Atlas Award ID: 00081159

Atlas Project ID: 00090576

Project/Programme Title:

Support to Integrated National Civil Registry   **Annual Work Plan (AWP) for 2017:**

UNDAF Outcome:	**Capacity of democratic institutions strengthened to enable good governance**
Applicable Key Result Area (from 2014-17 Strategic Plan):	**Citizens expectations for voice, development, the rule of law and accountability are met by stronger systems of democratic governance**
CPD Outcome:	**Capacity of democratic institutions strengthened to enable good governance**
CPD Output(s):	**Government is enabled to develop and implement an integrated civil registry system for improved citizen services and electoral processes that respond to both men and women needs**

Expected Outputs	Planned Activities	Timeframe				Responsible Party	Planned Budget		
		Q1	Q2	Q3	Q4		Funding Source	Budget Description	Amount (USD)
Expected Output 3: National Civil Registration Authority Established.	**Activity Result 3.1:** Conduct Capacity Assessment of the National Civil Registration Authority (NCRA) to assess if the existing capacity matches the required skills to establish an integrated national civil registration system for Sierra Leone.								
And baseline, associated indicators and annual targets									
Indicators: - Capacity Development Strategy in Place; - 5 year Strategic Plan with a clear vision/mission, outcomes/outputs, financial projections, an organigram and staff profiles in place; - Communication Strategy in place; - Resource Mobilisation Strategy in place.	**Actions:** 1. Organise multi stakeholder consultations; 2. Draft Capacity Assessment Report; and Draft Capacity Development Plan; 3. Stakeholders' validation of the Draft Capacity Assessment Report; and Draft Capacity Development Plan; 4. Print and submit Final Capacity Assessment Report; and Final Capacity Development Strategy to NCRA/MIA.	x	x			UNDP/GoSL	UNDP/Irish Aid	71200-International consultant 75700-Training, Workshops and Conferences 74200-Printing Travel 71600 -	30,000 10,000 5,000 5000

Baseline:
- No Capacity Development Strategy;
- No Strategic Plan;
- No Communication Strategy;
- No Resource Mobilisation Strategy

Activity Result 3.2: Develop a 5 year Strategic Plan for NCRA with a clear vision/mission, outcomes/outputs, financial projections, organigram and staff profiles.				
Actions: 1. Organise multi stakeholder consultations; 2. Draft 5 year Strategic Plan; 3. Stakeholders validation of the Draft 5 year Strategic Plan; 4. Print and submit Final 5 year Strategic Plan to NCRA/MIA.	x x x x	x x x x	UNDP/GoSL	UNDP/Irish Aid	71200-International consultant 30,000 75700-Training, Workshops and Conferences 10,000 74200-Printing 5,000 71600 - Travel 5000
GMS (8%)				8,000
Activity Result 3.3: Develop a Communication Strategy; and a Resource Mobilisation Strategy for NCRA.				
Actions: 1. Organise multi stakeholder consultations; 2. Draft Communication Strategy; and Draft Resource Mobilisation Strategy; 3. Stakeholders validation of the Draft Communication Strategy; and Resource Mobilisation Strategy. 4. Print and submit Final Communication Strategy; and Final Resource Mobilisation Strategy to NCRA/MIA.	x x	x x	UNDP/GoSL	UNDP/Irish Aid	71300-National consultant 5,000 75700-Training, Workshops and Conferences 5,000 74200-Printing 5,000
GMS (8%)				1,200
Total of output 3				**124,200**

Output 4: New Registration procedures drafted and civic education program developed and implemented

Indicator:
-Number of new civil registration procedures in place
-% of population informed

Activity Result 4.1: New Civil Registration procedures and manuals are drafted and adopted.				
Action: 1. Design registration procedures and manuals for continuous registration of all Sierra Leone citizens to ensure all births, death and other vital statistics are recorded and reported to NCRA.	x x	x x	UNDP/GoSL	UNDP/Irish Aid	71200-International Consultant Int Travel 71600- 25000 5000

Description	Actions / Activities				Responsible	Funding	Budget code	Amount
Baseline: -0 (no new procedure in place) -0% (population not informed about new procedures)	2. Stakeholders validation of procedures and manuals for continuous registration of all Sierra Leone citizens.	x	x	x	x	UNDP/GoSL	UNDP/Irish Aid	75700-Workshops, Trainings and Conferences	5,000
Target: -All required procedures in place -80% of the population informed about new procedures	3. Printing and publishing procedures and manuals for continous registration.	x	x	x	x	UNDP/GoSL	UNDP/Irish Aid	74200-Printing	5,000
	GMS (8%)							3,200
	Total of output 4							**43,200**
Output 7: Civil Registration System reviewed and future development plan drafted.	**Activity Result 7.1:** Civil Registration PRODOC (2018-2020)							
Baseline: Civil Registration Project Document expires in December 2017;	**Actions**							
Indicator: Project Document	1. PRODOC Civil Registration (2018-2020) drafted	x	x		UNDP/GoSL	UNDP/Irish Aid	71200-International Consultant/71600 Int Travel	25,000
Target: PRODOC signed by UNDP and GoSL	2. Draft PRODOC validated by stakeholders	x	x		UNDP/GoSL	UNDP/Irish Aid	75700-Workshops, Trainings and Conferences	5,000
	3. Final PRODOC printed and submitted to NCRA/MIA		x		UNDP/GoSL	UNDP/Irish Aid	74200-Printing	5,000
	Activity Result 7.2 Review and analyse Sierra Leone CR system based on practical experiences and lessons learned from countries with similar civil registration systems.							
	Actions: 1. UNDP and GoSL participation in the Identity for Africa (ID4Africa) Forum 2017.	x			UNDP/GoSL	UNDP/Irish Aid	71600-International travel & DSA	20,000
	2. Study tour to countries with successful and relevant models (best practices) in implementing civil registration systems such as Uganda, Estonia etc	x	x	x	UNDP/GoSL	UNDP/Irish Aid	71600-International travel & DSA	20,000
	GMS (8%)							6,000
	Total Output 7							**81,000**

Output 8:
Well managed and coordinated implementation of the Civil Registration Project.

		Quarters			Source	Budget Code	Amount
Personnel (Salaries)	x	x	x	x	UNDP	61300 IP Staff Costs- TL Gov	200,000
					UNDP	71400 (2 national Staff)	24,000
Common Premises	x	x	x	x	UNDP	73100 Common Premises	39,412
Security Costs	x	x	x	x	UNDP	63500 Insurance and Security Costs	2,080
UN Clinic	x	x	x	x	UNDP	62200 Contrib. to medical, social insurance	2,200
Programme oversight and management/operational support (4.6%)	x	x	x	x	UNDP	64398 Direct Project cost Staff	20,160
Communication, Media and Visibility 1%	x	x	x	x	UNDP	64398 Direct Project Cost Staff	3,000
Monitoring & Evaluation - 3rd Party Monitoring 2%	x	x	x		UNDP	64398 Direct Project cost Staff	5,000
Travel	x	x	x	x	UNDP	71600 NationalTravel	10,000
Staff communication	x	x	x	x	UNDP	72400 Communication	2,000
Internet subscription NCRA	x	x	x		UNDP	72400 Communication	21,000
Office supplies	x	x	x	x	UNDP	72500 Stationery/72300 materials	5,000
Warehouse/security/storage	x				UNDP	74500 Storage	8,000
Project Evaluation				x	UNDP	71200/71600	25,000
Miscellaneous	x	x	x	x	UNDP	74500 Sundry	5,000
Total Output 8							**371,852**
	GMS(8%)						29,748.16
Total 2017 Project Budget							**401,600**
							650,000

National Counterpart/Signature and date

(Director
General

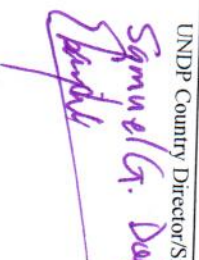UNDP Country Director/Signature and date

Samuel G. Doe 17-02-2017

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