

HR Working Group

UNDAP Outcome								2011-12 Budget	Core	\$0	One Fund	100%
4 In-country Human Resources processes are harmonised, efficient and responsive to programme needs								\$70,000	Non Core	\$0		\$70,000
UNDAP Output								2011-12 Budget	Core	\$0	One Fund	####
1 A harmonised approach to key in-country recruitment processes, job classification and contractual compliance - with emphasis on gender equity - is developed and adopted								\$0	Non Core	\$0		\$0
Risks and Assumptions												
Adequate political and financial commitment for the reform process within the UN system at national and HQ level; Endorsement for actions/recommendations by CMT and HQ; Classification system is aligned with the International Civil Service Commission (ICSC) revised electronic GS classification system												
Output Targets												
a. One UN Guidance Note on Recruitment Process, as it relates to job classification, adopted and operationalised; Baseline: Agency specific approaches to recruitment and job classification; Jun/2012 target: ToRs developed and a Consultant identified; Review of Recruitment processes completed; Jun/2015 target: Agency roll-out of Guidance Note, as per agreed schedule												
b. Common Procedures for advertisement, shortlisting and interviewing manual adopted and operationalise; Baseline: No common procedures; Desk review of agency specific requirements initiated; Jun/2012 target: Desk review of agency specific recruitment requirements completed; Common Procedures Manual for Advertisement, Shortlisting and Interviewing drafted; OMT secures; Jun/2015 target: Common Procedures Manual for Advertisement, Shortlisting and Interviewing operationalised, as per agreed schedule												
c. % of Staff Contracts in Compliance with contractual modalities; Baseline: Assessment of compliance levels; Jun/2012 target: % increase in compliance on baseline; Jun/2015 target: % increase in compliance on baseline												
UNDAP Key Action		Considerations		Area		Budget		2011-12 Budget	Core	\$0	One Fund	####
1 Comprehensive review of agencies' practices re job advertisement, shortlisting and interview panels; Recommendations for reform to OMT/CMT; Revised practices operationalised, on approval		Ensure reviews capture gender gaps; Recruitment processes must be non discriminatory; Applications from under-represented groups encouraged, eg women, youth, people with disabilities				\$50,000 WFP		\$0	Non Core	\$0		\$0
								0%				
#	Activity Description	Considerations	Start	End	IPs	Other Partners	Responsible Staff	Collaborating WGs	GeoArea	Budget and Funding		
1	Carry out business process mapping for job advertisement and make recommendation to CMT		Jul 2011	Dec 2011			Leslie Roach	Human Resources	Both Mainland and Zanzibar	Budget*	\$0	
										Core	\$0	
									*{Inputs:- }	Non Core	\$0	
										One Fund	\$0	
2	Carry out comprehensive review of job classification and make recommendation to CMT		Jul 2011	Oct 2011			Leslie Roach	Human Resources	Both Mainland and Zanzibar	Budget*	\$0	
										Core	\$0	
									*{Inputs:- }	Non Core	\$0	
										One Fund	\$0	
UNDAP Key Action		Considerations		Area		Budget		2011-12 Budget	Core	One Fund		
2 Comprehensive review of agencies' practices re job classification and contractual compliance; Recommendations for appropriate action submitted to OMT/CMT; Revised practices operationalised, on approval		Ensure reviews mainstream gender considerations				\$100,000 WFP			Non Core			
#	Activity Description	Considerations	Start	End	IPs	Other Partners	Responsible Staff	Collaborating WGs	GeoArea	Budget and Funding		

Budget*

Core

*{Inputs:- }

Non Core

One Fund

UNDAP Output	Risks and Assumptions	2011-12 Budget	Core	\$0	One Fund	####
2 A harmonised approach to key staff entitlements is developed and operationalised	Adequate political and financial commitment for the reform process within the UN system at national and HQ level; the HRWG secures endorsement for actions/recommendations	\$0	Non Core	\$0		\$0

Output Targets

a. UN Guidance Note on key staff entitlements adopted and operationalised; Baseline: Core Entitlements reviewed; Core Entitlements within the UNCT purview identified; Jun/2012 target: Action Plan developed and approved; Incorporation of core entitlements across agencies initiated, according to agreed Action Plan; Jun/2015 target: Core entitlements incorporated across agencies, according to agreed Action Plan

UNDAP Key Action	Considerations	Area	Budget	2011-12 Budget	Core	\$0	One Fund	####
1 Review and present a list of key entitlement and practices; Recommend those entitlements that can be harmonised at the country level; Develop and operationalise an Action Plan	Ensure entitlements that can be harmonised at the country level are accessible to all		UNICEF	\$0	Non Core	\$0		\$0

#	Activity Description	Considerations	Start	End	IPs	Other Partners	Responsible Staff	Collaborating WGs	GeoArea	Budget and Funding
1	Review key entitlements and practices across UNCT and present findings to Inter-Agency Management Bodies for action	Gender aspects are taken into consideration	Sep 2011	Jun 2012			Lisaela Ngandu	Gender	Both Mainland and Zanzibar	Budget* Core Non Core One Fund
										\$0 \$0 \$0 \$0

UNDAP Output	Risks and Assumptions	2011-12 Budget	Core	One Fund
3 A harmonised approach to appraising staff contributions to inter-agency coordination is adopted and implemented	Adequate political and financial commitment for the reform process within the UN system at national and HQ level; Endorsement for actions/recommendations by CMT and HQ		Non Core	

Output Targets

a. UN Guidance Note on Common Appraisal of Staff Contributions to DaO systems and processes adopted and operationalised; Baseline: No standard approach to measuring contribution to DaO; Jun/2012 target: One UN Guidance Note developed and endorsed by CMT; Jun/2015 target: Agency roll-out of Guidance Note, as per agreed schedule

UNDAP Key Action	Considerations	Area	Budget	2011-12 Budget	Core	One Fund
1 Review and present to CMT a draft guidance note on common approach to appraising staff inputs to UN joint processes; Adopt strategy as advised	Ensure guidance note captures all staff at all levels and categories		\$20,000 UNFPA		Non Core	

#	Activity Description	Considerations	Start	End	IPs	Other Partners	Responsible Staff	Collaborating WGs	GeoArea	Budget and Funding
										Budget* Core Non Core One Fund

UNDAP Output				Risks and Assumptions					2011-12 Budget		Core	\$0	One Fund	100%	
4 Priority capacity gaps in staff technical capacity identified and addressed				Adequate political support and financial resources for strengthening the UNCT					\$50,000		Non Core	\$0		\$50,000	
Output Targets															
a. Annual UNCT skills development strategy developed and implemented to respond to identified capacity gaps; Baseline: Needs assessment for first year AWP implementation; Jun/2012 target: Training undertaken according to needs identified; Needs assessment for second year AWP implementation; Jun/2015 target: Training undertaken according to needs identified															
UNDAP Key Action			Considerations			Area		Budget		2011-12 Budget		Core	\$0	One Fund	100%
1 Develop annual training plans for programme and operations staff based on needs identified by Programme Working Groups and OMT; Support roll-out			Include understanding of cross cutting considerations in Capacity Assessments and address gaps in subsequent training					\$100,000 UNHCR		\$50,000		Non Core	\$0		\$50,000
											50%				
#	Activity Description	Considerations	Start	End	IPs	Other Partners	Responsible Staff	Collaborating WGs	GeoArea	Budget and Funding					
1	Carry out training needs assessment for UN staff in the context of DaO		Jul 2011	Aug 2011	UN Agency		Catherine Mbutia	Human Resources	Both Mainland and Zanzibar	Budget*	\$50,000				
										Core	\$0				
										Non Core	\$0				
										One Fund	\$50,000				
								{Inputs:- Consultancies: 50,000 (100%), }							
UNDAP Output				Risks and Assumptions					2011-12 Budget		Core	\$0	One Fund	100%	
5 Common Consultant database is operationalised and regularly updated				Availability of consultants with adequate understanding of the UN system provide valid recommendations for programme support					\$20,000		Non Core	\$0		\$20,000	
Output Targets															
a. % of Consultants sourced via the common Consultant Database, where appropriate; Baseline: Limited database; Advertisements for 'standard' consultancy positions; Jun/2012 target: Consultancy CVs uploaded; Database rolled-out to all agencies; Jun/2015 target: % of Consultants sourced via the common Consultant Database, where appropriate															
UNDAP Key Action			Considerations			Area		Budget		2011-12 Budget		Core	\$0	One Fund	100%
1 Review agency consultancy requirements; Invite bids from interested consultants; Review and select qualified consultants with feedback mechanisms for inclusion in database; Monitor and update regularly			Ensure ToRs are gender sensitive; Require Consultants to possess knowledge of gender issues; Encourage both male and female consultants to apply in male/female dominated fields					\$40,000 UNDP		\$20,000		Non Core	\$0		\$20,000
											50%				
#	Activity Description	Considerations	Start	End	IPs	Other Partners	Responsible Staff	Collaborating WGs	GeoArea	Budget and Funding					
1	Develop a list of services/ consultancy requirements for UNDP implementation activities into a comprehensive database for managing procurement support.		Jul 2011	Aug 2011			Francis Ndenje	TOPT	Both Mainland and Zanzibar	Budget*	\$20,000				
										Core	\$0				
										Non Core	\$0				
										One Fund	\$20,000				
								{Inputs:- Direct/Other: 20,000 (100%) }							
2	Develop TOR in conjunction with PWG leads for procurement processes.	Ensure TORs are gender sensitive; require consultants possess knowledge of gender issues, encourage both male and female consultants	Sep 2011	Sep 2011			Francis Ndenje	TOPT	Both Mainland and Zanzibar	Budget*	\$0				
										Core	\$0				
										Non Core	{Inputs:- }				
										One Fund	\$0				

3 Organise open tendering process and select qualified consultants to form data base for 3/4 years. WG collaboration with TOPT.	Ensure process is gender sensitive and strongly encourages female consultants to engage in the process	Sep 2011	Jun 2012	Francis Ndenje	TOPT	Both Mainland and Zanzibar	Budget*	\$0
							Core	\$0
							*{Inputs:- }	\$0
							Non Core	\$0
							One Fund	\$0