

Attachment 2
DESCRIPTION OF ACTIVITIES

Project number: **00083649**

Project title: Strengthening the Capacity of the Sudan National Human Right Commission

Results to be achieved by Sudan National Human Right Commission:

1. The Sudan National Human Rights Commission Office equipped and furnished.
2. Training workshops, outreach awareness, dialogue an meetings organized at the national and state level to ensure that human rights are promoted and protected.
3. Four human rights regional offices established at State levels in highly deserving flash areas

Work to be performed by *The* Sudan National Human Right Commission

The Sudan National Human Rights Commission will undertake all the preparation required to:

1. Procure the furniture and equipment required for the Sudan National Human Rights Commission Offices to support the functioning of the Commission.
2. Organize Two Workshops at National Level and Four Workshops at States Level on human rights, education, advocacy and policy discussion programmes targeting the communities, government officials, security forces and political organs.
3. Organize Four meetings and dialogue with government officials at states level

Description of inputs by UNDP:

Inputs by UNDP will include:

UNDP will support the National Human Rights Commission with a total amount of **SDG 758,263** (Only Seven Hundred Fifty Eight Thousand Two Hundred and Sixty Three SDG) to cover expenses of :

1. Materials and supplies for the workshops and meetings.
2. Cost of venue where the workshop and meeting will be held in each State.
3. Cost of food and refreshment for the participants for 2 days.
4. Fess for facilitators, experts, discussants, head of sessions, coordination, secretariat and management.
5. Cost of documentation and reporting.
6. Procurement of Furniture and Equipment for the Offices of the Sudan National Human Rights Commission.

Annexes:

Attach, as appropriate, job descriptions for consultants, terms of reference for contracts, technical specifications for equipment items, training nomination forms, etc.

Attachment 3

Schedule of Services, Facilities and Payments

Year: December 2012 to March 2013

EXPECTED OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES <i>List all activities to be undertaken during the year towards stated outputs</i>	Time frame		Planned Budget (SDG)		Schedule of payments by UNDP	
		Q4 2012	Q1 2013	Budget Description	Amount	Q4 2012	Q1 2013
Output 1: The institutionalization of The Human Rights National Commission fast tracked with compliance to regional, Paris Principles and internationals norms and standards.	1. Procure and provide equipment to the Commissions Secretariat;	x		Equipment & Furniture	184,663.00	184,663	
Output 2: Human Rights Administration and Management at Regional and State levels strengthened to access, promote and protect the rights of ordinary Sudanese – women, youth, children and the vulnerable.	1. In partnership with regional / state level and other institutions, organize Human Rights Outreach awareness, education, advocacy, policy discussion programmes targeting regional and state level audiences – communities, security forces, political organs and others 2.3 Support establishment of four human rights regional offices and at State levels in highly deserving flash areas;		x	Workshops	230,400.00		230,400
Total amount to be paid by UNDP				Travel Furniture & Equipment	343,200.00	343,200	
					758,263.00	527,863	230,400

Note:

- Expenditures for personnel services may be limited to salary, allowances and other entitlements, including the reimbursement of income taxes due and travel costs on appointment to the project, duty travel within the programme country or region and repatriation costs.
- UNDP shall be responsible for providing miscellaneous services such as secretarial assistance, postage and cable services and transportation as may be required by Sudan National Human Rights Commission in carrying out their assignment.
- Adjustments within each of the sections may be made in consultation between UNDP and Sudan National Human Rights Commission. Such adjustments may be made if they are in keeping with the provisions of the Programme Support/Project Document and if they are found to be in the best interest of the project.

Attachment 4

Model Funding Authorization and Certificate of Expenditures (FACE) Format

Date: DD/MM/YYYY

UN Agency: UNDP

Annex A: Funding Authorization and Certificate of Expenditures

LOA No.: _____
 Project Title: _____
 Name of Government Partner: _____
 Disbursement period beginning date: _____
 Disbursement period end date: _____
 Currency: _____

Activity Description from AWP with Duration	Budget Coding	REPORTING				REQUESTS / AUTHORIZATIONS		
		Authorised Amount MM-MM YYYY A	Actual Project Expenditure B	Expenditures accepted by C	Balance D = A - C	New Request Period & MM-MM YYYY E	Authorised Amount F	Outstanding Authorised G = D + F
XXXXXXXXXXXXXXXXXXXXX (MM/YYYY - MM/YYYY)								
XXXXXXXXXXXXXXXXXXXXX (MM/YYYY - MM/YYYY)								
XXXXXXXXXXXXXXXXXXXXX (MM/YYYY - MM/YYYY)								
Total		0	0	0	0	0	0	

CERTIFICATION
 The undersigned authorized officer of the above-mentioned Government Partner hereby certifies that:

- The funding request shown above represents estimated expenditures as per AWP and itemized cost estimates attached.
- The actual expenditures for the period stated herein has been disbursed in accordance with the AWP and request with itemized cost estimates. The detailed accounting documents for these expenditures can be made available for examination, when required, for the period of five years from the date of the provision of funds.

Date Submitted: _____ Name: _____ Title: _____

NOTES: * Shaded areas to be completed by UNDP and non-shaded areas to be completed by the Government Partner.

FOR UNDP USE ONLY:

Approved by: _____
 Name: _____
 Title: Deputy Head of Office (Programme)
 Date: _____

