

**STANDARD LETTER OF AGREEMENT BETWEEN
THE UNITED NATIONS DEVELOPMENT PROGRAMME AND
THE UNITED NATIONS EDUCATIONAL SCIENTIFIC AND CULTURAL ORGANISATION
(UNESCO)
ON THE IMPLEMENTATION OF THE PROJECT: DEMOCRATIC EMPOWERMENT PROJECT
WHEN UNDP SERVES AS IMPLEMENTING PARTNER**

Dear Ms. Jensen,

1. Reference is made to the consultations between officials of the United Nations Development Programme (hereinafter referred to as “UNDP”) in Tanzania and officials of the United Nations Educational Scientific and Cultural Organization (hereinafter referred to as “UNESCO”) with respect to the realization of activities of the project (*Democratic Empowerment Project*), as specified in Attachment 1: Project Document, to which UNDP has been selected as implementing partner.
2. In accordance with the Project Document and with the following terms and conditions, we confirm our acceptance of the activities to be provided by the UNESCO towards the project, as specified in Attachment 2: Description of Activities (hereinafter referred to as “Activities”). Close consultations will be held between the UNESCO and UNDP on all aspects of the Activities.
3. UNESCO shall use its best efforts to ensure that personnel recruited for the project are of the highest standards of efficiency, competence, and integrity.
4. UNESCO shall be fully responsible for the provision, with due diligence and efficiency, of all services performed by its personnel and for ensuring that all relevant *UNESCO regulations and rules* are complied with and that the principles of competitive bidding are observed.
5. In carrying out the activities under this Letter, *UNESCO* shall be considered as having the legal status of an independent contractor vis-à-vis UNDP. The personnel and sub-contractors of UNESCO shall not be considered in any respect as being the employees or agents of UNDP. UNDP does not accept any liability for claims arising out of acts or omission of UNESCO or its personnel, or of its contractors or their personnel, in performing the Services under the project or any claims for death, bodily injury, disability, damage to property or other hazards that may be suffered by UNESCO, and its personnel as a result of their work pertaining to the project.
6. As implementing partner, UNDP shall retain overall responsibility for the project and shall designate a project manager.
7. The personnel assigned by *UNESCO* to the project, and under contract with *UNESCO* shall work under the supervision of the project manager. The supervisory arrangements shall be determined in mutual consultation between UNDP and *UNESCO* and described in the relevant terms of reference of the personnel. These personnel shall remain accountable to *UNESCO* for the manner in which assigned functions are discharged under *UNESCO regulations and rules*.
8. In the event of disagreement between the project manager and the project personnel of *UNESCO*, the project manager shall refer the matter under dispute to *UNESCO* for the purpose of finding a satisfactory solution. In the interim, the decisions of the project manager shall prevail.
9. Any subcontractors, including NGOs assigned by *UNESCO* to the project, and under contract with *UNESCO*, shall work under the supervision of the designated official of *UNESCO*. These subcontractors shall remain accountable to *UNESCO* for the manner in which assigned functions are discharged.
10. Upon signature of this Letter and pursuant to the budget and the work plan of the Project

Document, UNDP will make payments to *UNESCO*, according to the schedule of payments specified in Attachment 3: Schedule of Services, Facilities and Payments.

11. *UNESCO* shall not make any financial commitments or incur any expenses which would exceed the budget for implementing the project as set forth in the Project Document. *UNESCO* shall regularly consult with UNDP concerning the status and use of funds and shall promptly advise UNDP any time when *UNESCO* is aware that the budget to carry out these Services is insufficient to fully implement the project in the manner set out in the Project Document. UNDP shall have no obligation to provide *UNESCO* with any funds or to make any reimbursement for expenses incurred by *UNESCO* in excess of the total budget as set forth in the Project Document.

12. *UNESCO*] shall maintain separate accounts, records and supporting documentation relating to the project, including funds received and disbursed by *UNESCO*.

13. *UNESCO* shall submit a cumulative financial report each quarter (31 March, 30 June, 30 September and 31 December). The report will be submitted to UNDP through the UNDP Country Director or UNDP Resident Representative within 30 days following those dates. The format will follow the standard UNDP expenditure report [a model copy of which is provided as Attachment 4]. UNDP will include the financial report by *UNESCO* in the financial report for [number and title of project].

14. *UNESCO* shall submit such progress reports relating to the project as may reasonably be required by the project manager in the exercise of his or her duties.

15. *UNESCO* shall submit annually to UNDP audited or certified statement of accounts showing the status of the funds provided to it by UNDP.

16. *UNESCO* shall provide UNDP with an annual report of non-expendable equipment purchased by *UNESCO* for the project. The report shall be submitted within 30 days following 31 December, and shall be included by UNDP in the main inventory for the project.

17. *UNESCO* shall furnish a final report within 12 months after the completion or termination of the project, including all relevant audited or certified financial statements and records related to such project.

18. Title to any equipment and supplies that may be furnished by UNDP or procured through UNDP funds shall rest with UNDP until such time as ownership thereof is transferred. Except for equipment whose title has been transferred, all other equipment shall be returned to UNDP at the conclusion of the project. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to *UNESCO*, subject to normal wear and tear. *UNESCO* shall be liable to compensate UNDP for equipment determined to be damaged or degraded beyond normal wear and tear.

19. Any changes to the Project Document which would affect the work being performed by *UNESCO* in accordance with Attachment 2 shall be recommended only after consultation between the parties.

20. For any matters not specifically covered by this Letter, the appropriate provisions of the Project Document and revisions thereof and the appropriate provisions of the Financial Regulations and Rules of UNDP shall apply.

21. The arrangements described in this Letter will remain in effect until the end of the project, or the completion of activities of *UNESCO* according to Attachment 3, or until terminated in writing (with 30 days notice) by either party. The schedule of payments specified in Attachment 3 remains in effect based on continued performance by *UNESCO* unless it receives written indication to the contrary from UNDP.

22. Any balance of funds that is unspent and uncommitted after the conclusion of the project shall be returned to UNDP.

23. Any amendment to this Letter shall be effected by mutual agreement, in writing,

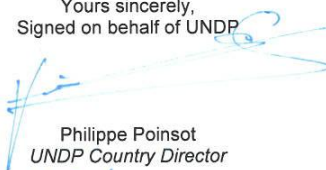
24. All further correspondence regarding this Letter, other than signed letters of agreement or amendments thereto should be addressed to Alberic Kacou, and P.O. Box 9182, Dar es Salaam.

25. UNESCO shall keep the UNDP Country Director fully informed of all actions undertaken by them in carrying out this Letter.

26. Except as provided in paragraph 8 above, any dispute between the UNDP and UNESCO arising out of or relating to this Letter which is not settled by negotiation or other agreed mode of settlement, shall, at the request of either party, be submitted to a Tribunal of three arbitrators. Each party shall appoint one arbitrator, and the two arbitrators so appointed shall appoint a third arbitrator, who shall be the chairperson of the Tribunal. If, within 15 days of the appointment of two arbitrators, the third arbitrator has not been appointed, either party may request the President of the International Court of Justice to appoint the arbitrator referred to. The Tribunal shall determine its own procedures, provided that any two arbitrators shall constitute a quorum for all purposes, and all decisions shall require the agreement of any two arbitrators. The expenses of the Tribunal shall be borne by the parties as assessed by the Tribunal. The arbitral award shall contain a statement of the reasons on which it is based and shall be final and binding on the parties.

27. If you are in agreement with the provisions set forth above, please sign and return to this office two copies of this Letter. Your acceptance shall there by constitute the basis for your agency's participation in the implementation of the project.

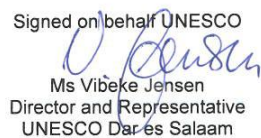
Yours sincerely,
Signed on behalf of UNDP



Philippe Poinot
UNDP Country Director

12/12
.....December 2012

Signed on behalf UNESCO



Ms Vibeke Jensen
Director and Representative
UNESCO Dar es Salaam

19/12
.....December 2012

Attachment 1

PROJECT DOCUMENT

DEMOCRATIC EMPOWERMENT PROJECT

Attachment 2

DESCRIPTION OF ACTIVITIES



TITLE: PROMOTING COMMUNITY MEDIA AS A MEANS FOR WOMEN EMPOWERMENT, CIVIC EDUCATION, DEMOCRATIC DISCOURSE AND PEACE BUILDING

Duration	24 Months (Dec 2012 to Dec 2014)
Budget	\$1,000,497.08
Proposed geographical coverage	Karagwe, Bunda, Isaka, Kahama urban, Pangani, Uvinza, Sengerema, Maswa, Ifakara, Kilosa, Micheweni-Pemba North, Iringa urban, Kyela, Makete, Masasi, Simanjiro, Tumbatu-North of Unguja. Ngorongoro, Zanzibar (urban), Makunduchi-Unguja South, Kitulo, Mtwara urban, Hai, Iramba, Sumbawanga, Ngara,
UNDAP Outcome	6.4: Community conflict prevention & resolution dialogue structures established in select areas
UNDAP outcome	6.3: Community media is delivered in an objective, ethical and sustainable manner in select locales
UNDAP outcome	6.2: Infrastructure, in particular hardware, delivered & operational in selected districts for effective rural communication.
Media Development Indicators (MDIs)	Category three: Media as a platform for democratic discourse
Interagency cooperation	UNDP, UNESCO and UN Women, with the latter contributing to gender mainstreaming and women empowerment aspects of the project. Involvement of other UN Agencies will be based on the areas of priority identified during the baseline surveys.

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I. EXECUTIVE SUMMARY

This UNDP and UNESCO joint project seeks to promote civic participation among the youth, women and the disabled for peace and development in the United Republic of Tanzania. It is often said that there can be no development without peace, and no peace without development. It is for that reason that the international community now recognizes that one of the major elements of strategic peace building is a strong and equitable socio-economic foundation.

Involvement and participation of all citizens in decision-making is a basis for sustainable development. Community media is regarded as one of the important channels of ordinary people's participation due to its potential in reaching populations that are not easily served by mainstream media. UNDP and UNESCO, within the framework of the UNDP and Communication for Empowerment seeks to strengthen community media as a platform for community dialogue, the promotion of gender equality and sustainable development

Through this project, the capacity of community media practitioners in promoting community dialogue for development and peace will be developed. The project will also open up more opportunities for community dialogue through the media. Flow of information between the local government and citizens and among the different community groups will be enhanced for the realization of sustainable development. Gender equality and women empowerment will be promoted through increased participation of women in civic life. The stimulation of community dialogue among the opinion leaders, youth women and the local government structures will reinforce peace at the community levels.

Since Independence in 1961 (for Tanganyika) and 1963 (for Zanzibar), Tanzania has been a peaceful country. It is therefore essential for the United Nations and other International and

national organizations support the maintenance of peace in Tanzania by encouraging the participation of citizens in democratic and development dialogue. The project responds to the United Nations charter which calls for the need to practice tolerance and live together in peace with one another as good neighbors, and to unite our strength to maintain international peace and security.

II. INTRODUCTION

UNDP and UNESCO have developed a good track record of cooperation in the area of promoting community dialogue for civic empowerment and sustainable development. Back in 2010, the two UN agencies cooperated, together with UN women in delivering a successful project that promoted community dialogue through community media in twelve districts in Tanzania. The project supported the broadcasting of civic education programmes, the training of women community facilitators and the inception of women radio listening groups. The listening groups created through the project promoted community dialogue about various civic issues through radio.

This project seeks to build on the success of the Election Support Joint Project by scaling up the project to more districts in the United Republic of Tanzania.

III. PROJECT DESCRIPTION

Development Objective:

To promote freedom of expression and participation in peaceful discourse to approximately 16% of the 40 million Tanzanian citizens who live in hard to reach communities, and to promote access to information and the participation of citizens in oversight and accountability mechanism.

Community radios realise the MKUKUTA II goals. (Cluster 3, Goal 1 of MKUKUTA II), which talk of

- 1) Deepening democracy through further electoral reforms, expanded freedom of expression, enhanced transparency, local participation, and access to information in areas of concern to the UN such as environment, HIV/AIDS, Human Rights etc;
- 2) Implementing measures for promoting domestic accountability and effectiveness of watchdog and oversight institutions
- 3) Promoting use of ICT in public service delivery and complete installation of e-government
- 4) Promoting gender equity and broaden participation in planning, budgeting, and implementation

This proposal also contributes to outcome 6 of the UNDAP work plan which aims at supporting select communities to participate in democratic and peaceful discourse. The key actions under this outcome support:

- 1) legal and legislative framework improvements,
- 2) Support to new pilot projects by providing hardware radio hardware in select districts,
- 3) TA and FA to community media professionals for the delivery of services and activities to promote peace and conflict prevention.

1. Support Tanzania's development by providing a platform for citizens living in the select geographical areas to engage in peaceful civic and development dialogue through radio in the context of nurturing a culture of peace.
2. Develop the capacity of community media professionals in promoting community dialogue in an ethical gender-responsive and objective manner.
3. Enhance the organizational capacity of community media organisations to promote peaceful, conflict-sensitive, gender responsive community dialogue
Women, youth and other economically and socially challenged groups empowered with information and a media platform for their participation in civil society and public life

IV. PROJECT OUTPUTS:

- a) The capacity of a minimum of 250 community radio practitioners in promoting community dialogue for development through radio strengthened. This will be achieved through training and mentoring in ethical, gender responsive and conflict sensitive journalism.
- b) 8 million citizens living in the coverage areas of a minimum of 25 Community radios participate in the radio programming in the areas of civic education, gender equality and women empowerment, better agricultural and environmental conservation practices, HIV/AIDS and other critical development issues in Tanzania.
- c) The capacity of community radios to develop high quality ethical and objective programmes to promote peaceful discourse strengthened through better editorial policies and better organisational management.
- d) Two new community radio pilot projects launched in districts with: low social economic indicators; districts with challenges on gender equality and women empowerment issues; or districts which needs support in promoting peace for conflict prevention.
- e) Development information flow from the local government to the citizens and the flow of feedback information from the citizens to the local government improved through the use of radio and ICTs.
- f) Development experts, local government leaders, opinion leaders etc. participate in dialogue for peace and the dissemination of development information to citizens through radio.
- g) Citizens tolerance and the general culture of peace strengthened through better understanding and community dialogue.
- h) Community radio practitioners convey the lessons learnt through challenges encountered in promoting community dialogue into suggestions to media and communication policy reforms

V. TARGET GROUPS:

This project will reach not less than 16% of Tanzanians, the majority being those who live in the rural areas. The population reached will be estimated using existing radio coverage predictions methods.

There are two immediate target groups, 1) select community groups and 2) the community radio practitioners (who have a multiplier effect to the general public). The two target group can further be segmented as follows:

i) Community radio practitioners:

- Radio managers
- Journalists
- Community radio correspondents
- Community radio board members

ii) Community radio groups:

Youth, women, the disabled, opinion leaders.

VI. BACKGROUND

Media plays an increasingly important role in today's society. We know that freedom of expression and freedom of the press is having a clear bearing on development, democracy and dialogue. The free flow of information should not be hindered; on the contrary, the media should have all the necessary space to contribute to disseminating information and knowledge with the objective of developing inclusive knowledge societies.

At the same time, journalists and editors must demonstrate their professionalism. Ethical and professional standards are required to make the best out of the pivotal role good journalism plays in today's societies. A key issue in this context is the way the media deal with conflicts. Unfortunately, our world is still marked by a high number of conflicts and by the consequences of natural disasters. The media must report on these and their reporting should comply with high ethical and professional standards. In the past, we have seen terrifying examples of how media have functioned in an inciting and inflammatory manner contributing to fuel conflict and civil war (Khan A W. UNESCO, 2009. Pg 1)

Community radios are important for development and peace building because they are one of the cheapest and easiest means of accessing the majority of people in the rural areas. Approximately 80% of Tanzanians still live in the rural areas. Many of the approximately 36 million Tanzanians do not have access to television, print media nor to current awareness information.

It is estimated that only 19% of Tanzanians have access to television, whereas 87.7% of Tanzanians have access to radio (STID, 2011, pg147)

Citizens need to be equipped with the right information and knowledge to make informed choices and enhance their participation in decision-making on issues that affect their lives. And this is exactly why community radio is important.

Freedom of Expression and the right to information is enshrined in article 18 of the Tanzanian constitution. At the global level, the principles of the right to seek, receive and impart information

are laid down in Article 19 of the Universal Declaration of Human Rights adopted by the United Nations General Assembly on 10 December 1948. The convention on the Protection and Promotion of the Diversity of Cultural Expressions 2005. This right is also restated in the International Covenant on Civil and Political Rights of 16 December 1966, which has been signed or ratified by more than 140 states with the United Republic of Tanzania accessioned on 11 Jun 1976), and in several regional conventions and charters. These include Article 9 of the African Charter of Human and Peoples' Rights of 12 July 1981 (UNESCO, 2009).

VII. WHAT IS A COMMUNITY RADIO?

A community radio station is one that is operated in the community, for the community, by the community, and it is about the community. Most community radios in Tanzania cover at least one district, and sometimes more.

Consequently, a community radio can be managed or controlled by one group, for instance interest groups such as women, youth, farmers, fisher folk, ethnic groups, or senior citizens. What distinguishes a community radio from other media is the high level of people's participation, both in management and program production. Furthermore, individual community members and local institutions are the principal sources of support for its operation.

A community radio is *people-centered* and not hardware, /equipment centered. Decisions about equipment are taken only after studying the information and knowledge needs of the community.

UNESCO Principles of Community Radio Operation:

- a) **Access** to the facility; the media products and the media facilities. The feedback channel is always open and full interaction between the producers and receivers of messages is maintained.
- b) **Participation** in the production and management of media is exercised. Citizen's participation in radio is allowed at all levels – from planning to implementation and evaluation of the project. The citizens, (or their representatives), also have a voice in the management and financing of radio program projects. To make this happen, community radios form advisory boards that represent the demographic characteristics of the community.
- c) **Self-management & community mandate**; once the community members gain necessary experience and assimilate the required leadership, technical and content development skills they are given the opportunity to manage and own the radio station.
- d) **Community mandate** is the inevitable result of the process of democratizing the communication system. Community mandate encompasses not only management but also ownership of the radio.

Components of a community radio or community multimedia centre:

The most basic component of the community radio is the FM broadcasting radio. A community radio can, however, take the advantages of newer technologies, and later mature into a *community multimedia centre* with the following services:

1. FM broadcasting facilities (max 300 watts transmitter)
2. Radio programme production facilities
3. A public internet space/computer training facilities
4. Training and workshop facilities (for entrepreneurs, youth, women groups) etc
5. Small community resource centre with publications on development, or text books to support neighboring schools.
6. Mobile banking facilities/ space for village community bank (vicoba)
7. Community television space (mostly using satellite TV)
8. Community mobile phone charging facilities
9. Reselling of bandwidth to local government and/or academic institutions

10. Community computer consultancy facilities

RESULTS	OUTPUTS	Activity	Title of activity
RESULT I Media professionals practice in an ethical gender-responsive and objective manner	Output 1 Journalists trained and mentored on ethical, gender-responsive and conflict sensitive reporting	1.1	13 workshops @ 20 pax for five days on code of ethics and gender responsive programming for community media professionals
		1.2	13 workshops @ 20 pax for 5 days on conflict sensitive reporting (ref. UNESCO manual on conflict sensitive reporting)
		1.3	Mentoring programme for women and men journalists
RESULT II Community media reaches more rural populations	Output 2 Community media established in select districts.	2.1	Consultations with Local government authorities, Ministries concerned and other stakeholders on priority districts
		2.2	Technical surveys conducted
		2.3	Communities mobilised
		2.4	Resources mobilised (Human resources and infrastructure)
		2.5	Hardware procured and installed
		2.6	Two workshop on content development for newly recruited community media journalists.
		2.7	Two workshops on basic journalism skills for amateur correspondents (70% women)
RESULT III	Output 3 Media organisations strengthened in radio programming, organizational management and in-house policies	3.1	Two days consultations with participating community radios on overall project design and delivery, and key messages to be used for the radio programme jingles and other audio related branding
		3.2	Review of editorial policies to promote inclusive and peaceful democratic discourse

Community media organisations contributes to peaceful, conflict-sensitive, gender responsive and democratic community discourse		3.3	Produce high quality, inclusive weekly radio programming on peaceful and democratic discourse
		3.4	Support to the application of the UNESCO media management manual in community media leadership and management practice
	Output 4 Community media involves opinion leaders, women, youth and the disabled in programming	4.1	Recruitment of an international expert on conflict prevention and resolution
		4.2	25two days workshopsfor local opinion leaders and other community media stakeholders on gender equality and inclusive communities
		4.3	Weekly radio programming on women leadership & participation in social, political and economic activities at the community levels
		4.4	Weekly radio programming on youth leadership & participation in social, political and economic activities in the community
		4.5	Weekly radio programming on the participation of the disabled and other minority groups in social, political and economic activities.
	Output 5 Community media involves local government structures in programming	5.1	Consultations with local government and existing community structures on project design and delivery
		5.2	Weekly radio programmes on areas of community concern involving local government organs
	RESULT IV Project monitored and evaluated	Output 6 Assessment, monitoring and evaluation of the impact of the project on programming and inclusive community discourse.	6.1
6.2			Survey on community areas of concern (focus on women empowerment & gender equality, peace building
6.3			Project visibility ensured, reusable branded promotional items, one documentary video, one information leaflet, one press release per activity, one information article per activity, development of an image bank
6.4			Anonymous and independent monitoring at local level

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IX. BUDGET

Activity	Title of activity	Budget breakdown	
1.1	13 workshops @ 20 pax for five days on code of ethics and gender responsive programming for community media professionals	(\$9000 per workshop x 13)+(1 local expert x 4 months x \$3,000)+(missions \$86 x 6 days x 2pax incl driver)+(\$250 vehicle costs) x 13 workshops	133,270.00

1.2	13 workshops @ 20 pax for 5 days on conflict sensitive reporting (ref. UNESCO manual on conflict sensitive reporting)	(\$9000 per workshop x 13)+(1 local expert x 4 months x \$3,000)+(missions \$86 x 6 days x 2pax incl driver)+(\$250 vehicle costs) x 13 workshops	133,270.00
1.3	Mentoring programme for women and men journalists	Mentoring expert (\$2,000 PM x 16 months)	32,000.00
2.1	Consultations with Local government authorities, Ministries concerned and other stakeholders on priority districts	Expert missions @\$1800 x 2 Districts = \$3,600	3,600.00
2.2	Technical surveys conducted	\$1500 x 2 missions = \$3,000 + 1 technical expert, UNV? VSO x 4 months @2500 PM	13,000.00
2.3	Communities mobilised	\$1500x 2 locations = \$3,000	3,000.00
2.4	Resources mobilised (Human resources and infrastructure)		-
2.5	Hardware (broadcastign and production) procured and installed	\$35,000 broadcasting equipment x 2 districts =\$70,000+(25 voice recorders x \$200 = \$5,000)	75,000.00
2.6	Two workshops on content development for newly recruited community media journalists.	(\$500 x 2 workshops) + (\$2900x 1 local expert x 2)	6,800.00
2.7	Two workshops on basic journalism skills for amateur correspondents	(\$500 x 2 workshops) + (\$2900x 1 local expert x 2)	6,800.00
3.1	Two days consultations with participating community radios on project design and delivery	(DSA \$51x4 daysx30 pax)+ Transport refunds \$96x30 pax)	9,000.00

3.2	Review of editorial policies to promote inclusive and peaceful democratic discourse	(1 local expert \$3000 x 2 months) + (1 UNV/VSO \$2500 x 2 months)	11,000.00
3.3	Produce high quality, inclusive weekly radio programming on peaceful and democratic discourse	Production costs: \$64 @radio programme x 18 weeks x 25 districts	28,800.00
3.4	Support to the application of the UNESCO media management manual in community media leadership and management practice	1 UNV/VSO @2500 x 2 months	5,000.00
4.1	Recruitment of an international expert on conflict prevention and resolution	\$5,000 x 12 months	60,000.00
4.2	25 two days workshops for local opinion leaders and other community media stakeholders on gender equality and inclusive communities	\$2000x 2 days x 25 Districts	100,000.00
4.3	Weekly radio programming on women leadership & participation in social, political and economic activities at the community levels	Production costs: \$64 @radio programme x 18 weeks x 25 districts	28,800.00
4.4	Weekly radio programming on youth leadership & participation in social, political and economic activities in the community	Production costs: \$64 @radio programme x 18 weeks x 25 districts	28,800.00

4.5	Weekly radio programming on the participation of the disabled and other minority groups in social, political and economic activities.	Production costs: \$64 @radio programme x 18 weeks x 25 districts	28,800.00
5.1	Consultations with local government and existing community structures on project design and delivery	Expert missions @\$900 x 25 Districts = \$22,500 FGD = \$200 x 25 Districts x 2 times=	55,000.00
5.2	Weekly radio programmes on areas of community concern involving local government organs		
6.1	Baseline surveys to establish 1) Local environment and cultural sensitivities (2)community media capacity and involvement in peaceful discourse	Expert missions @\$900 x 25 Districts = \$22,500 FGD = \$200 x 25 Districts x 2 times=	32,500.00
6.2	Survey on community areas of concern (focus on women empowerment & gender equality, peace building & culture)	\$FGD 2000x 2 days x 25 Districts	100,000.00
6.3	Project visibility enhanced: reusable branded promotional items, one documentary video, one information leaflet, one press release per activity, one information article per activity, development of an image bank	\$5,000 (1 pc Digital camera, 1 pc Multimedia projector, Banners, documentary)	7,104.00
6.4	Anonymous and independent monitoring at local level	(Press Club Members - \$20 PM x 25 districts x 15 months)	7,500.00

6.5	One annual stakeholders conference to discuss lessons learnt		20,000.00
6.6	One recorded radio programme per radio to collect community feedback about the project		-
6.7	One small easy to read booklet synthesizing lessons learned with community radios in Tanzania and providing guidance for replicating the experience in East Africa.	synthesizing data, printing, distribution \$6,000	6,000.00
		Direct Project costs	935,044.00
		Indirect variable costs (7%)	65,453.08
		Total project costs	1,000,497.08

X. PROPOSED PARTNERS AND THEIR ROLES:

Name of partner	Role
Ministry of Information Culture and Sports	Consultations on media ethics, and priority geographical areas
District Councils (Local Government)	Advice on local areas of concern, local environment and advice on participating opinion leaders and other stakeholders
Community Media organisations	Main beneficiaries and implementers of the project
Media Council of Tanzania (MCT)	Participation in relation to the journalists code of ethics, and taking over lessons learnt from the project to beef up media policy and other regulations.
Union of Tanzanian Press Clubs (UTPC)	Participation in Monitoring and evaluation
Tanzania Media Women Association (TAMWA)	Technical advice on journalism and women empowerment matters
Gender and Media Southern Africa (GEMSA)	Technical advice on gender mainstreaming in radio programming
Community Media Network of Tanzania	Participation in project design, delivery and monitoring

XI. LIST OF REFERENCES

Conflict-Sensitive Reporting: A Course for Journalists and Journalism Educators, 2009, UNESCO

Handbook for Journalists, UNESCO, 2005

So this is democracy, State of Media Freedom in Southern Africa, 2011. MISA.

Attachment 3

Scheduled of Activities, Facilities and Payments Jan 2013-Dec 2014

EXPECTED CP OUTPUTS and indicators	PLANNED ACTIVITIES <i>List all activities to be undertaken during the year towards stated outputs</i>	Planned Budget (in USD)				Schedule of payments by UNDP (in USD)
		2013	2014	2015	Budget Description	Amount
1.Community radio stations identified and rates negotiated& contracts signed	Negotiation of contracts & project terms, procurement of project resources	x			Negotiation of contracts	400,000.00
2.Capacity development activities delivered	Workshop delivery and mentoring programmes		x		Training and mentoring activities	
3.Community radio reach extended			x		new community radio projects	400,000.00
4. gender-responsive and conflict sensitive radio programmes for community dialogue developed	new community radio projects commissioned		x		new community radio projects	400,000.00
5.projec monitored, evaluated and reported	community involvement in programme production and broadcasting	x	x	x	Conflict sensitive and gender responsive programmes	200,497.80
	Monitoring of broadcasts Project visibility enhanced Project reported	x	x	x	Total	1,000,497.08

Disbursement Plan and Requirements

Installment s	Amount USD	Requirements
1 st installment	\$ 400,000	To be paid upon signature of the agreement and before January 2013.
2 nd installment	\$400,000	To be paid by December 2013 upon submission of activity and financial reports for activities delivered between January 2013 and December 2013 and validation of such implementation by UNDP.
3 rd instalment	\$200,497.08	To be paid by June 2014 upon submission of results, activity and financial reports and verification of the project implementation by UNDP.
TOTAL	\$1,000,000	

Notes

1. Adjustments within each of the sections may be made in consultation between UNDP and UNESCO. Such adjustments may be made if they are in keeping with the provisions of the Program Support/Project Document and if they are found to be in the best interest of the project.
2. Unused funds or expenditures which are not supported by appropriate receipts have to be returned to UNDP within 60 days after the conclusion of the activity.
3. All receipts for activities earmarked between January 2014 and December 2014 to be submitted with financial statement in December 2014.

Attachment 4

MODEL UNDP EXPENDITURE REPORT

Period _____

EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES <i>List all activities to be undertaken during the year towards stated outputs</i>	Planned Budget		Payments and Expenditures		
		Budget Description	Amount	Payments received	Expenditures	Balance
		Total				

Annex 1