Human Rights Comr	30000	SDC	73100	Rental & Maintenance-Premises	0.00
				NEP-National Human Rights Comr	04000	UNDP	73100	Rental & Maintenance-Premises	800.00
				NEP-National Human Rights Comr	30000	SDC	74500	Miscellaneous Expenses	4,647.00
				UNDP	30000	SDC	75100	Facilities & Administration	4,000.00
				NEP-National Human Rights Comr	30000	SDC	71300	Local Consultants	5,939.00
				UNDP	04000	UNDP	71300	Local Consultants	1,435.00
				NEP-National Human Rights Comr	04000	UNDP	73400	Rental & Maint of Other Equip	1,800.00



Annual Work Plan

Nepal - Kathmandu

Project: 00049651

Project Title: Strengthening the Capacity of Human Rights Commission

Year: 2013

Report Date: 29/10/2013

Output	Key Activities	Timeframe		Responsible Party	Planned Budget								
		Start	End		Fund	Donor	Budget Descr	Amount US\$					
Programme Support cost		1/1/10	31/12/13	NEP-National Human Rights Comr	30000	SDC	72400	Communic & Audio Visual Equip	1,799.00				
				UNDP	04000	UNDP	73400	Rental & Maint of Other Equip	310.00				
				NEP-National Human Rights Comr	30000	UNHCHR	74500	Miscellaneous Expenses	915.00				
				NEP-National Human Rights Comr	30000	UNHCHR	73100	Rental & Maintenance-Premises	1,425.00				
				UNDP	30000	UNHCHR	75100	Facilities & Administration	1,485.00				
				NEP-National Human Rights Comr	04000	UNDP	72200	Equipment and Furniture	500.00				
				NEP-National Human Rights Comr	04000	UNDP	71600	Travel	1,500.00				
				NEP-National Human Rights Comr	30000	SDC	73400	Rental & Maint of Other Equip	1,200.00				
				NEP-National Human Rights Comr	30000	SDC	71400	Contractual Services - Individ	43,424.00				
				UNDP	04000	UNDP	71400	Contractual Services - Individ	6,710.00				
				Strengthening HR treaty		1/1/10	31/12/13	NEP-National Human Rights Comr	30000	UNHCHR	72400	Communic & Audio Visual Equip	1,000.00
								NEP-National Human Rights Comr	04000	UNDP	74500	Miscellaneous Expenses	600.00
								NEP-National Human Rights Comr	30000	SDC	75700	Training, Workshops and Confer	17.00
								NEP-National Human Rights Comr	30000	UNHCHR	74500	Miscellaneous Expenses	1,603.00
								NEP-National Human Rights Comr	04000	UNDP	72500	Supplies	500.00
NEP-National Human Rights Comr	30000	SDC	72100					Contractual Services-Companie	0.00				
NEP-National Human Rights Comr	30000	SDC	71300					Local Consultants	0.00				
NEP-National Human Rights Comr	30000	SDC	72500					Supplies	650.00				
NEP-National Human Rights Comr	04000	UNDP	75700					Training, Workshops and Confer	2,000.00				
NEP-National Human Rights Comr	30000	SDC	74500					Miscellaneous Expenses	0.00				
Strengthening NHRC'capaci		1/1/10	31/12/13	NEP-National Human Rights Comr	30000	UNDP	71600	Travel	1,000.00				
				NEP-National Human Rights Comr	04000	UNHCHR	75100	Facilities & Administration	852.00				
				NEP-National Human Rights Comr	04000	UNDP	74200	Audio Visual&Print Prod Costs	1,600.00				
				NEP-National Human Rights Comr	30000	SDC	71600	Travel	5,139.00				
				NEP-National Human Rights Comr	30000	UNHCHR	71300	Local Consultants	185.00				
				NEP-National Human Rights Comr	30000	SDC	74200	Audio Visual&Print Prod Costs	2,255.00				
				NEP-National Human Rights Comr	30000	UNHCHR	75700	Training, Workshops and Confer	4,931.00				
				NEP-National Human Rights Comr	30000	FIN	72500	Supplies	2,361.00				
				NEP-National Human Rights Comr	04000	UNDP	75700	Training, Workshops and Confer	21,359.00				



Annual Work Plan

Nepal - Kathmandu

Project: 00049651

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Year: 2013

Report Date: 29/10/2013

Output	Key Activities	Timeframe		Responsible Party	Planned Budget				
		Start	End		Fund	Donor	Budget Descr	Amount US\$	
Strengthening NHRC's Capac	Strengthening NHRC's Capac	1/1/10	31/12/13	NEP-National Human Rights Comr	30000	FIN	75700	Training, Workshops and Confer	0.00
					04000	UNDP	72500	Supplies	1,200.00
					04000	UNDP	75700	Training, Workshops and Confer	3,520.00
					30000	FIN	71600	Travel	0.00
					30000	UKM	71300	Local Consultants	3,545.00
					04000	UNDP	74500	Miscellaneous Expenses	3,850.00
					04000	UNDP	73100	Rental & Maintenance-Premises	4,000.00
					30000	FIN	74500	Miscellaneous Expenses	0.00
					04000	UNDP	74200	Audio Visual&Print Prod Costs	1,000.00
					04000	UNDP	71300	Local Consultants	7,017.00
					04000	UNDP	71600	Travel	4,000.00
					30000	FIN	73400	Rental & Maint of Other Equip	1,764.00
					30000	FIN	72400	Communic & Audio Visual Equip	268.00
					30000	FIN	71300	Local Consultants	2,000.00
					30000	FIN	74200	Audio Visual&Print Prod Costs	4,721.00
					30000	DANIDA	71600	Travel	19,978.00
					Strengthening NHRC's Capa	Strengthening NHRC's Capa	1/1/10	31/12/13	UNDP
30000	DANIDA	73300	Rental & Maint of Info Tech Eq	2,612.00					
04000	UNDP	71600	Travel	0.00					
30000	SDC	72200	Equipment and Furniture	12,324.00					
04000	UNDP	72400	Communic & Audio Visual Equip	22.00					
30000	SDC	71600	Travel	52,884.00					
04000	UNDP	74500	Miscellaneous Expenses	7,799.00					
30000	UKM	75700	Training, Workshops and Confer	6,000.00					
30000	SDC	71300	Local Consultants	3,000.00					
30000	SDC	73400	Rental & Maint of Other Equip	1,073.00					
04000	UNDP	72400	Communic & Audio Visual Equip	0.00					
30000	SDC	72400	Communic & Audio Visual Equip	7,178.00					
30000	DANIDA	74200	Audio Visual&Print Prod Costs	3,000.00					



Annual Work Plan

Nepal - Kathmandu

Project: 00049651

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Report Date: 29/10/2013

Year: 2013

Output	Key Activities	Timeframe		Responsible Party	Planned Budget				
		Start	End		Fund	Donor	Budget Descr	Amount US\$	
	Strengthening NHRC's Capa	1/1/10	31/12/13	UNDP	04000	UNDP	71600	Travel	1,830.00
				UNDP	04000	UNDP	72200	Equipment and Furniture	2,980.00
				NEP-National Human Rights Comr	04000	UNDP	72500	Supplies	5,709.00
				NEP-National Human Rights Comr	04000	UNDP	71300	Local Consultants	19,690.00
				UNDP	04000	UNDP	71300	Local Consultants	45.00
				NEP-National Human Rights Comr	04000	UNDP	72100	Contractual Services-Companie	10,646.00
				NEP-National Human Rights Comr	30000	SDC	75700	Training, Workshops and Confer	38,855.00
				UNDP	04000	UNDP	75700	Training, Workshops and Confer	4,325.00
				NEP-National Human Rights Comr	04000	UNDP	74200	Audio Visual&Print Prod Costs	13,725.00
				NEP-National Human Rights Comr	30000	DANIDA	73200	Premises Alternations	2,313.00
				NEP-National Human Rights Comr	30000	UKM	72200	Equipment and Furniture	10,000.00
				UNDP	04000	UNDP	74200	Audio Visual&Print Prod Costs	2,720.00
				NEP-National Human Rights Comr	30000	DANIDA	75700	Training, Workshops and Confer	2,032.00
				NEP-National Human Rights Comr	30000	DANIDA	71200	International Consultants	10,000.00
				NEP-National Human Rights Comr	30000	DANIDA	72200	Equipment and Furniture	0.00
				NEP-National Human Rights Comr	04000	UNDP	72800	Information Technology Equipm	5,004.00
				NEP-National Human Rights Comr	04000	UNDP	75700	Training, Workshops and Confer	0.00
TOTAL									605,186.00
00072574	Selected Laws Review								
	Initiate for amendments	1/1/10	31/12/13	NEP-National Human Rights Comr	30000	UKM	74200	Audio Visual&Print Prod Costs	400.00
				NEP-National Human Rights Comr	30000	UKM	75700	Training, Workshops and Confer	0.00
				NEP-National Human Rights Comr	04000	UNDP	75700	Training, Workshops and Confer	6,766.00
				NEP-National Human Rights Comr	30000	UKM	74500	Miscellaneous Expenses	622.00
				NEP-National Human Rights Comr	04000	UNDP	71300	Local Consultants	0.00
				NEP-National Human Rights Comr	30000	UKM	72500	Supplies	0.00
				NEP-National Human Rights Comr	30000	FIN	72500	Supplies	0.00
				NEP-National Human Rights Comr	30000	UKM	71300	Local Consultants	1,545.00
				UNDP	04000	UNDP	74500	Miscellaneous Expenses	4,145.00
				NEP-National Human Rights Comr	30000	SDC	72500	Supplies	677.00
				NEP-National Human Rights Comr	30000	UKM	71600	Travel	1,915.00



Annual Work Plan

Nepal - Kathmandu

Project: 00049651

Report Date: 29/10/2013

Project Title: Strengthening the Capacity of Human Rights Commission

Year: 2013

Output	Key Activities	Timeframe		Responsible Party	Planned Budget				
		Start	End		Fund	Donor	Budget Descr	Amount US\$	
	Initiate for amendments	1/1/10	31/12/13	NEP-National Human Rights Comr	30000	FIN	74500	Miscellaneous Expenses	1,086.00
				NEP-National Human Rights Comr	30000	UKM	72200	Equipment and Furniture	159.00
				NEP-National Human Rights Comr	30000	FIN	74200	Audio Visual&Print Prod Costs	500.00
				NEP-National Human Rights Comr	30000	FIN	71600	Travel	18,414.00
TOTAL									36,229.00
GRAND TOTAL									641,415.00

Best
Binod

From: Govinda Poudyal
Sent: Friday, October 25, 2013 2:55 PM
To: Tek Tamata
Cc: Binod Lamsal; Kamlesh Lama
Subject: FW: Case ID 414341 Resolved: Ann Hoong-may

Dear Tek ji,

I reviewed the 3 APJVs-FRs of SCNHRC and found out that the August's FRs cannot be made valid due to the inadequate donor's cash fund in Atlas. Therefore, please request Binod for additional financial support of USD 28,000 to make valid of APJV for August. APJVs for July and September could be made valid.

Best regards,
Govinda

From: user.services@undp.org [mailto:user.services@undp.org]
Sent: Thursday, October 24, 2013 6:39 AM
To: Govinda Poudyal
Subject: RE: Case ID 414341 Resolved: Ann Hoong-may

Dear Govinda,

You are having exceptions in your cash ledger for project 00060718, fund 30000 and donor 00110 and 00329.

The amount available should be as per your PRO since that report comes from KK.

Let me know if there is anything you need to clarify further.

Warm regards,

Ann

Dear Ann,

Many thanks for your prompt response.

I am not able to valid budget of the following two APJVs related to FRs. I would be grateful to you if you could kindly review them and advise for its validation.

Please click on the link below to access this transaction:

https://finance.partneragencies.org/psp/UNDPP1FS/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBL?Page=VCHR_SUMMARY_PG&BUSINESS_UNIT=NPL10&VOUCHER_ID=00118249&Action=U

Please click on the link below to access this transaction:

https://finance.partneragencies.org/psp/UNDPPIFS/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBL?Page=VCHR_SUMMARY_PG&BUSINESS_UNIT=NPL10&VOUCHER_ID=00119495&Action=U

Best regards,
Govinda

From: user.services@undp.org [mailto:user.services@undp.org]
Sent: Wednesday, October 23, 2013 10:03 AM
To: Govinda Poudyal
Subject: Case ID 414341 Resolved

The Case 414341 has been resolved and hence the status has been changed to Closed - Resolved. If the resolution given below does not solve your problem, please let us know.

Best Regards,
User Services

Case Details

Case ID : 414341
Case Status : Closed - Resolved
Problem Summary : Differences in Opening balance between PRO report and CS Deficit report
Assigned Analyst : Ann Hoong-may

Resolution Details :

Dear Govinda,

You will need to go back to 2012 since 2013 opening balance is just a calculation from 2012. The difference is actually based only on your Output 00060718.

If you run for 2012, you will notice that the 2012 opening balance already differs in your PRO and CS Deficit.

The difference is due to the advance 16005 charges. For 2012 opening balance, the PRO would have considered your advances and deducted it to derive your opening balance.

While your CS Deficit would only have taken expenditure amount to derive the opening balances.

For eg. If you look at your advances 16% for 2011, project 00060718 and donor 00110, fund 30000, the amount is 20,640.74 (transactions posted in KK 2011). So the opening balance for the said donor is 224,465 in PRO and 245,106 in CS Deficit.

Warm regards,

Ann

When responding to this email, please perform a reply with history so that the following conversational identifier "[THREAD_ID:1255936]" is included in your response.

Kamlesh Lama

From: Yam Nath Sharma
Sent: Monday, October 28, 2013 9:31 AM
To: Kamlesh Lama
Subject: FW: Case ID 414341 Resolved: Ann Hoong-may

Yam Nath Sharma | Assistant Country Director (Program) | Governance and Rule of Law Unit | United Nations Development Programme – Nepal
| UN House | GPO Box 107 | Pulchowk, Kathmandu | Office: +977 1 5523200 | Fax: +977 1 5523986

From: Jorn Sorensen
Sent: Friday, October 25, 2013 6:33 PM
To: Yam Nath Sharma; Binod Lamsal
Cc: Tek Tamata
Subject: RE: Case ID 414341 Resolved: Ann Hoong-may

That is fine with me in particular after today's delivery meeting.
My best,

Jorn Sorensen | Deputy Country Director (Programme) | United Nations Development Programme - Nepal | UN House | PO Box 107 | Pulchowk,
Kathmandu | Office:
+977 1 5523200 | Fax: +977 1 5523986

From: Yam Nath Sharma
Sent: Friday, October 25, 2013 6:16 PM
To: Binod Lamsal
Cc: Jorn Sorensen; Tek Tamata
Subject: RE: Case ID 414341 Resolved: Ann Hoong-may
Importance: High

Dear Binod jee:
Thank you for the suggestion.

Dear Jorn:
I think that we need additional 28,000 USD from track, in addition to earlier allocation of 8,000 USD to resolve this issue.
With regards
Yam Nath

Yam Nath Sharma | Assistant Country Director (Program) | Governance and Rule of Law Unit | United Nations Development Programme – Nepal
| UN House | GPO Box 107 | Pulchowk, Kathmandu | Office: +977 1 5523200 | Fax: +977 1 5523986

From: Binod Lamsal
Sent: Friday, October 25, 2013 3:47 PM
To: Yam Nath Sharma
Cc: Jorn Sorensen
Subject: FW: Case ID 414341 Resolved: Ann Hoong-may

Dear Yam jee,

I suggest to complete this action as recommended by Govinda jee as soon as possible.

CHECKLIST FOR APPROVAL OF PROJECT DOCUMENT / BUDGET REVISION

Approval of: Project Document
 Project Budget Revision (Regular/Substantive/Closure)

Award Title: 00000049651
 Project ID: 00060718

PROJECT DEVELOPER/REQUESTING PROGRAM UNIT

Please check the appropriate boxes.

For new project documents

Types of documents	Yes	No	N/A
Signed PAC minutes attached			
Project document applicable for CPAP country duly completed			
Implementation Modality and Implementing Partner clearly specified			
Project budget finalized and sources of funds duly identified			
Cost sharing agreements signed; for Joint Program, LOA with donors attached			
Funding gaps, if any, clearly indicated and resource mobilization strategy enclosed			
AWP and budget completed for all years (including Atlas AWP) for the total project budget			
LOA for support services attached and ready for signature			
Risk and issue logs established			
Procurement Plan (including HR) prepared			
For Joint Program, MOU with participation agencies attached			

For project budget revision

Minutes of the project board attached			
Signed cover page of the last budget revision attached	√		
Revised AWP and budget attached			

The above documents are duly attached with the submission.

Program Officer: Tek Tamata
 -Date: _____

ACD: Yam Sharma, ARR
 Date: _____

Review by Gender and Social Inclusion Specialist

(for new project documents)

	Yes	No	N/A
This project addresses the Gender and social inclusion issues			

Signed by _____

Review by MONITORING Team

(for new project documents)

	Yes	No	N/A
Cover Page accurately reflects UNDAF & CP/CPAP Results Framework			
M & E narrative section of the project document complies with UNDP Nepal guidance note			
A Project M & E Framework is annexed to the project document			
Baselines and targets have been established for key indicators in the project M & E framework			
If answer to c or D are no, the M & E narrative section spells out that the M & E framework, including indicators, baselines and targets will be established during the first quarter (or other time frame), and "preparing detailed M & E framework" is included as an activity in the first Annual Work Plan			

Signed by (Monitoring Team) _____

Final Review/Comments by PLANNING and RESOURCE MANAGEMENT Team

	Yes	No	N/A
Cost recovery is correctly captured in the AWP	✓		
Atlas Entry of Budget is correct	✓		

Checked and processed by (PA) GP _____

	Yes	No	N/A
Project document format/Cover Page prepared according to POPP	✓		
Management Arrangement is adequate and clearly reflected	✓		
Project funding arrangement is adequate	✓		
Proposed Project Budget is within Authorized Spending Level (ASL) and in line with UNDP core results areas	✓		

Cleared/endorsed by : BL _____