

GRANT AGREEMENT
(Micro-Capital Grant Agreement)
For Non-Credit Related
Activities

DESCRIPTION

Standard Grant Agreement (Micro-Capital Grant Agreement)

This Memorandum of Understanding is provided as a tool that can be adapted to the specific needs of a particular programme. Micro-Capital Grant Agreements should be approved by an independent mechanism such as a steering committee or Steering Committee. This grant agreement serves to register the commitments and results that the recipient institution has agreed to produce. It is recommended that funds be released in tranches, based on results. These results should be clearly specified, such that it is clear to all parties when a recipient institution qualifies for release of tranches of funds.

TERMINOLOGY

1. This Agreement utilizes the harmonized terminology in line with the revised financial regulations and rules (FRR) which have introduced new/redefined terms as follows:
 - a. 'Execution' is the overall ownership and responsibility for UNDP programme results at the country level which is exercised by the government, through the Government Coordinating Agency by approving and signing the Country Programme Action Plan (CPAP) with UNDP. Therefore, all activities falling within the CPAP are nationally executed.
 - b. 'Implementation' is the management and delivery of programme activities to achieve specified results, specifically the mobilization of UNDP programme inputs and their use in producing outputs that will contribute to development outcomes, as set forth in the Annual Work Plans (AWPs).

These two terms are elaborated under the Legal Framework section of the Programme and Project Management Section of the POPP.

2. It is important to note that at the level of project management, the terms "execution" under the non-harmonized operational modalities, including global and regional projects and "implementation" under the harmonized operational modalities have the same meaning, i.e. management and delivery of project activities to produce specified outputs and efficient use of resources. Therefore, this Agreement uses the term "implementation" in line with the "harmonized operational modalities" to cover also at the project level the term "execution" under the non-harmonized operational modalities. More specifically, all references to "Executing Agency" have been replaced with "Implementing Partner".
3. When using this Letter of Agreement in non-harmonized or non-CPAP countries, change the following terms as follows:
 - a. Execution instead of Implementation
 - b. Designated Institution instead of Implementing Partner

A. MICRO-CAPITAL GRANT AGREEMENT

MICRO-CAPITAL GRANT AGREEMENT BETWEEN THE IMPLEMENTING PARTNER AND THE RECIPIENT INSTITUTION FOR THE PROVISION OF GRANT FUNDS

Micro-Capital Agreement (hereinafter referred to as the "Agreement") made between the Implementing Partner Supporting Peaceful and Inclusive Transition in Solomon Islands Project and the Recipient Institution **Coconut Technology Centre (CTC)**.

WHEREAS Supporting Peaceful and Inclusive Transition in Solomon Islands Project hereinafter referred to as "the Implementing Partner") has been requested by the United Nations Development Programme ("UNDP") to manage the project defined in project document 00101348 Supporting Peaceful and Inclusive Transition in Solomon Islands Project (hereinafter referred to as "the Project"), implemented at the request of the Government of Solomon Islands.

WHEREAS the Implementing Partner Supporting Peaceful and Inclusive Transition in Solomon Islands Project and UNDP desire to provide funding to the **RECIPIENT INSTITUTION** in the context of a Project and on the terms and conditions hereinafter set forth, and

WHEREAS the **RECIPIENT INSTITUTION** is ready and willing to accept such funds from the Implementing Partner Supporting Peaceful and Inclusive Transition in Solomon Islands Project and UNDP through the administration of UNDP for the above mentioned activities on the said terms and conditions.

NOW, therefore, the parties hereto agree as follows:

I. Responsibilities of the RECIPIENT INSTITUTION

1.1 The RECIPIENT INSTITUTION agrees to: 1) Undertake the activities described in its **Workplan and Budget** (attached) and updates related to the subsequent release of funds in **tranches**; 2) Provide quarterly reports to the Steering Committee; and 3) Provide Annual Audited Statements [Income Statement and Balance Sheets]. In projects where a technical contractor is providing assistance to the RECIPIENT INSTITUTION, the contractor shall be responsible for verifying the accuracy of these reports/statements. Funds provided pursuant to this Agreement shall be used for purposes related to producing results specified in its annual performance targets [Section C].

1.2 The RECIPIENT INSTITUTION agrees to reach the performance targets contained in Section C. If the RECIPIENT INSTITUTION fails to meet its responsibilities outlined in article 1.1, or [Optional] to attain at least 70% of any one performance target for any given year, then this will be considered grounds for the Steering Committee to suspend any further micro-capital grant support. The suspension shall remain in effect until the RECIPIENT INSTITUTION has achieved the target. In projects with a technical assistance contractor, the contractor may, at its discretion, continue to provide technical assistance to the RECIPIENT INSTITUTION during this suspension period.

1.3 The RECIPIENT INSTITUTION agrees to inform the Steering Committee about any problems it may face in attaining the objectives agreed upon.

II. Duration

2.1 This Agreement will come into effect on **5 April 2017** and shall expire 31 December 2017, covering the anticipated term of the project. It can be extended, if necessary by exchange of letters, noting the new expiration date.

III. Payments

3.1 The Implementing Partner [In cases of UNDP Support to NIM/Direct Payments: UNDP] shall provide funds to the **RECIPIENT INSTITUTION** in an amount up to **SBD Eight Hundred and Thirty-Four Thousand, Two Hundred and Ninety-Five Dollars** according to the schedule of the project budget set out below. Payments are subject to the **RECIPIENT INSTITUTION** meeting the outputs as specified in the Performance Targets [Section C].

[SBD \$834, 295.00], upon signature of this Agreement.

3.2 All payments shall be deposited into the **RECIPIENT INSTITUTION's** bank account of which the details are as follows:

Name of Bank:	Bank of South Pacific (BSP)
Swift Code:	NBSISBSBXXX
Account Name:	Coconut Technology Center
Account No:	4000910192
Address:	BSP Ltd, Mendana Ave, P O Box 37, Honiara, Solomon Islands

3.3 The amount of payment of such funds is not subject to any adjustment or revision because of price or currency fluctuations or the actual costs incurred by the **RECIPIENT INSTITUTION** in the performance of the activities under this Agreement.

IV. Records, Information and Reports

- 4.1 The **RECIPIENT INSTITUTION** shall maintain clear, accurate and complete records in respect of the funds received under this Agreement.
- 4.2 The **RECIPIENT INSTITUTION** shall furnish, compile and make available at all times to the Implementing Partner, UNDP any records or information, oral or written, which UNDP may reasonably request in respect of the funds received by the **RECIPIENT INSTITUTION**.
- 4.3 Within sixty days after completion of project activities, the **RECIPIENT INSTITUTION** shall provide the Implementing Partner and UNDP with a final report with respect to all expenditures made from such funds (including salaries, travel and supplies) and indicating the progress made toward the goals of the activities undertaken, utilizing the reporting format contained in Annex I.
- 4.4 [Optional: For projects with Technical Assistance] The **RECIPIENT INSTITUTION** agrees to submit required Performance Reports to the CONTRACTOR within 21 days of the close of each quarter using the attached reporting format (Annex 1) reporting on project progress. At the beginning of the project, the **RECIPIENT INSTITUTION** can request CONTRACTOR assistance for the preparation of the forms. The **RECIPIENT INSTITUTION**, however, should develop its own capacity to generate these reports, as they are critical to manage its activities.
- 4.5 All further correspondence regarding the implementation of this Agreement should be addressed to:

For UNDP:

**Azusa Kubota, UNDP Country Manager
UNDP Joint Presence Officer Manager
ANZ Haus, Ranadi
Honiara Solomon Islands**

For the **RECIPIENT INSTITUTION**:

**Francis Kapini, Manager
Coconut Technology Center (CTC)
Sun Valley Junction Lunga Estate
Honiara, Solomon Islands**

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V. General Provisions

5.1 This Agreement and the Annexes attached hereto shall form the entire Agreement between **UNDP and CTC** and the Implementing Partner, superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Agreement.

5.2 The **RECIPIENT INSTITUTION** shall carry out all activities described in its Workplan with due diligence and efficiency. Subject to the express terms of this Agreement, it is understood that the **RECIPIENT INSTITUTION** shall have exclusive control over the administration and implementation of the activities referred to above in paragraph 1.1 and that the Implementing Partner and UNDP shall not interfere in the exercise of such control. However, both the qualities of work and the progress being made toward successfully achieving the goals of such activities shall be subject to review by the Steering Committee. If at any time the Steering Committee is not satisfied with the quality of work or the progress being made toward achieving such goals, the Steering Committee may advise the Implementing Partner to: (i) withhold payment of funds until in its opinion the situation has been corrected; or (ii) declare this Agreement terminated by written notice to the **RECIPIENT INSTITUTION** as described in paragraph 5.7 below; and/or seek any other remedy as may be necessary. The Steering Committee's determination as to the quality of work being performed and the progress being made toward such goals shall be final and shall be binding and conclusive upon the **RECIPIENT INSTITUTION** insofar as further payments are concerned.

5.3 The Implementing Partner and UNDP undertakes no responsibilities in respect of life, health, accident, travel or any other insurance coverage for any person which may be necessary or desirable for the purpose of this Agreement or for any personnel undertaking activities under this Agreement. Such responsibilities shall be borne by the **RECIPIENT INSTITUTION**.

5.4 The rights and obligations of the **RECIPIENT INSTITUTION** are limited to the terms and conditions of this Agreement. Accordingly, the **RECIPIENT INSTITUTION** and personnel performing services on its behalf shall not be entitled to any benefit, payment, compensation or entitlement except as expressly provided in this Agreement.

5.5 The **RECIPIENT INSTITUTION** shall be solely liable for claims by third parties arising from the **RECIPIENT INSTITUTION's** acts or omissions in the course of performing this Agreement and under no circumstances shall The Implementing Partner and UNDP be held liable for such claims by third parties.

5.6 Assets (Equipment) supplied by UNDP funds to the **RECIPIENT INSTITUTION** shall be the property of UNDP until the end of the project, at which time UNDP shall determine the best use of these assets. In cases where the **RECIPIENT INSTITUTION** has met its responsibilities under this agreement, and handover of the asset would contribute to the sustainability of activities, UNDP would normally handover these assets to the **RECIPIENT INSTITUTION**. The assets shall be used for the purpose indicated in the Workplan throughout the period of this Agreement.

5.7 This Agreement may be terminated by either party before completion of the Agreement by giving thirty (30) days written notice to the other party, and the **RECIPIENT INSTITUTION** shall promptly return any unutilized funds to UNDP as per paragraph 5.6 above.

5.8 The **RECIPIENT INSTITUTION** acknowledges that the Implementing Partner and UNDP and its representatives have made no actual or implied promise of funding except for the amounts specified by this particular tranches Agreement. Although project related documents may indicate a total amount of funds that could be available for this **RECIPIENT INSTITUTION**, actual disbursements will be based upon the **RECIPIENT INSTITUTION** meeting performance targets. If any of the funds are returned to the Implementing Partner and UNDP or if this Agreement is rescinded, the **RECIPIENT INSTITUTION** acknowledges that the Implementing Partner and UNDP will have no further obligation to the **RECIPIENT INSTITUTION** as a result of such return or rescission.

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5.9 No modification of or change to this Agreement, waiver of any of its provisions or additional contractual provisions shall be valid or enforceable unless previously approved in writing by the parties to this Agreement or their duly authorized representatives in the form of an amendment to this Agreement duly signed by the parties hereto.

5.10 Any controversy or claim arising out of, or in accordance with this Agreement or any breach thereof, shall unless it is settled by direct negotiation, be settled in accordance with the UNCITRAL Arbitration Rules as at present in force. Where, in the course of such direct negotiation referred to above, the parties wish to seek an amicable settlement of such dispute, controversy or claim by conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules as at present in force.

The parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy or claim.

5.11 Nothing in or relating to this Agreement shall be deemed a waiver of any privileges and immunities of the United Nations, or UNDP.

IN WITNESS WHEREOF, the undersigned, duly appointed representatives of the Implementing Partner, and the **RECIPIENT INSTITUTION**, respectively, have on behalf of the Implementing Partner and the **RECIPIENT INSTITUTION** signed the present Memorandum of Agreement on the dates indicated below their respective signatures.

On behalf of the RECIPIENT INSTITUTION:

Name: Francis Kapini


Signature: 

Title: Manager (CTC)

Date: 6/4/17

On half of UNDP

Name: Azusa Kubota

Signature: 

Title: Country Manager, UNDP Solomon Islands

Date: 6/4/2017

B. BUDGET

TO BE PREPARED BY THE RECIPIENT INSTITUTION. THIS BUDGET WILL BE SUBMITTED TO THE STEERING COMMITTEE FOR APPROVAL

PROJECT BUDGET OF RECIPIENT INSTITUTION

Project Number: 0010138

Date: 30/03/2017

Project Title: Training for Rural Youth Economic Empowerment and DME Model – Solomon Islands.

Name of the RECIPIENT INSTITUTION: Coconut Technology Centre (CTC)

Total Amount of Funds under the Agreement: SBD 834,295.00

Date of the Agreement: _____

PROJECT BUDGET (in Local Currency)

PERIOD COVERING FROM 5 April 2017 to 31 December 2017

General Category of Expenditures	Tranche 1	Tranche 2	Tranche 3	TOTAL
Project management and administration costs	\$110,398	\$110,398	\$73,599	\$294,395
Training participants' mobilization	\$26,250	\$26,250	\$17,500	\$70,000
Transportation to training venues	\$11,250	\$11,250	\$7,500	\$30,000
Accommodation	\$82,687.50	\$82,687.50	\$55,125	\$220,500
Catering	\$39,375	\$39,375	\$26,250	\$105,000
Training manual and Resources	\$11,025	\$11,025	\$7,350	\$29,400
Monitoring and Evaluation	\$31,500	\$31,500	\$21,000	\$84,000
Reporting	\$375	\$375	\$250	\$1,000
TOTAL	\$312,860.50	\$312,860.50	\$208,574	\$834,295

* Please note that all budget Lines are for costs related only to project activities.

** These budget categories and number of tranches are suggested guidelines. The Recipient may choose alternates which more accurately reflect their expense items and needs.

C. RECIPIENT INSTITUTION Performance Targets

NAME OF RECIPIENT INSTITUTION: _____

PERFORMANCE TARGETS	BASELINE	YEAR 1		YEAR 2		YEAR 3	
		Proposed	Actual	Proposed	Actual	Proposed	Actual

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Annual Reporting Format

Year _____

Recipient Institution: _____

OVERALL TARGETS FOR ENTIRE GRANT	BASELINE	PROPOSED ANNUAL TARGETS	ANNUAL BUDGET	ACTUAL ANNUAL RESULTS	ACTUAL ANNUAL EXPENDITURES	PROGRESS TOWARDS TARGETS

United Nations Development Programme


UNDP Pacific – Solomon Islands




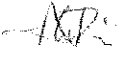
*Empowered lives.
Resilient nations.*

Interoffice Memorandum

Date: 21 March 2017

To: Rohana Dissanayake, PIU Manager 

Through: Barbel Riti Ziku (RBM and Communications Analyst) 

From: Alice Fakarii, Deputy Project Manager UNPBF 

Subject: **Justification for Micro Grant Agreement with Coconut Technology Centre (CTC)**

Dear Rohana,

The UN Peace Building Fund 'Supporting Peaceful and Inclusive Transition in Solomon Islands Project' ("The Project") aims to support the Solomon Islands Government and national stakeholders during the transitional period to create an inclusive space for dialogue and reconciliation and to strengthen the national capacity for implementing the Solomon Islands National Peace Building Policy ensuring women and youth's engagement in the peace and reconciliation process.

Through meaningful engagement of women and youth in the peace process, national capacity, relationships and trust between the government and society is strengthened. The project includes outputs to facilitate support to marginalized rural youth in conflict resolution and peacebuilding, skills development, and livelihood opportunities.

A youth in-country mission was undertaken in January 2017 to identify potential partners to operationalize the initiatives for youth economic empowerment within the Peace Building Fund. **Coconut Technology Centre (CTC)** was identified as a potential partner to provide targeted training for youths providing them with knowledge and skills for these young people to use as an impetus for them to build on economic and social opportunities they have in their respective communities and villages.

CTC is an NGO established in partnership with Kokonut Pacific Australia (KPA), Kokonut Pacific Solomon Islands (KPSI), and Australian Mercy along with other stakeholders in rural development in the Pacific. It was registered in 2014 in Honiara under the Charitable Trusts Act. The initiative stemmed out of the need for a research organization to support the investigation of local indigenous resources such as the coconut and their conversion into useful but high value products that can generate opportunities for local people and support the national economy.

United Nations Development Programme

UNDP Pacific – Solomon Islands



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Resilient nations.*

Interoffice Memorandum

CTC has a longer vision to venture strongly into agribusiness research and products, improving rural livelihood, and building effective partnerships with international agencies, the government and local businesses and all Solomon Islanders.

The training proposed by CTC will involve directly 100 (one hundred) youths from communities in North Malaita and South Guadalcanal that have access to Direct Micro Expeller (DME) mills for virgin coconut oil production in the Solomon Islands. This training will be on the providing youths with the necessary technical skills to operate and manage DME mills as a means to encourage youth participation in community development. The training curriculum incorporates the DME training, basic business and financial literacy and peacebuilding and citizen engagement.

The goals and objectives of this training are as follows:

1. To use the DME model as a platform for promoting inclusive participation and economic empowerment for youths within their respective communities.
2. To provide youths with useful training, knowledge and skills to positively engage with their communities.
3. To provide updated information and appropriate skill-sets that will equip youths to confidently exploit opportunities that are locally available for them.
4. To teach youths to appreciate the opportunities and value of downstream processing of local coconuts and its potential products.
5. To promote the value and importance of the coconut sector industry in the country and youths in national development.
6. To improve the income and livelihoods of rural youths and their families.

These youths will be selected for their potential and prospect to pick up basic concepts, have worked with the DME and may have other community responsibilities.

The reason why we are using the micro-finance grant with CTC is because this activity will be helping to support community based self-help initiatives for youths in the communities. The training that will be provided by CTC in the communities will focus on providing young people with the skills and knowledge needed to motivate and encourage them to utilise economic and social opportunities in their respective communities. These may include income generating activities designed to alleviate poverty in their communities.

We have undertaken a capacity assessment of CTC (see CACHE attached) and we are satisfied that they have the capacity to implement and manage this project although we acknowledge that this is a relatively new organisation. This will be their first major project since its establishment in 2015 but we are keen to support and strengthen CTC and their capacity as a local NGO in the country.

United Nations Development Programme

UNDP Pacific – Solomon Islands



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Resilient nations.*

Interoffice Memorandum

Funding will be provided in three tranches to CTC and we will work closely with them on the implementation of this project. CTC is also the only organisation in the country that can provide this specific training on DMEs for rural youths. This will be an opportunity for CTC to promote itself and assist to establish and promote networking amongst other NGOs in the country.

Kind regards.

A handwritten signature in black ink, appearing to read 'Alice', is written over a horizontal dotted line.

Alice Fakarii
Deputy Project Manager
UNDP

Project Proposal

Project Title	Training for Rural Youth Economic Empowerment and the DME Model- Solomon Islands
Project Applicant	Coconut Technology Centre (CTC)- Honiara
Full Contact Details	Francis Kapini Manager, E: ctcsi.manager@gmail.com , M: +677 7175641
Potential Geographical Coverage	Malaita, Guadalcanal, Isabel and Honiara - these provinces have the most active DMEs and therefore oil producing communities who are earning income through selling of Virgin Coconut Oil (VCO).
Target Beneficiaries	Rural and Peri-Urban Youths affiliated to champion DMEs and from targeted communities. The training will involve directly 100 (hundred) youths from DME and targeted communities in mainly North Malaita and South Guadalcanal with secondary beneficiaries to be the communities they come from and in particular their own family groups. These youths are selected for their potential and prospect to pick up basic concepts, have worked with the DME and may have other community responsibilities. The training's rationale is to provide the knowledge and skills for these young people as an impetus for them to build on economic opportunities they have in their respective villages.
Estimated Budget (Overall figures)	SBD834,295.00 (USD93,441.04)
Background	<p>The Coconut Technology Center (CTC) was established in partnership with Kokonut Pacific Australia (KPA), Kokonut Pacific Solomon Islands (KPSI), and Australian Mercy along with other stakeholders in rural development in the Pacific. It was registered in 2014 in Honiara under the Charitable Trusts Act. The initiative stemmed out of the need for a research organization to support the investigation of local indigenous resources such as the coconut and their conversion into useful but high value products that can generate opportunities for local people and support the national economy.</p> <p>CTC community contribution also supports employment for disable locals, women and youth internship programs such as with the Pacific Community (SPC). CTC has a longer vision to venture strongly into agribusiness research and products, improving rural livelihood, and building effective partnerships with international agencies, the government and local businesses and all Solomon Islanders.</p> <p>This proposal is for the training and capacity building for around hundred youths (100) who are affiliated to CTC/KPSI supported rural community Direct Micro Expeller (DMEs) mills for Virgin Coconut Oil (VCO) production in SI and other targeted community communities from South Guadalcanal and North Malaita. It will offer the necessary technical skills development and knowledge encompassing basic business and project management of DME Business Model to encourage youth participation in community development and stimulus for useful rural ventures.</p>
Project Goals and Objectives	<ol style="list-style-type: none">1. To use the DME model as a platform for promoting inclusive participation and economic empowerment for youths within their respective communities.2. To provide youths with useful training, knowledge and skills to positively engage with their communities.

3. To provide updated information and appropriate skill-sets that will equip youths to confidently exploit opportunities that are locally available for them.
4. To teach youths to appreciate the opportunities and value of downstream processing of local coconuts and its potential products.
5. To promote the value and importance of the coconut sector industry in the country and youths in national development.
6. To improve the income and livelihoods of rural youths and their families

Expected Outcomes

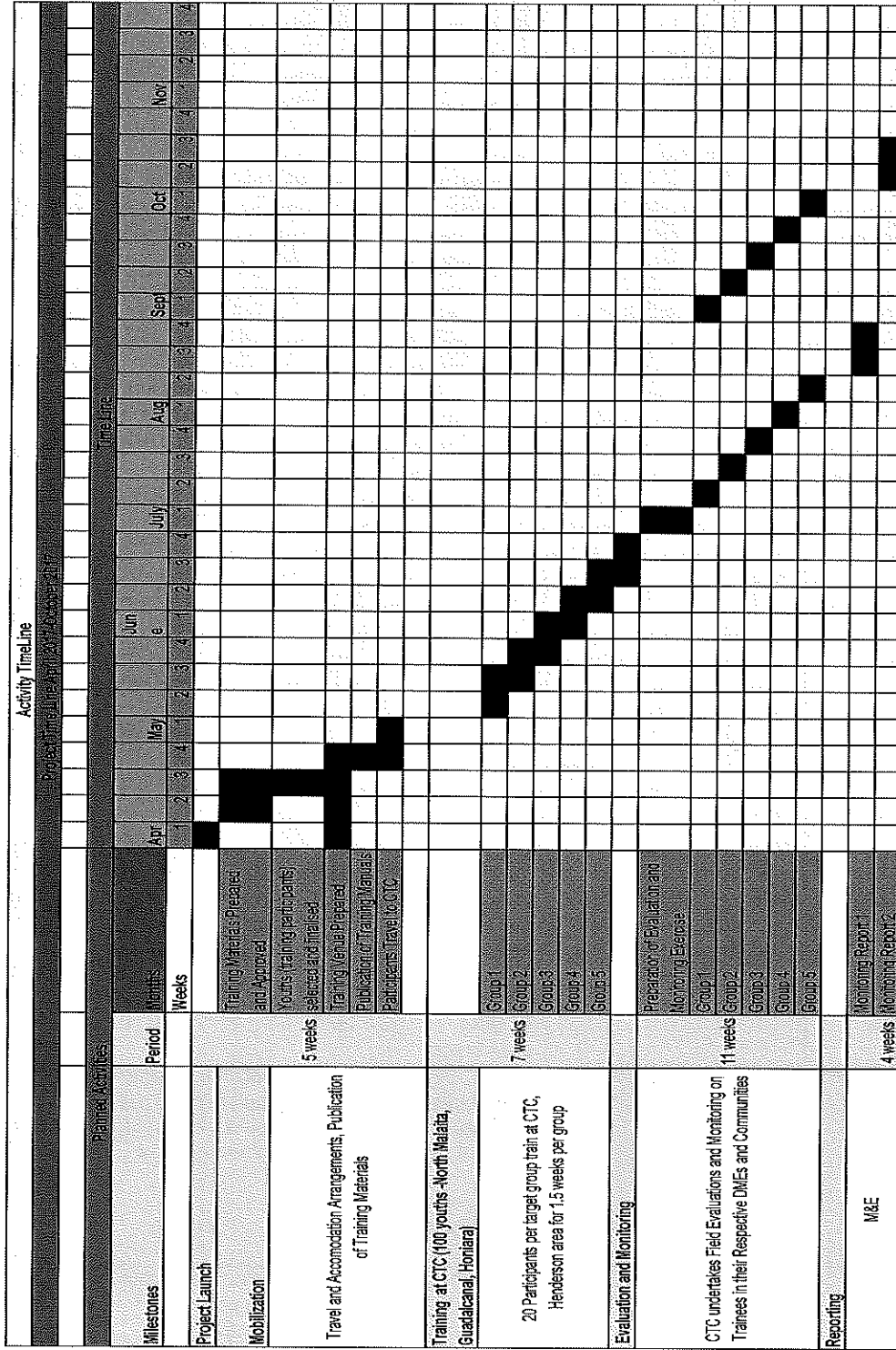
1. Participants will be familiar with the DME technology, theory and best practice.
 2. Participants will be knowledgeable on basic book keeping and financial basics to set up and run a rural business based on the DME model.
 3. Participants will be introduced to other potential and valuable products from the downstream processing of coconuts.
 4. Participants will be knowledgeable on how to put together a simple project proposal and introduced to various government schemes and avenues to assist and support local and rural businesses
 5. Participants will be able to appreciate the importance of the coconut sector to the national economy, the current threats and the future.
- Increase sustainable income sources from new income generation skills and knowledge learnt

Project Activities by Outputs

(what activities will be carried out to achieve the outputs/objectives and obtain the desired results. Please add details on how these activities will be carried out)

Activities	Delivery Mode	Expected Outputs	Desired Results
1. The DME – technology, processing and best practise	Practice and Theory	1. Participant are introduced to the DME, how to work the DME with best practise skills	Best practise in rural DMEs are enhanced
2. Principals of good oil quality and issues involved	Theory	2. Participant appreciates the need to maintain DME best practise to achieve oil quality	Consistent high quality VCO coming from rural DMEs
3. Down-streaming Processing of Coconut and other products	Theory, demonstration and Practise	3. Participants gain knowledge on how to make other products from coconut, including VCO, Charcoal, Soap and Charcoal stove, lamp and biofuel	Promotion of local products and opportunities for income generation
4. Basic Business, Financial bookkeeping for rural businesses <ul style="list-style-type: none"> ∨ Business Registry in SI ∨ Basic Book Keeping ∨ Budget ∨ Banking and Types of Accounts 	Theory and Mock exercises	4. Participant know how to run a business and basic book keeping and financial records using the DME model	Sustainable operation of local DMEs
5. Basic Project Management, Project Proposals and local funding schemes	Theory and Group Exercises and local speakers from selected groups/agencies/Govt bodies	5. Participant know the basics of good project management and how to put together a simple proposal and where and how to look for funding or assistance.	More youths to take up business and projects in rural areas
6. Coconut Sector and the Future	Local business representatives	6. Participants appreciate the importance of the coconut industry to the national economy, the challenges and future	Rehabilitation and revitalisation of the coconut industry in Solomon Islands
7. Peace Building	UNDP Curriculum	7. Participants are taught the importance of peace to nation building and economic prosperity	The decline of anti-social activities in respective youth communities

Implementation Timelines
 (Gantt chart corresponding to the activities above)



Budget Details
 (please provide a detailed budget break down covering all aspects of the costs to be incurred.)

FARM TO MARKET PROJECT 2017 BUDGET
April 2017-October 2017

Milestone 1	Project Approved and Signed	Supplier	Cost (SBD)
	Project Management and Administration Costs	CTC	\$294,395.00
	Training Participants Mobilization	CTC	\$70,000.00
Milestone 2	Training		
	Transport to Training Venue	Outsource	\$30,000.00
	Accommodation	Outsource	\$220,500.00
	Catering	CTC	\$105,000.00
	Training Manual and Resources	CTC/Outsource	\$29,400.00
Milestone 3	Monitoring and Evaluation, Reporting		
	Travel	CTC	\$84,000.00
	Reporting	CTC	\$1,000.00
Total Project Cost			SBD \$834,295.00
			USD \$93,441.04

Monitoring and Evaluation
(how the project progress and achievements will be tracked)

Monitoring and Evaluation July-October 2017									
Evaluation	Monitoring					Evaluation			
	What do we want to know?	How will we know it?	Where will the data come from?	Who will capture the data?	When will the data be captured?	Who will be involved?	How will it be reported?		
FOCUS	Monitoring question	Indicator	Data source/Method	Responsibility	Time Frame				
PROCESS	How well was the project designed and implemented (i.e. its quality)	Evaluation Forms handed out to trainees at the end of training	Participants	CTC	Immediately after the training completes	CTC Trainers	Q & A		
	To what extent did the project meet the overall needs?	Evaluation Forms handed out to trainees at the end of training	Participants	CTC	Immediately after the training completes	CTC Trainers	Q & A		
LEARNINGS	How valuable are the outcomes to the organisation, other stakeholders, and participants?	Final Reporting and Stakeholder Comments	UNDP, Training Participants and Stakeholders	CTC	Throughout the Project	CTC and Stakeholders	Final Reporting		
	What worked and what did not?	No of Trainees who engage in some form of activity covered in the Training in their communities	Participants (Field Trips to DME communities. Le Participants have an action plan and project proposal developed in the training that they would pursue after the training and be assessed on during M&E.	CTC	1 month after training completes	CTC Manager, CTC Extension Officer and DME owner, Youth Trainee	M&E Report 1 & 2		
INVESTMENT	What were unintended consequences?	No of incident reports in the duration of the project	CTC, Training Participants, DME community, UNDP, DME owners/debriefs after training each day	CTC	Training, and also M&E exercise	CTC Manager, CTC Extension Officer and DME owner, Youth Trainee	M&E Report 1 & 2		
	Was the project cost effective?	Cost of carrying out the whole project? Or different project phases.	Project Budget	CTC, UNDP	Project Completion	CTC, UNDP	Final Project Report		
	Was there another alternative that may have represented a better investment?	Cost of Training to be done in rural/provincial centers	Alternative Project Budget	CTC	Project Completion	CTC	Final Project Report		

Risks and Risk Mitigation Strategies

No	Risks	Mitigation Measure
1	Logistics of getting participants to Honiara delays/affects training schedule due to transport difficulties and bad weather	Full time CTC Project Coordination Staff delegated to cover logistics and travel arrangement for participants
2	Selection process is biased in favor of relatives by DME communities and not potential and capable individuals	DME selection is focused on champion DMEs who have consistent youth involvement and evidence of high activity
3	Trainees retire back into communities after training and not active	Follow-up monitoring and evaluation to check on trainees progress
4	Project runs over budget	Milestone Reviews and Recommendations

Monitoring and Evaluation July-October 2017									
Evaluation Focus	What do we want to know? (Evaluation Question)	How will we know it? (Indicator)	Where will the data come from? (Data source/Instrument)	Monitoring Responsibility	Who will capture the data? (Who will be captured? Who will be involved?)	How will it be reported? (Time Frame)	When will the evaluation occur? (Time Frame)	Evaluation	
								Q & A	Q & A
PROCESS	How well was the project implemented (i.e. its quality)? To what extent did the project meet the overall objectives? How valuable are the outcomes to the organisation, other stakeholders and participants? What worked and what did not?	<ul style="list-style-type: none"> Exit/entry Forms handed out to trainees at the end of training Evaluation Forms handed out to trainees at the end of training Final Reporting and Stakeholder Comments 	<ul style="list-style-type: none"> Participants Participants UNDP, Training Participants and Stakeholders 	CTC	<ul style="list-style-type: none"> Immediately after the training completes Immediately after the training completes Throughout the Project 	<ul style="list-style-type: none"> CTC Trainers CTC Trainers CTC and Stakeholders 	<ul style="list-style-type: none"> Q & A Q & A Final Reporting 	<ul style="list-style-type: none"> During Training During Training End of Project 	
LEARNINGS	What were the unintended consequences?	No of Trainees who engage in some form of activity following the Training in their communities	Participants Final Tips to DME communities. As Participants have an action plan and project proposal they may be more likely to train in their communities	CTC	1 month after training completes	CTC Manager, CTC Extension Officer and DME owner, Youth Trainee	M&E Report 1 & 2	1 Month after field tip completes	
INVESTMENT	Was the project cost effective? Was there another alternative that may have represented a better investment?	No of incident reports in the context of the project Cost of carrying out the whole project or different project options	CTC Trainers, UNDP, DME communities, UNDP, DME communities after training each day Project Budget Alternative Project Budget	CTC	Training, and also M&E course	CTC Manager, CTC Extension Officer, DME owner, Youth Trainee	M&E Report 1 & 2	2 Month after field tip completes	
		Cost of Training to be done in an individual course		CTC, UNDP	Project Completion	CTC, UNDP	Final Project Report	7 Months after project inception	
				CTC	Project Completion	CTC	Final Project Report	7 Months after project inception	

