

# UNDP Sierra Leone AWP Clearance Checklist



Empowered Lives  
Resilient Nations

Cluster Name : Governance

Project ID : 00104225 Title: Rule of Law, Human Rights and Security Project

**A. Format and General Issues:**

01	Submitted AWP has been prepared in Standard Prescribed Format	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
02	Project Title, Atlas Award & Project IDs are correctly mentioned/quoted	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
03	AWP Planning Workshop/consultation conducted	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
04	Annual/quarterly Project Board Meeting conducted	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
05	Minutes of the Project Board meeting attached	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
06	AWP discussed and agreed with the Implementing Partner	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
07	AWP endorsed/agreed by the Project Board/Steering Committee, if applicable	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
08	Annual HR and Procurement Plans developed and attached with the AWP	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
09	Multiyear Resource/Budget Matrix attached with the AWP	Yes	<input checked="" type="checkbox"/>	No	<input checked="" type="checkbox"/>
10	Designation of signatory for FACE form has been made - if a NIM project	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

**B. Results Related Issues:**

01	The AWP reflects overall priorities (National, UN and UNDP)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
02	Outputs and activities are aligned to the UNDAF, CPD and project document	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
03	A one page summary of intended/achievable results is attached	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
04	M&E plan attached and adequately budgeted in the AWP	Yes	<input checked="" type="checkbox"/>	No	<input checked="" type="checkbox"/>
05	Lessons learned have been incorporated in the AWP, as per the last APR minutes	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
06	Baseline, Target and Deliverables have been mentioned properly	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
07	Articulation of results of the AWP has followed the SMART and RBM guidelines	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

**C. Resources Related Issues:**

01	Total proposed budget for the AWP does not exceed approved total project budget.	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
02	The AWP budget is within the scope of the funds availability/commitment.	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
03	CS Agreement available for the Proposed Non-Core Resources.	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
04	Appropriate provisions for GMS have been made at the Atlas Activity level.	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
05	Atlas Codes (Donor, Account, Fund etc.) are consistently/properly used	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
06	The summary page reflects the resources	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
07	Provision of resources has been made for each of the planned activities/actions	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
08	The Budget comply with the spirit of Results Based Budgeting (RBB)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

**D. Remarks/Comments/Justification for Returning to Cluster:**

AWP Clearance Checklist prepared by  
Walter Neba C.

10/2/17

Programme Manager/CPD/Project Office

AWP and Checklist Reviewed and Cleared by  
Annette Naluy

Team Leader/Deputy Team Leader

Recommended for Approval by:  
Daisy Foley

PMSU

Date: .....

Date: 10/02/2017

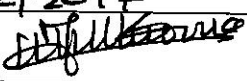
Date: 15/02/17

Atlas Award ID: 90095		Annual Work Plan (AWP) for 2017: Version A -											
Atlas Project ID: 104225													
Project/Programme Title:		<i>Strengthening the Rule of Law, Security and Human Rights in Sierra Leone</i>											
UNDAF Outcome:		Capacity of democratic institutions strengthened to enable good Governance											
Applicable Key Result Area (from 2014-2017 Strategic Plan):		Citizens expectations for Voice, Development, the Rule of Law and Accountability are met by stronger systems of Democratic Governance											
CPD Outcome:		Countries have strengthened institutions to progressively deliver universal access to basic services											
CPD Output(s):		4.1 Targeted state institutions and constitutional bodies are able to provide effective justice and security services in an accountable manner at national and local levels 4.2 State institutions and CSOs including women's organizations and networks are better enabled to provide justice services for women including on GBV, family, inheritance, land and property issues											
Expected Outputs		Planned Activities				Timeframe		Responsible Party	Planned Budget				
And baseline, associated indicators and annual targets		List activity results and associated actions				Q1	Q2	Q3	Q4	Funding Source	Budget Description	Amount (USD)	
<b>Output 1:</b> Justice and Security Sector Coordination and data management enhanced for inclusive, accountable and evidence-based policy and law making		<b>Activity Result 1.1: Institutional capacity of the JSCO and other justice and security sector institutions strengthened to generate credible data in the justice and security sectors</b>											
<b>Baseline:</b> - Lack of data on criminal justice system - Lack of easy access to data on % of people on remand in pre-trial detention and length of actual duration before trial - Limited coordination in the sector and Sector Actors do not meet regularly to discuss policy initiatives in the criminal justice sector - No CMS in place at the MOJ - No communication strategy in place in the sector for the JSCO - Limited capacity of the LOD to collect and analyse information/data for policy and law development		<b>- Action 1.1.1: Conduct a nationwide perception survey to establish baselines within the justice and security chain and measure people's trust in the justice and security sector institutions</b>						x	x	UNDP JSCO	UNDP	Consultant/Travel	15,000
		<b>- Action 1.1.2: Support M&amp;E capacity development of justice and security sector institutions through targeted training by the JSCO.</b>				x	x	x	x	UNDP JSCO	UNDP	Workshop/Travel/Stationery	10,000
		<b>Action 1.1.3: Develop capacity of the MOJ to strengthen internal data management through establishment of a Case Management System</b>						x	x	UNDP/MOJ	UNDP	Equipment Software Workshops Training	50,000
		<b>Output 1 Activity 1.1. Total:</b>											
		<b>75,000</b>											
		<b>Activity Result 1.2.: Strengthened coordination and inclusive participation in the justice and security sectors</b>											
		<b>- Action 1.2.1: Support the JSCO to develop a Communication Strategy to strengthen public education and data collection for policy and legislative reforms</b>				x	x	x	x	UNDP/JSCO	UNDP	LOA	
		<b>Output 1 Activity 1.2. Total:</b>											
		<b>-</b>											
<b>Total of Output 1</b>		<b>75,000</b>											
<b>Output 2:</b> Enhanced access to justice and security for rights holders and women and vulnerable groups		<b>Activity Result 2.1.: Institutional capacity of the Legal Aid Board and CSOs enhanced to strengthen legal aid services provision in a holistic and participatory manner and support access to justice for vulnerable women and girls</b>											
<b>Baseline:</b> - No legal aid service policy in place - Limited # of individuals especially women having access to legal aid - No legal aid service providers mapping conducted - In 2016 only 2 CSOs supported - 250 sexual and domestic violence cases investigated with 203 receiving medical attention and shelter services - 26 cases charged to courts with 27 convictions - 23 women and men received awareness raising messages on women's rights and SGBV - No review of CSO-SGBV support undertaken		<b>- Action 2.1.1: Support the LAB to develop a legal aid policy guidelines on the provision of legal aid and revise existing curriculum/Training Manual for harmonization of legal aid services nationwide</b>				x	x	x		UNDP/LAB	UNDP	IC	10,000
										BPPS			
		<b>- Action 2.1.2: Support to the LAB to conduct the mapping of legal aid service providers nationwide</b>				x	x	x		UNDP/LAB	UNDP	IC	10,000
										BPPS			
		<b>- Action 2.1.3: Provide legal representation and advisory services to indigent survivors of sexual and domestic violence and property/inheritance abuses from remote and under serviced communities through the LAB</b>				x	x	x		UNDP/LAB/CSOs	UNDP	LOA/MCG Equipment	10,000
										BPPS			
		<b>Action 2.1.4: Strengthen the capacity of the LAB and CSOs to collect data in a coordinated and collaborative manner</b>				x	x	x		UNDP/LAB/CSOs	UNDP	LOA/MCG	
										BPPS			
		<b>Action 2.1.5: Build capacity of CSOs service providers to provide medical assistance and support to victims of sexual and domestic violence</b>								UNDP/LAB/CSOs	UNDP	MCG	30,000
						x	x	x	x	BPPS			
		<b>Output 2 Activity 2.1. Total</b>											
		<b>60,000</b>											

Expected Outputs And baseline, associated indicators and annual targets	Planned Activities List activity results and associated actions	Timeframe				Responsible Party	Planned Budget		
		Q1	Q2	Q3	Q4		Funding Source	Budget Description	Amount (USD)
# legal aid service providers mapping undertaken # CSOs supported to provide SGBV services # cases investigated and charged to court # people reached with public awareness campaigns on SGBV & laws # convictions secured with legal aid representation  <b>Targets</b> - 1 legal aid service provision policy developed - 1 ADR Study conducted and published - 25% women and girls have access to legal aid service provision in criminal and civil cases - 1 legal aid service provider	<b>Activity Result 2.2.: Capacity of the LAB and CSOs enhanced to develop ADR mechanisms and to raise awareness on women's property and inheritance rights, legal aid and community dispute resolution.</b>								
	- Action 2.2.1: Support the LAB to conduct a study on ADR mechanisms both for formal and informal justice systems	x	x	x	x	UNDP/LAB	UNDP	LOA	10,000
	- Action 2.2.2: Enhance capacity of CSOs to raise awareness on women's property and inheritance rights and support redress mechanisms at community levels using ADR before informal justice systems(incl. LCs-Chiefs Courts)	x	x	x	x	UNDP/CSOs	UNDP	MCG	10,000
	- Action 2.2.3: Support a study to review the CSO-SGBV grants and develop lessons identified for future planning	x	x	x	x	UNDP/CSOs	UNDP	IC	
	<b>Output 2 Activity 2.2 Total</b>								<b>20,000</b>
<b>Total of output 2</b>									<b>80,000</b>
# of Strengthened justice and security sector institutions to deliver effective services closer to the people and in compliance with national rights standards  # of people reached with public awareness campaigns on SGBV & laws # of cases investigated and charged to court # of people reached with public awareness campaigns on SGBV & laws # of convictions secured with legal aid representation  <b>Targets</b> - 1 legal aid service provision policy developed - 1 ADR Study conducted and published - 25% women and girls have access to legal aid service provision in criminal and civil cases - 1 legal aid service provider	<b>Activity Result 3.1.: Institutional capacity of Justice and security sector institutions strengthened to deliver services in a sustained manner</b>								
	- Action 3.1.1: Strengthen the investigative capacity of the IPCB in partnership with APCOF	x	x	x	x	UNDP/PCB/APCOF	UNDP BPPS	LOA/PCA	30,000
	- Action 3.1.2: Support to data and case management by the IPCB to improve professionalism and reduce backlog in partnership with APCOF	x	x	x	x	UNDP/PCB	UNDP	LOA/PCA/ Equipment and Training	20,000
	- Action 3.1.3: Enhance coordination and collaboration mechanisms between security stakeholders	x	x	x	x	UNDP/PCB/SL	UNDP	Printing Workshop	2,000
	<b>Output 3 Activity 3.1. Total:</b>								<b>52,000</b>
	<b>Activity Result 3.2.: Case Management and data collection for justice and security sector institutions enhanced and</b>								
	- Action 3.2.1: Strengthen skills of staff of the MOJ to operate the newly established CMS Justice APP	x	x	x	x	UNDP/MOJ	UNDP	IT Equipment: Workshop. Consultant	5,000
	- Action 3.2.2: Popularize and cascade newly developed Asset Management Database and conduct Asset verification exercise to enhance the operationalization of the database	x	x	x	x	UNDP/SLP	UNDP	Equipment DSA Travel IC	10,000
	- Action 3.2.3: Support the MOJ to establish a functional CMS through an assessment and refurbishment of their network infrastructure	x	x	x	x	UNDP/MOJ	UNDP	Equipment, IT, Consultant	20,000
	<b>Output 3 Activity 3.2. Total:</b>								<b>35,000</b>
<b>Activity Result 3.3.: Justice and security sector institutions capacitated to bring service delivery closer to the people through community focused interventions</b>									
- Action 3.3.1: Strengthen the capacity of IPCB and CSOs to conduct public awareness and sensitization on policing issues through town hall meetings in the South and East Regions	x	x	x	x	UNDP/PCB/CSO	UNDP/BPPS	LOA/MCG	15,000	
- Action 3.3.2: Build capacity of the SLP Gender Unit to conduct job fairs and awareness raising to enlist more female applicants into the police force	x	x	x	x	UNDP/SLP	UNDP/BPPS	LOA	20,000	
- Action 3.3.3: Support a Gender Audit of the SLP to identify gender mainstreaming progress and gaps within the SLP with focus on specialism	x	x	x	x	UNDP/SLP	UNDP	LOA	10,000	
<b>Output 3 Activity 3.3. Total:</b>								<b>45,000</b>	
<b>Activity Result 3.4.: Monitoring and coordination of interventions enhanced for visibility and project feedback</b>									
- Action 3.4.1: Conduct field monitoring and capacity strengthening of project interventions	x	x	x	x	UNDP	UNDP/BPPS	Travel	10,000	
- Action 3.4.2: Enhance implementation of justice and security interventions-SPC, JCSC & Other consultants	x	x	x	x	UNDP/SPC/JCSC	UNDP/BPPS	Travel/DSA	15,000	

Expected Outputs And baseline, associated indicators and annual targets	Planned Activities List activity results and associated actions	Timeframe				Responsible Party	Planned Budget		
		Q1	Q2	Q3	Q4		Funding Source	Budget Descriptio	Amount (USD)
	Action 3.4.3: Ensure project strategic engagements and coordination among implementing partners	x	x	x	x	UNDP/IP	UNDP	Travel/DSA/Meetings Workshop	1,000
<b>Output 3 Activity 3.4. Total:</b>									<b>26,000</b>
<b>Total of output 3</b>									<b>158,000</b>
<b>Total Outputs 1, 2 &amp; 3:</b>									<b>313,000</b>
Component: Technical Assistance and Management Cost (Project 0000) 2017-2018	Personnel						UNDP	61000 Salaries -	160,000
			x	x	x			61300 - Salary & Post Adj Cst-IP Staff (FTA)	80,000
								71400 - ROL Officer (SC) (6months INL funds)	8,000
				x	x	x		71400 - M&E & Reporting Officer (SC) (6months INL funds)	8,000
				x	x	x		71400 - Project Assistant	8,000
	Common Premises	x	x	x	x		UNDP	73100 Common Premises	65,000
	Security Costs	x	x	x	x		UNDP	63500 Insurance and Security Costs	1,200
	4.6% Operations/Programmes management Support Cost	x	x	x	x		UNDP	64398 - Direct Project Cost-staff	12,352
	Communication, Media and Visibility (1%)	x	x	x	x		UNDP	64398 - Direct Project Cost-staff	3,208
	Monitoring & Evaluation - 3rd Party Monitoring (2%)	x	x	x	x		UNDP	74598 - Direct Project Cost-GOE	6,240
<b>Output 4 Total:</b>									<b>352,000</b>
<b>TOTAL Project Costs:</b>									<b>666,000</b>

This Annual Work Plan (AWP) is based on Results Management Guidelines (RMG) of UNDP. Once signed by UNDP and the Implementing Partners, the plan authorizes the responsible parties and project management to manage available resources and achieve set results.

Government Counterpart	<b>SOLICITOR-GENERAL</b>	UNDP Country Director
Name:	<b>MARTINA M. KRONA</b>	Name: <b>Samuel Doe</b>
Date:	<b>27/2/2017</b>	Date: <b>18-02-2017</b>
Signature:		Signature: 