

29-May-2009



UN Development Programme

Suriname - Cty Pgmm

Award ID: 00057538

Award Title: Ass. for Developm. of Capacity Strengthening Plan Sozavo

Start Year: 2009

End Year: 2009

Implementing Partner (Executing Agency): UNDP

Budget (US\$) as of Last Revision on 28-May-2009		
Donor	Fund	Amount
UNDP	04000 TRAC (Lines 1.1.1 and 1.1.2)	50,000.00
Total Budget (2009 and Beyond)		50,000.00
Total Expenditure (2008 and Prior)		0.00
Award Total		50,000.00
Unprogrammed/Unfunded		0.00

Responsible Party (Implementing Agent): TRI-Government of Suriname

Revision Type: Project Approval

Brief Description:

This project is developed to provide technical assistance to the Ministry of Social Affairs and Public housing for the formulation of a capacity strengthening plan which will help the ministry to strengthen its institutional and human resource capacities and to develop related strategies to implement the plan.

Agreed by: Government of Suriname

Agreed by: Ministry of SOZAVO

Agreed by: UNDP

[Handwritten signatures and dates]

2/06/09

07/02/09

2/june/2009



Annual Work Plan

Suriname - Cty Pgmm

Report Date: 28/5/2009

Award Id: 00057538
 Award Title: Ass. for Developm. of Capacity Strengthening Plan Sozavo
 Year: 2009

Project ID	Expected Outputs	Key Activities	Timeframe		Responsible Party	Planned Budget				
			Start	End		Fund	Donor	Budget Descr	Amount US\$	
00071147	Ass. for Developm. of Capacity	Capacity Strengthening Plan			TRI-Government of Suriname	04000	UNDP	71400	Contractual Services - Individ	19,000.00
					TRI-Government of Suriname	04000	UNDP	71600	Travel	15,791.00
					TRI-Government of Suriname	04000	UNDP	75700	Training, Workshops and Confe	2,000.00
		Training			TRI-Government of Suriname	04000	UNDP	75700	Training, Workshops and Confe	13,209.00
TOTAL										50,000.00
GRAND TOTAL										50,000.00

Assistance for Development of a Capacity Strengthening Plan for the Ministry of Social Affairs and Public Housing (SOZAVO)

1 Background or 'Project Rationale'

The Ministry of Social Affairs and Public Housing (Sozavo) is mandated to enhance the social well being of the total community, but more specifically the low income groups, the elderly, people with disabilities and children/youth.

Based on its mandate, the ministry has the responsibility to formulate, implement and monitor policy to address the social needs of the community.

As part of the policy implementation, the ministry has an array of social provisions that it provides to the poor and other vulnerable groups. One of these provisions is a medical card through which beneficiaries can receive primary and secondary health care. As part of the Health Sector Reform programme of the ministry of Health, the medical card system was assessed and recommendations were made to improve. Two of the recommendations were executed: namely the improvement of the targeting mechanism and the development of an information system in which the information of all clients receiveing social provisions is incorporated.

While the improvement of the targeting system is still in progress, the information system (Sozavo Information System - SIS) has already been delivered and the ministry must now make use of this system.

Another project that the ministry initiated was measuring the effectiveness and efficiency of the cash transfer programmes. This project resulted in a social safety net reform strategy and a proposal to reform the social safety net.

In addressing the above stated initiatives, the ministry has recognized that it is challenged by institutional weaknesses which are reflected among others, in weak programme planning, implementation and monitoring capacities.

The lack of relevant data makes it also difficult for the ministry to formulate evidence based policy.

Assessments conducted by several institutions¹ in cooperation with the ministry have confirmed these challenges and also revealed other areas which need development and or strengthening such as:

- implementation and absorption capacity;
- human resource development; including general capacity building and management skills;
- Institutions to support capacity building;
- Technology proficiency including ICT capability and data provision and analysis

These challenges have hampered the ministry to perform its tasks efficiently and effectively.

In keeping with the recommendations made by earlier assessments and articulated in the Social Reform Strategy, the ministry is committed to developing a comprehensive capacity development plan. This plan should also take into account several training initiatives undertaken by the ministry in the last 3 years such as the leadership training for its staff; training to develop work plans per department; social work training sessions etc.

This proposal is meant to obtain technical assistance in developing this plan.

2 Overall goal, expected outputs and planned activities

Overall goal:

The overall goal of this proposal is to seek technical assistance for the Ministry of Social Affairs and Public Housing in the development of its institutional and human resource capacity.

Objectives:

The objectives of this technical assistance are:

- a) To formulate, a **capacity strengthening plan** which will help the ministry to address its weak institutional and human resource capacities;
- b) To develop strategies to implement the capacity strengthening plan.

Expected outputs

¹ IDB consultants in 2005 & 2008

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Given the multi-dimensional characteristics of the assignment, the services of a team of experts will be rendered. The team will be comprised of an expert in Social Safety Net development and reform, who will also be functioning as a team leader, a specialist in institutional/organizational development and a specialist Human Resource development.

4 Beneficiaries

The management and staff of the ministry of Social Affairs and Public Housing specifically, and the Government of Suriname in general are the main beneficiaries of this project.

5 Management arrangements

This project activity falls under Annual Work Plan (AWP) 1 - Policy Planning and Monitoring signed between the Government of Suriname and UN agencies in February, 2009. As agreed between the Government of Suriname and UNDP the activities will be implemented according the National Execution Modality by the Ministry of Social Affairs and Public Housing (Sozavo) under supervision and coordination of the Ministry of Planning and Development Cooperation (PLOS). The ministry of Social Affairs and Public Housing represented by the permanent secretary (PS) Social Affairs will be the responsible actor for the implementation of this project. The PS will in this regard be assisted by the Research and Planning division of the ministry.

UNDP will provide resources from its regular TRAC allocation and while the government concurs that the resources will be made available in accordance with the direct payment modality under the Harmonized Cash Transfer (HACT).

6 Monitoring and Evaluation Framework

The monitoring and evaluation of the project activities will be done in line with the agreed monitoring and evaluation modality as developed for the implementation of the AWP activities and agreed by the UN agencies and the Government of Suriname.

7 Project Budget (specified by quarter)

The project budget of USD 36,791.00 will cover consultancy fees and costs for holding consultation meetings and will be allocated according to below distribution:

Item#	Description		Total Amount(USD)
	<i>Consultant Team</i>		
1	Expert SSN	15 days @ 600.00	9,000.00
2	Specialist on Inst/Org. development	10 days @ 500.00	5,000.00
3	HR Specialist	10 days @ 500.00	5,000.00
	<i>Meetings</i>		
4	Consultation meetings	2 meetings @ 1,000.00	2,000.00
	<i>Travel</i>		
5	Tickets	3 @ 3,000.00	9,000.00
6	DSA	(15+10+10) @ 181.00	6,335.00
7	Terminal	(3X4) @ 38.00	456.00
	<i>TOTAL</i>		36,791.00

Note: Total number of days for this consultancy: 35 days (Total of 3 consultants).

8 Annexes

The following documents may be added as annexes to this proposal:

- Agreements: Any additional agreements, such as cost sharing agreements or NGO agreements (where the NGO is designated as the "executing entity") should be attached.

Not applicable.

- Terms of Reference: TOR is attached.
- Capacity Assessment: Results of capacity assessments of Implementing Partner (including HACT Micro Assessment).

For this we refer to the HACT assessment that has been done for the ministry of Social Affairs and Housing.

9 Other

- Organizational chart

See attached

- Quality management table

The government accountability rules and procedures are applicable.

- Legal Context

This project document shall be the instrument referred to as such in Article 1 of the Standard Basic Assistance Agreement (SBAA) signed between the Government of Suriname and the United Nations Development Programme, signed by the parties on 27, April 1978. The Executing Agency shall, for the purpose of the Standard Basic Assistance Agreement, refer to the government co-operating agency described in that agreement.

The following type of revisions may be made to this project document with the signature of the UNDP Resident Representative only, provided he or she is assured that the other signatories of the project document have no objections to the proposed changes:

- Revision in, or addition of any of the Annexes of the Project Document
- Revisions that do not involve significant changes in the immediate objectives, outputs or activities of the project, but are caused by the re-arrangement of inputs already agreed to or by cost increases due to inflation

- Mandatory annual revisions that re-phase the delivery of agreed project inputs or increased expert or other costs due to inflation or take into account agency expenditure flexibility.