VII: ONE-YEAR WORK PLAN

EXPECTED OUTPUTS	PLANNED ACTIVITIES	Planned Budget by Year: Year 1 (2019)	RESPONSIBLE PARTY	PLANNED BUDGET		Comment pertaining year one Activities:
				Funding Source	Budget Description	
	1.1 - Establish a network of diverse platforms led by women, to spearhead efforts to be seen and heard in promoting reconciliation throughout the oPt	$ 35,000	UNDP	12	Grants	
	1.2 - Training and exchange of best practices with women from other countries on peace building, conflict resolution, and mediation in the oPt	$ 35,000	UNDP	12	Grants	
Output 1: Strengthening and Establishing Women as contributors to the Reconciliation process Gender Marker 3	1.3 - Hold 15 town meetings between women and local communites throughout the oPt and draft recommendations as well as action plans promoting female inclusion in the reconciliation process, with the aim of a joint gender strategy	$ 30,000	UNDP	12	Grants	
	1.4 - 15 Lobbying activities/workshops with political & factional decision-makers to act upon the recommendations and action plans devised at the community level.	$ 30,000	UNDP	12	Grants	
Sub-total Output 1		**$ 130,000**				
Output 2: Increased political participation among women contributing social and cultural behavioural changes Gender Marker 3	2.1 - Baseline & Final perception survey about women's engagement in reconciliation, divided into general public and women as the target group	$ 30,000	UNDP	12	Grants	

		Amount				
	2.2 - Conduct nationwide advocacy campaigns holding decision makers accountable	$ 37,000	UNDP	12	Grants	
	2.3 - Produce TV & radio spots as well as talk shows promoting women's role in reconciliation.	$ 37,000	UNDP	12	Grants	
Sub-total Output 2		**$ 104,000**				
Total Output 1 & 2 (A)		**$ 234,000**				
Audit	Audit & HACT Assessment	$ 6,000	UNDP	12	Audit	2 Micro-assessment
Visibility & Advocacy	Visibility	$ 2,340	UNDP	12	Communications	
Security	Security	$ 6,879	UNDP	12	Security	
Project Implementation Unit	PIU costs	$ 104,614	UNDP	12	PIU	
Direct Project Costs (DPC) 5%	Quality Assurance, Communications, Finance, Travel, Procurement, GOE, etc.	$ 20,000	UNDP	12	DPC	
Sub-Total (B)		**$ 139,832**				
General Management Support	GMS 7%	$26,168.24	UNDP	12	GMS 8%	
TOTAL		**$ 400,000**				

VIII: GOVERNANCE AND MANAGEMENT ARRANGEMENTS

The project will be implemented as direct implementation (DIM). In UNDP's project management, a following governance structure will be established in ensuring timely delivery of results, avoiding conflict of interests and considering cost effectiveness and efficiency.

Project Board:

The Project Board is the group responsible for making by consensus management decisions for a project when guidance is required by the Project Manager, including recommendation for UNDP/Implementing Partner approval of project plans and revisions. The Project Board meeting will be held bi-annually. A Project Board consists of the following different functions:

- An Executive role represents the project ownership to chair the group. In this project, the UNDP/PAPP Senior Management will be responsible for chairing the group.

- Senior Beneficiary represents the interests of those who will ultimately benefit from the project. The Senior Beneficiary's primary function within the Board is to ensure the realization of project results from the perspective of project beneficiaries. Due to the nature of the project and outputs to be achieved, the Senior Beneficiary will be assumed by the Palestine Liberation Organization (PLO) and other Palestinian political partners which are most relevant to achieving the desired theory of change.

Quality Assurance:

A UNDP programme officer will provide Quality Assurance on the project. All activities related to the Gaza component will coordinated with the Head of the Gaza Office and relevant Gaza programme staff pertaining to the results to be achieved. UNDP programme and operations staff will continuously provide quality assurance through the Harmonized Approach to Cash Transfers (HACT).

Project Team:

UNDP will encompass a team of professional staff with the following composition:
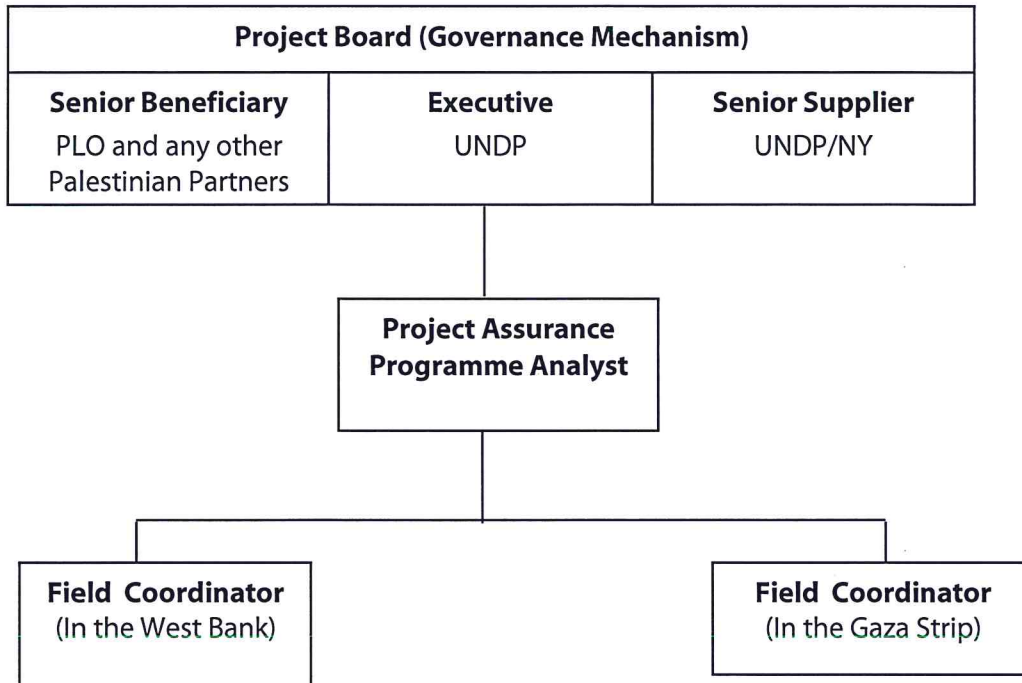
- A Programme Analyst will be responsible (not limited to) for ensuring the day-to-day implementation of the work plan as drafted in this document. The Programme Analyst will also be responsible for reporting on the project results, including financial, at the output level and how they contribute to the associated outcomes in Atlas and through narrative reports. The Programme Analyst will be based in the UNDP Headquarters in Jerusalem.

- Two field coordinators at the (SB 4/UNV) will be based in Ramallah and Gaza. The field coordinator (not limited to) will be responsible for ensuring that preparation, signing, and follow up on responsible party or micro-capital agreements and associated activities that are implemented by Palestinian counterparts. The field coordinator will also be responsible for data collection, monitoring results, and reporting on those results in preparation of the required progress reports.

- A project assistant (SB 3/1) will be assigned (not limited to) to the project to provide administrative and financial support to the project, including Atlas support functions. The project assistant will also provide project support in relation on data input, data control, coordinating with communications, etc. The project assistant will be based in the Jerusalem office, or venue in the West Bank most accessible to achieving the desired results

Committees:

A technical committee will be formed that is inclusive of all Palestinian counterparts working on the project that will meet on a quarterly basis to ensure that activities and interventions are on track in achieving the desired outputs identified in the project document.

Project Organisation Structure

Project Board (Governance Mechanism)		
Senior Beneficiary PLO and any other Palestinian Partners	**Executive** UNDP	**Senior Supplier** UNDP/NY

Project Assurance
Programme Analyst

Field Coordinator (In the West Bank)	**Field Coordinator** (In the Gaza Strip)

VI: Monitoring And Evaluation

In accordance with UNDP's programming policies and procedures, the project will be monitored through the following monitoring and evaluation plans.

Monitoring Plan

Monitoring Activity	Purpose	Frequency	Expected Action	Responsibility[14]	Cost (if any)
Track results progress	Progress data against the results indicators in the RRF will be collected and analysed to assess the progress of the project in achieving the agreed outputs.	Quarterly, or in the frequency required for each indicator.	Slower than expected progress will be addressed by project management.	Project Coordinator	PIU budget line (personnel, transportation and communications)
Monitor and Manage Risk	Identify specific risks that may threaten achievement of intended results. Identify and monitor risk management actions using a risk log. This includes monitoring measures and plans that may have been required as per UNDP's Social and Environmental Standards. Audits will be conducted in accordance with UNDP's audit policy to manage financial risk.	Quarterly	Risks are identified by project management and actions are taken to manage risk. The risk log is actively maintained to keep track of identified risks and actions taken.	Project Coordinator and Quality Assurance Officer	PIU and DPC budget lines (personnel, transportation and communications)
Learn	Knowledge, good practices and lessons will be captured regularly, as well as actively sourced from other projects and partners and integrated back into the project.	At least annually	Relevant lessons are captured by the project team and used to inform management decisions.	Project Coordinator and Quality Assurance Officer	PIU and DPC budget lines (personnel)
Annual Project Quality Assurance	The quality of the project will be assessed against UNDP's quality standards to identify project strengths and weaknesses and to inform management decision making to improve the project.	Annually	Areas of strength and weakness will be reviewed by project management and used to inform decisions to improve project performance.	Quality Assurance Officer	DPC budget line (personnel and transportation)

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14 Please refer to section VIII for each function.

Monitoring Activity	Purpose	Frequency	Expected Action	Partners (if joint)	Cost and Source of Funding
Review and Make Course Corrections	Internal review of data and evidence from all monitoring actions to inform decision making.	At least annually	Performance data, risks, lessons and quality will be discussed by the project board and used to make course corrections.	Project Board	
Project Report	A progress report will be presented to the Project Board and key stakeholders, consisting of progress data showing the results achieved against pre-defined annual targets at the output level, the annual project quality rating summary, an updated risk long with mitigation measures, and any evaluation or review reports prepared over the period.	Bi-annual, and at the end of the project (final completion report)	Progress reports will be reviewed by management prior to submission.	Project Coordinator and Quality Assurance Officer	PIU and DPC budget lines (personnel)
Project Review (Project Board)	The project's governance mechanism (i.e., project board) will hold regular project reviews to assess the performance of the project and review the Multi-Year Work Plan to ensure realistic budgeting over the life of the project. In the project's final year, the Project Board shall hold an end-of project review to capture lessons learned and discuss opportunities for scaling up and to socialize project results and lessons learned with relevant audiences.	Specify frequency (Bi-annually)	Any quality concerns or slower than expected progress should be discussed by the project board and management actions agreed to address the issues identified.	Project Board	If so required.

Evaluation Plan

Evaluation Title	Partners (if joint)	Related Strategic Plan Output	UNDAF/CPD Outcome	Planned Completion Date	Key Evaluation Stakeholders	Cost and Funding	Source of
Final Evaluation							

United Nations Development Programme
Programme of Assistance to the Palestinian People
برنامج الأمم المتحدة الإنمائي/ برنامج مساعدة الشعب الفلسطيني

Empowered lives.
Resilient nations.

**Local Project Appraisal Committee (LPAC)
Summary of comments**

Date: 7-13 of December 2018

I.   List of Individuals responding to or discussing Project Document:

Geoff Prewitt – Deputy Special Representative
Liali Jaraei – Gender Assistant
Ruba El Ghoul – Results Based Management Analyst
Maha Abusamra – Programme Manager
Sufian Mushasha – Assistant Special Representative
Nader Atta – Deputy Team Leader

II.   LPAC Checklist

1. Did discussions and decisions on priority of proposals take place with all perspectives? (Programme, beneficiaries, and donors)? **Yes**
2. Is the project document compliant to the UNDP format? **Yes**
3. Is the project implementation modality identified and justified? **Yes**
4. Are implementing partner/arrangement/national counterpart identified and documented and clearly stated in the project document? **No (Note to the file will provide further explanation as to justification)**
5. Does the project document outline complementary and/or parallel financing available for the project or linkages with other donor funded projects? **Yes**
6. Does the results framework in the project document include intended outputs and outcome? **Yes**
7. Is activity based budget outlining total project financing requirement included in the project document? **Yes**
8. Where sub-contracting arrangements are anticipated, terms of reference and other guideline notes are attached as annexes to the project document. **No**

III.   Summary of discussions and comments

Caroline: *Sawasya II have some activities on women in reconciliation, and we will make sure to make use of the linkages and create synergies between the two projects.*

Maha: *We cannot say that women are vulnerable, because some women are vulnerable but not all.*

Reply from Liali and Caroline: Women and children are identified as vulnerable groups as defined by the UNDAF. They are the most affected especially in conflict-affected areas, and during disasters. We are talking about groups and structures, not individuals. Thus, the classification is correct and it should stay as it is.

Liali (on partnerships): *What about student councils and Palestinian universities?*

Reply from Caroline: The aim is to have this project as a component in a bigger project for social cohesion, which is yet to be developed. Youth and students in universities will then be addressed more directly under another component. However, it should be noted that women and young female youth will also be part of the target group.

Ruba: *The budget looks okay but the GOE is more as per my calculations.*

I assume the e-mail and learning fees are included in the PIU cost.

As for the DPC, I suggest that you try to see how many procurement process is there and finance transactions and then estimate accordingly. It all depends on the number of transactions you have.

Reply by Nader: The visibility component is 1% of the two outputs.

5% was taken off the top from the $400,000. For such a small project and a pilot project, 3% DPC would be preferable, so that the remainder can be used for programming purposes.

The project is covering 50% of the salary for a project coordinator, 25% of a programme assistant salary and a project coordinator, as UNV, in Gaza. We are not hiring a project manager for the project. The programme analyst will follow up directly on this project at this stage due to its importance.

Geoff: *A clearer description of how partners and CSOs will be selected would be preferable.*

Reply from Caroline: Yes, agreed. A mapping of partners will be done in the next stage.

Sufian: *It looks ready, no further comments.*

Nader: *We do not need the process indicators in the project document, we can leave that to the monitoring and evaluation stage during project implementation.*

Reply from Caroline: Agreed, they are removed from the document.

Based on the above comments by the LPAC members this summary is approved by:

Geoffrey Prewitt
Deputy Special Representative
UNDP/PAPP
LPAC Chair

Signature

Date: 21/9/2018

United Nations Development Programme

28 November 2018

RE: PAPP – GIPS/Crisis Prevention Funding Window Allocation

Dear Mr. Valent,

I am pleased to inform you that the Funding Window Secretariat approved the allocation of US$400,000 (US dollars four hundred thousand) in support of the project "Young Palestinian Women: Invisible Catalyst for Reconciliation". Funding will be made available from the UNDP Funding Window for Governance for Inclusive and Peaceful Societies (GIPS), Crisis Prevention sub-window.

You are kindly requested to submit a signed final project document and an Atlas-generated Annual Work Plan (AWP) within the next 60 days. Upon receipt of these documents, an authorized spending limit (ASL) will be established in Atlas. Please use the following codes from the GIPS-CP Funding Window: ATLAS fund code: 28120, donor code: 12711. In accordance with the directives of UNDP's Executive Board, please apply a General Management Support (GMS) rate of 7%.

Please note that this allocation is valid for 12 months from the issuance of this letter. If a signed project document and an AWP are not received within 60 days, this approval may no longer be valid.

Please do not hesitate to contact fundingwindows@undp.org for any additional support you might require in establishing the project or visit the Funding Windows intranet (www://intranet.undp.org/unit/bpps/fundingwindows) for general information.

The Funding Windows are supported by Denmark, Germany, Luxemburg, Norway, Portugal, Republic of Korea, Slovak Republic, Sweden, and Switzerland.

Yours sincerely,

Maura Lynch
Fund Manager
Bureau for Policy and Programme Support

Mr. Roberto Valent
Special Representative of the Administrator, PAPP

cc: Mr. Geoffrey Prewitt, UNDP Country Director, PAPP
        Mr. Mourad Wahba, Assistant Administrator and Director, RBAS
        Mr. Abdoulaye Mar Dieye, Assistant Administrator and Director, BPPS
        Mr. Donaldo Lopez, Fund Administrator, BMS