



Project Title: Improving Media Monitoring on Electoral Issues in Sierra Leone

UNJVP Outcome(s): Parliament and other national institutions assisted to implement its individual mandates in a participatory, transparent and accountable manner (Support to democratic Institution JVP 15).

Expected Output(s): Support Cotton Tree News (CTN) to broadcast current affairs programme as well as provide independent and professional coverage and reporting of the 2012 General Elections through its 26 partner community radio stations spread across the country. It will provide space for especially local communities to be involved and actively participate in elections debates as well as make informed choices in presidential, parliamentary and local council's elections. . .

Implementing Partner:

Cotton Tree News (CTN)

Brief Description

The UNDP had over the years directed funding received from the German government mainly to the Cotton Tree News (CTN) and the Independent Media Commission (IMC) as two media institutions playing crucial role in the development of media landscape in the country.

Established by Foundation Hirondelle (FH) in partnership with Fourah Bay College to provide professional radio coverage during the period leading up to the 2007 elections, the Cotton Tree News (CTN) has provided six hours per day of daily news and current affairs programming since 2006. Since then, CTN has carved a niche and established its reputation as a key provider of credible, independent and unbiased news and current affairs reports.

Up to now CTN had provided six hours of News and Information using Radio Mount Aureol at Fourah Bay College as its hub for rebroadcast by twenty six community radio stations spread across the country. The current project is a continuation of past support provided to the CTN. The following objectives will be addressed:

- Operational capacity of CTN and its 26 partner community radio stations is enhanced for professional and unbiased coverage of the 2012 General Elections.
- Increased participation, involvement and voice of local communities in elections discussion and increased ability to make informed decisions in the 2012 general elections
- Established merger between CTN and RMA (into a single organization) with defined mandate on public service broadcasting accountable management procedures, editorial independence and prudent financial policy and systems.

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Programme Period:	March 2012 – February 2013
Key Result Area (Strategic Plan):	_____
Atlas Award ID:	00061278
Start date:	March 2012
End Date	Feb. 2013
PAC Meeting Date	_____
Management Arrangements	_____

2012 AWP budget:	USD 201,300.00
Total resources required	_____
Total allocated resources:	_____
• Regular	_____
• Other:	
○ German	201,300.00

Agreed by (Implementing Partner): Jul 2012/2012

Agreed by UNDP: Q Sep 2012/12

~~Q Sep~~ Jul

I. ANNUAL WORKPLAN & BUDGET

YEAR 2012/2013

Improving Media Monitoring and Reporting on Electoral Issues

EXPECTED OUTPUTS	PLANNED ACTIVITIES	TIMEFRAME			RESPONSIBLE PARTY	Source of Funds	PLANNED BUDGET (USD)		
		2012		2013			Budget Description	Account Code	Amount (March 2012 – Feb 2013)
		Q3	Q4	Q1					
<p>Output 2.3. Media monitoring and improved reporting standards</p> <p>Baseline: Media frequently contributes to political tension rather than defusing it; low journalistic standards for reporting on electoral activities; particularly poor treatment of women candidates; dependence on most of the population on radio reporting</p> <p>Indicators:</p> <ul style="list-style-type: none"> Gender biased reporting against female candidates is effectively addressed (as compared to 2007 cycle) # of radio-based reporting on the electoral process that are professional and unbiased and broadcast in local languages 	2.3.3.1 Action: Provide operational support to CTN up to February 2012								
	Monthly salaries for CTN staff (March 2012 – February 2013)	x	x	x	CTN	Germany	72500	salary	86,000.00
	Monthly fuel (for vehicles and generator) March 2012 – February 2013)	x	x	x	CTN	Germany	72500	supplies	10,000.00
	Monthly Top-up card (March 2012 – February 2013)	x	x	x	CTN	Germany	72500	supplies	10,260.00
	Monthly internet services (March 2012 – February 2013)	x	x	x	CTN	Germany	72500	supplies	6,283.00
	Monthly security services (March 2012 – February 2013)	x	x	x	CTN	Germany	72500	service	7,220.00
	Weekly newspaper supply (March 2012 – February 2013)	x	x	x	CTN	Germany	72500	supplies	1,116.00
	Maintenance of vehicles and generators	x	x	x	CTN	Germany	72500	services	5,000.00
	Monthly office supply, stationary, portable water (March 2012 - February 2013)	x	x	x	CTN	Germany	72500	supplies	5,000.00
	Satellite fee between June 2011 - December 2012	x	x	x	CTN	Germany	72500	service	26,000.00
	Procurement and installation of CTN equipment	x	x	x	UNDP	Germany	72500	equipment	10,900.00

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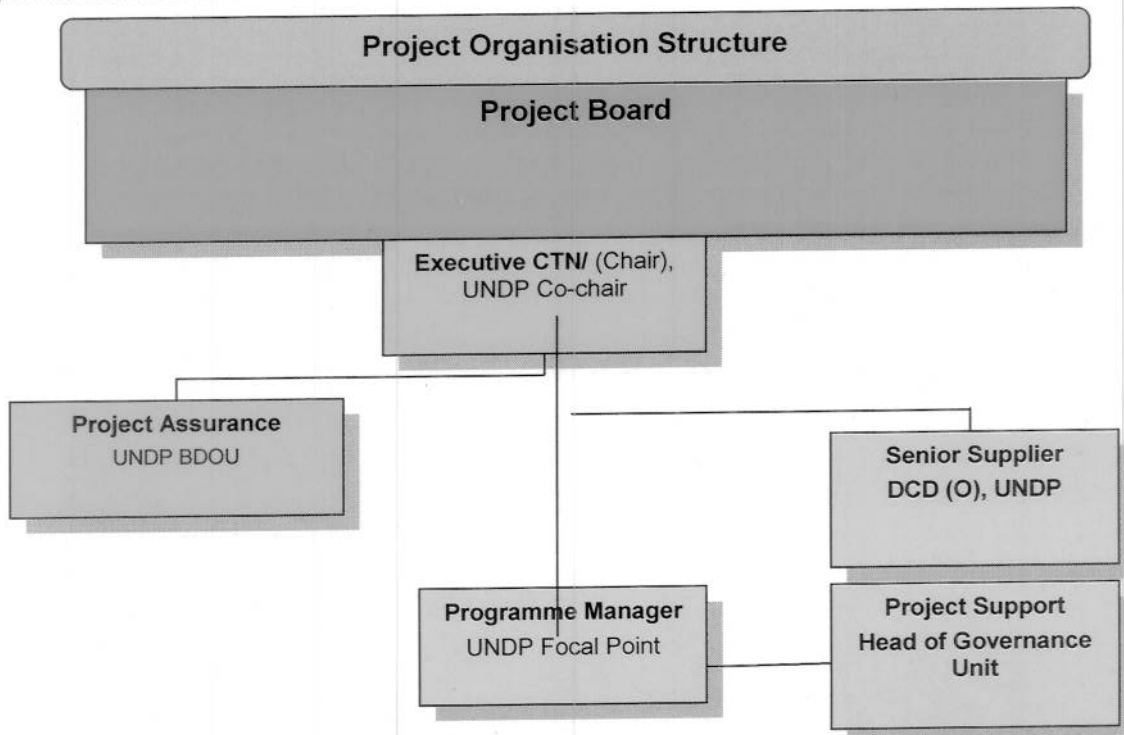
2.3.3.2 Action: Capacity Development of partner community radio stations										
2.3.3 Activity Result: Support to radio-based news reporting Tree, others)	In-house training of journalists of partner community radio stations	x	x	x	CTN	Germany	72500	Trainings /supplies	5,000.00	
	Internship for partner community radio stations	x	x	x	CTN	Germany	72500		10,000.00	
	Interactive session for managers and Chairmen of partner community radio stations	x	x	x	CTN	Germany	72500	w/shop	1,521.00	
	Strategic planning/Business Plan development for Partner Community radio stations		x	x	CTN	Germany	72500	Planning w/shop	3,000.00	
	Establish and operationalize elections coverage teams (western area rural, north, south, and eastern regions)	x	x	x	CTN	Germany	72500		8,000.00	
2.3.3.3 Action: Support to CTN/RMA Merger process										
	Post-merger orientation for RMA/CTN line managers and senior editors and producers	x	x	x	CTN	Germany	72500	Orientati on w/shop	1,000.00	
	Strategic Planning processes: business Plan, HR Manual and Financial Management Manual	x	x	x	CTN	Germany	72500	Strategic planning w/shop	5,000.00	
TOTAL									\$ 201,300.00	

MANAGEMENT ARRANGEMENTS

The project will be executed by CTN. This means that CTN will have full responsibility to ensure accountability, transparency, timely implementation, management and achievement of results. However, a Project Board comprising the CTN as Chair, UNDP as co-chair and members comprising UNIPSIL will oversee the project providing overall policy guidance and ensuring synergy with the broader Media Reform. To ensure effective co-ordination, all implementation requests should be channelled through UNIPSIL for initial review/validation and onward submission to UNDP.

The Project Board will be supported by a Programme Officer, based at UNDP providing technical support to the project on a day-to-day basis, working closely with the Governance Portfolio Manager/Head of the Governance Unit who will provide overall guidance, quality assurance and will ensure compliance with UNDP rules and procedures. Together, they will ensure that the project produces the results specified in the AWP to the required standard of quality and within the specified time and budget limits.

The Project Board will be responsible for making, on a consensus basis, management decisions for a project when guidance is required by the Project Secretariat, including recommendation for UNIPSIL/UNDP/ Implementing Partner approval of project revisions. Project reviews by this group will be made at designated decision points during the year, or as necessary when raised by the Project Stakeholders. This group will be consulted by the Programme Manager for decisions when PM tolerances (i.e. constraints normally in terms of time and budget) have been exceeded. Below is the project organizational structure.



Project Board – to be composed of key stakeholders – will retain the overall authority for the project and will be responsible for providing direction, review and eventual closure.

The Editor in Chief as Chair of the Project Board and UNDP Country Director as co-chair will be responsible for the “business case”, ensuring that the project is delivering value for time and resources; the Executive Secretary chairs the Project Board meetings.

Technical Advisor, Media – to be based at UNIPSIL, together with the Project Officer Media Development at UNDP under the leadership of Head of Governance will plan and oversee the project's implementation, ensuring overall guidance, quality assurance and will ensure compliance with UNDP rules and procedures; they will ensure that the project realizes the results described in the AWP; in all this, they will work closely with the Project support, helping to define responsibilities for project personnel and other specialist project teams, ensuring progress reporting to the project board.

Project support – this will be composed of the Project Manager, Media Development and Finance Analyst based at UNDP and will be responsible for: setting up and maintaining project documentation; updating plans and assessing impact of changes; defining and maintaining project management standards, recording minutes of meetings and compilation of reports;

Senior Supplier – this role, to be played by the Deputy Operations Manager at UNDP will ensure the design, development and procuring the project's products, ensuring compliance to applicable procurement rules and procedures;

Project Assurance - This will be the Business Development and Oversight (BDOU) Team at UNDP, under the leadership of the Unit Head; it will ensure adherence to quality systems; assesses all aspects of the project's performance and products.

II. FRAMEWORK AND EVALUATION

This will be in accordance with UNDP's programming policies and procedures. The Project Support, with advice from the Programme Manager (Head of Governance Unit) will ensure effective monitoring of the AWP ensuring that implementing partners develop monitoring plans to facilitate effective monitoring. They will provide period reports to the project board.

The specific mechanisms that will be used to monitor the achievement of results in annual work plan will include the following:

- i. Quarterly meetings of the Project Board - to review progress reports so as to take necessary actions to ensure the project results are achieved and where possible, recommend a change in implementation strategy. Quarterly progress report, technical and financial report are prepared by the project Secretariat for review by the Project Board;
- ii. **Annual Progress Report.** An Annual Progress Report shall be prepared by the project secretariat, cleared by the Technical Advisor, UNIPSIL Media Development and Head of Governance and shared with the Project Board. The Annual Review Report shall provide a summary of results achieved against pre-defined annual outputs and targets. It will also include financial report generated through Atlas at the end of the year;
- iii. **Annual Project Review.** Based on the above report, an annual project review shall be conducted during the fourth quarter of the year or soon after, to assess the performance of the project and appraise the Annual Work Plan (AWP) for the following year. In the last year, this review will be a final assessment. This review is driven by the Project Board and may involve other stakeholders as required. It shall focus on the extent to which progress is being made towards outputs, and that these remain aligned to appropriate outcomes;
- iv. Field visits, where necessary will be undertaken jointly by implementing agency and UNDP.

Risk and Issues Log

Within the annual cycle a risk log shall be activated in Atlas and regularly updated by reviewing the external environment that may affect the project implementation. In addition, a project Lesson-learned log

shall be activated and regularly updated to ensure on-going learning and adaptation within the organization, and to facilitate the preparation of the Lessons-learned Report at the end of the project. It is the responsibility of the Project Manager to maintain and update the Project Risk Log, and ensure that risks are identified, communicated, and managed effectively.

A Monitoring Schedule Plan shall be activated in Atlas and updated to track key management actions/events.

III. LEGAL CONTEXT

This AWP together with the CPAP signed by the Government and UNDP which is incorporated by reference constitute together a Project Document as referred to in the SBAA and all CPAP provisions apply to this document.

Consistent with the Article III of the Standard Basic Assistance Agreement, the responsibility for the safety and security of the implementing partner and its personnel and property, and of UNDP's property in the implementing partner's custody, rests with the implementing partner. The implementing partner shall:

- a) Put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried;
- b) Assume all risks and liabilities related to the implementing partner's security, and the full implementation of the security plan.

UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this agreement.

The implementing partner agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999).

ANNEXES

- The CPAP signed by UNDP and the Government Coordinating Agency would be appended I if necessary.

Any additional agreements, such as cost sharing agreements, project cooperation agreements signed with NGOs (where the NGO is designated as the "implementing partner") should be attached.