

United Nations Development Programme INDIA
2014 Annual Work Plan
Government of India - UNDP Country Programme Action Plan 2013-2017/
United Nations Volunteer Programme Strategic Framework 2014-2017

Project Title: Strengthening NYKS and NSS

Implementing Partner: Ministry of Youth Affairs and Sports

UNDP Strategic Plan Outcome: Citizen expectations for voice, development, the rule of law and accountability are met by stronger systems of democratic governance (Outcome 2)

UNDP Strategic Plan Output(s): Engagement of Civil Society (Output 2.4)

UNV Strategic Plan Outcome: Countries more effectively integrate volunteerism within national frameworks enabling better engagement of people in development processes (Outcome 2)

UNV Strategic Plan Output(s): Volunteering schemes established or strengthened at the national and regional level (Output 2.3)

UNV Global Youth Programme Outcome: Increased recognition of the contribution of youth to global peace and sustainable human development through volunteerism and inclusion of youth voices in the development discourse

UNDAF / CPAP Outcome: UNDAF mentions there is a lot of potential for UN Volunteers (UNV) mobilization in India, especially adolescents and youth for peace and development, in partnership with UN agencies and the Planning Commission and in the context of the National Service Scheme (NSS). CPAP Partnership Strategy mentions "In partnership with UN Volunteers, it will promote volunteerism as a modality, for social mobilization and outreach at district and local levels."

PROJECT DESCRIPTION (NOT MORE THAN 1/2 PAGE)

A. State the specific development challenge or gap that this AWP is addressing.

The draft 12th Five Year Plan of the Government of India states that it would look afresh at the existing policies, instruments and institutions, and suggest innovative policies, efficient and effective instruments and creative ways to rejuvenate institutions in order to utilise and channel the youth energy in nation-building and economic development of society.

The proposed project will provide technical assistance to Ministry of Youth Affairs and Sports(MOYAS) by placing UNV District Youth Coordinators in 29 districts. The project will also support preparation of actions plans for implementation of National Youth Policy 2014 with special focus on youth volunteerism and development of state specific youth volunteering programmes.

B. Select one or more of the below strategies for addressing the above mentioned challenge/gap and describe in the context of this AWP:

- Changes in attitudes and access to decision making through awareness raising, brokering, convening
- Changes in policies, plans, budgets and legislation through support to national assessment, planning, budgeting, policy making

C. List the possible improvements in the capacities of institutions, individuals and systems that will occur as a result of this AWP.

Placement of UNV District Youth Coordinators will improve the implementation capacity of Ministry of Youth Affairs and Sports(MOYAS) at local level and also revive the rural youth clubs.

D. List the gender issues in this AWP and specific ways in which they will be addressed.

Action Plan on Gender justice and equality for implementation of National Youth Policy is one of the major activities as part of AWP.

E. List the South-South cooperation opportunities in this AWP and specific ways in which they will be addressed.

UNV HQ has worked on a Youth Volunteering Strategy that will be implemented in several other countries. Linkage of this project with UNV's Youth Volunteering Strategy provides an opportunity for south-south cooperation. The project will provide south-south cooperation opportunity through knowledge sharing on plans for implementation of national youth policy through International Youth Day celebrations.

| | |
|--------------------------|--------------|
| UNDP CPAP 2013-17 | |
| Atlas Project ID: | 00080554 |
| Atlas Output ID: | 00090216 |
| Local PAC meeting date: | 11 Sept 2014 |
| Start date: | Oct 2014 |
| End Date | Dec 2017 |
| Implementation modality: | NIM |

| | |
|--------------------------|-------------------|
| Total Project Budget | USD 2,343,434 |
| 2014 AWP budget: | USD 70,000 |
| - Regular UNDP: | USD 70,000 |
| - Partner UNV: | - |
| - Government: | - |
| Total Budget commitment: | USD 2,343,434 |
| - Regular UNDP: | USD 350,000* |
| - Partner UNV: | USD 500,000** |
| - Government: | USD 1,493,434 |

*(Subject to availability of funds)

** Budget will be set-up in UNV10 BU for which delegation of authority will be issued to UNDP India CO

Agreed by (Implementing Partner):

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6/12/15

L. K. GUPTA
Joint Secretary
Department of Youth Affairs
Govt. of India, New Delhi

Agreed by UNV:

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Jane Collins
Resident Representative a.i.

Agreed by UNDP:

I. ANNUAL WORK PLAN - YEAR: 2014

| ANNUAL OUTPUTS 2014 | PLANNED ACTIVITIES | MONTH OF COMPLETION | RESPONSIBLE PARTY | PLANNED BUDGET | | |
|--|---|------------------------|--|-------------------|---------------------------|---------------|
| | | | | Funding Source | Budget Description | Amount |
| Output 1 Project Management Team (1 Project Manager and 3 UNVs) and 29 UNV District Youth Coordinators recruited and trained | Prepare Terms of Reference (TORs) for the Project Managers and UNV District Youth Coordinators (DYCs) | Oct-14 | MoYAS, UNV/UNDP | UNDP | 72100 | - |
| Output 2 Thematic debates at the national and state levels on youth and volunteering for advocacy and promotion of volunteerism held. | Hold International Volunteer Day celebrations in Dec 2014 with mobilisation of youth and NSS/NYKS to sensitise and spread awareness on contribution of youth volunteers for development | Dec-14 | UNV/UNDP, MoYAS, CSOs, educational institutions | UNDP | 72100/ 71300 | 70,000 |
| TOTAL IN USD | | | | | | 70,000 |
| Project staff salaries and project management expenses | | | | MoYAS | 71400/ 71500 | - |
| | | | | UNDP | 71400 | - |
| Development Effectiveness | | | | UNDP | 71400 | - |
| Annual audit, evaluations, micro assessment costs, communication and other costs including travel | | | | UNV | 71600/ 71400/ 74500 | - |
| AWP TOTAL IN USD | | | | | | 70,000 |
| 3% General management support (GMS) on DSS with MoYAS | | | | MoYAS | 75100 | - |
| AWP GRAND TOTAL IN USD | | | | | | 70,000 |

II. MULTI YEAR PROJECT STRATEGY DESCRIPTION

a. Background

The United Nations General Assembly defines volunteerism as an activity undertaken out of free will, for the general public good, and where monetary reward is not the principal motivating factor. It is expressed through a wide range of activities, including traditional forms of mutual aid and self-help, formal service delivery, campaigning and advocacy, as well as other forms of civic participation. United Nations General Assembly Resolution A/Res/67/138 calls for a plan of action in 2015 for the integration of volunteering in all relevant peace and development issues over the following decade and beyond. This call presents a unique opportunity to position volunteering also in the context of the implementation phase of the post-2015 framework by valuing both its 'hard' and 'soft' contribution: advancing systemic change through a positive and durable change of mindsets and approaches to local development.

Volunteering represents an important form and manifestation of youth participation across the globe. It is increasingly recognized that young people's approaches to participation are changing and becoming more diverse, especially as a result of globalization processes. According to the *State of the World's Volunteerism Report 2011*, "healthy societies need young people who are involved with their communities. Volunteer action can be a highly effective route towards such involvement."¹

A growing body of research and studies, including the UNV's own lessons learned, points to the benefits volunteerism accrues to a youth's own development and to societies at large.

- Firstly, volunteerism can support young people to become active leaders and citizens and serves as an important tool for engagement in society.
- Secondly, youth volunteerism strengthens the bond between young people and their communities.
- And finally, volunteerism helps young people improve their employment prospects through practical experiences which enhance both hard and soft job-related skills.

The origin and development of volunteerism in India has been shaped by its indigenous traditions and value systems rooted in the religion and cultural interactions with incoming cultures throughout its history. Volunteerism has long been an integral part of the Indian society, dating back to BC 1,500 when it was recommended in the Rig Vedas^[1] and Upanishads^[2]. There are no laws or regulations, which specifically regulate volunteerism in India. However, the National Policy on the Voluntary Sector (2007), pledges to encourage, enable and empower an independent, creative and effective non-profit /NGO sector. The National Youth Policy (2014) also lays strong emphasis on promotion of volunteerism for youth empowerment.

b. Situation Analysis

The draft 12th Five Year Plan² of the Government of India states that it would look afresh at the existing policies, instruments and institutions, and suggest innovative policies, efficient and effective instruments and creative ways to rejuvenate institutions in order to utilise and channel the youth energy in nation-building and economic development of society. It states that convergence in approach and synergy in action would be the key elements.

Youth Volunteering Programmes of Government of India

The Ministry of Youth Affairs and Sports (MoYAS) has been running schemes such as the National Service Scheme (NSS), 1969 and Nehru Yuva Kendra (NYKS), 1972 through programmes with schools and universities for promotion of volunteerism amongst the youth. Both NSS and NYKS have more than 3.5 million volunteers on the ground and have worked with national UN Volunteers on projects like disaster and relief management at the district level.

¹ State of World Volunteerism report 2011

^[1] Rig Vedas are the most ancient Indian sacred verses, consisting principally of hymns to various deities.

^[2] Vedic texts that were the last to be added, and thus also known as Vedanta, "the end of the Vedas".

² 12th Fiver Plan (2013-17)

The draft 12th Five Year Plan states that NSS would be revamped and strengthened with its coverage expanding from the existing 33 lakh by 5 lakh per annum over the next five years. The special focus would be on areas where the enrolment of volunteers so far has been low. It also proposes that popular Village adoption activities for health and literacy should be expanded and training component for NSS volunteers strengthened and volunteers' services should be recognised with certification. NSS should have training programmes for disaster management and crowd management.

In the Twelfth Plan, the thrust of the Nehru Yuva Kendra(s)—NYKs—would be on consolidating, expanding and energising the youth club movement for engaging the rural youth in various socio-economic and community activities.

The draft 12th Plan also proposes development of a new National Youth Policy with focus on youth empowerment and employability.

National Youth Policy (2014)

Ministry of Youth Affairs and Sports (MoYAS) in consultation with various stakeholders has prepared a new National Youth Policy (2014) that aims to “empower youth of the country to achieve their full potential and through them enable India to find its rightful place in the community of nations.” The National Youth Policy (2014) definition of youth includes population in age group 16 to 30 years. The policy identifies youth volunteerism as a key enabler in the following areas:

- Awareness Generation about Government Programmes in Education, Health, Skill Development, Employment and other sectors
- Monitoring and Social Audit of the implementation of Programmes
- Spreading Awareness on Social issues like dowry, female feticide, child marriage, child labour, bonded labour, untouchability, alcoholism, voter awareness, etc.
- Proactive contribution to community through participation in tree planning, manual work, blood donations, etc.
- Rescue and Relief during Natural Disasters

UNDAF 2013-17

Government of India and United Nations signed the United Nations Development Action Framework which states that “There is a lot of potential for UN Volunteers (UNV) mobilization in India, especially adolescents and youth for peace and development, in partnership with UN agencies and the Planning Commission and in the context of the National Service Scheme (NSS). UNV will further collaborate with UN entities and build upon its partnership in the area of corporate social responsibility and initiatives with the private sector, particularly on environment protection.”³

United Nations Volunteers (UNV)

The United Nations Volunteers (UNV) programme was established by the UN General Assembly (GA) in December 1970 through resolution 2659 (XXV). UNV began operations in January 1971, administered by the United Nations Development Programme (UNDP). UNV partners with UN agencies, governments and civil society organisations to advocate for volunteerism, integrate volunteerism into peace and development interventions and mobilise UN Volunteers and community volunteers.

Until 2009, UNV India Programme was one of the largest, with more than 250 National UN Volunteers serving various projects of United Nations. In 2012, 3 International and 70 National UN Volunteers served in India. Areas of work of UN Volunteers in India has been on a wide range of issues ie: decentralized district planning, capacity development of elected representatives, support to UNHCR operations for refugee status determination, , disaster risk reduction plans at local levels, environmental sustainability, and HIV related issues etc.

In the context of increasing the attention of the international community to volunteerism and its contribution to the work of the UN System, UNV launched a Strategic Framework for 2014-2017. Within this

³ India UNDAF 2013-17, pp. 53

Strategic Framework, UNV has developed a comprehensive Youth Volunteering Strategy (YVS) and a UNV Global Youth Volunteer Programme to promote youth volunteerism and youth voice, in line with its long history of youth volunteerism, and in alignment with the UN Secretary-General's Call for Action and Five-Year Action Agenda in 2012.

UNDP

UNDP Country Programme Document (CPD) is approved by the UNDP Executive Board, and the UNDP Country Programme Action Plan (CPAP) has been signed with the Department of Economic Affairs (DEA). Focus of the CPAP 2013-17 is on inclusive growth and poverty eradication, democratic governance, sustainable development, gender equality and inclusion. GoI-UNDP CPAP 2013-17 states that: "In partnership with UN Volunteers, it will promote volunteerism as a modality, for social mobilization and outreach at district and local levels."⁴

Past Collaboration between MoYAS, UNV and UNDP

Ministry of Youth Affairs and Sports (MoYAS) is the nodal Ministry for the United Nations Volunteers (UNV) Programme in India.

On 12th November 2013, MoYAS, UNV and UNDP organized a national consultation on "Youth Volunteerism" to help provide inputs for the Plan of Action for implementation of the National Youth Policy (2014) and also provide inputs to a National Youth Volunteer Programme for India. The National Consultation and thematic discussions that were attended by more than 120 people across 21 states of India, including representatives of MoYAS, Planning Commission, Government youth programmes - such as NSS and NYKS, Civil Society Organizations (CSOs), the private sector, UNGC network in India, NSDC, National Disaster Management Authority (NDMA), UNV, UNDP and UNFPA amongst others concluded with some key recommendations that have been used to design this programme.

Towards promotion and recognition of Volunteerism, MoYAS and UNV jointly organized International Volunteer Day 2012 celebrations. Shri Jitendra Singh, Minister of State MoYAS (Independent Charge) and Minister of State for Defense along with Ms. Lise Grande, United Nations Resident Coordinator (UNRC) and UNDP Resident Representative (UNDP RR) amongst an impressive panel of dignitaries launched a publication "Volunteering in India: Contexts, Perspectives and Discourses" during the celebrations on 7th Dec 2012 in Delhi.

The Rajiv Gandhi National Institute of Youth Development (RGNIYD) under the Ministry of Youth Affairs and Sports partnered with United Nations Volunteers (UNV) to organize a National level Conference on "Youth, Volunteerism and Sustainable Development", 29-31 October 2012 at the RGNIYD campus in Sriperumbudur, Chennai.

MoYAS partnered with UNV to celebrate the Tenth anniversary of International Year of Volunteers (IYV+10) in 2011. IYV+10 celebrations were coordinated through a National Committee on IYV+10 comprising 14 members co-chaired by the Joint Secretary, Ministry of Youth Affairs and Sports, Senior Adviser, Planning Commission and Deputy Country Director, UNDP.

To mark IYV+10, more than thirty organisations joined taskforces during the year and undertook several activities including campaigns, seminars and workshops, awards, competitions and other promotional activities under the coordination of IYV+10 Committee.

c. Rationale

The National Youth Policy (2014) of India proposes to initiate affirmative and positive action to ensure that national values are regularly fostered in all young people, especially among members of the large youth volunteer force working under the aegis of leading youth development agencies of the country. As such the policy proposes to engage with Youth clubs and the large volunteer force available within youth development agencies to play a pivotal role in developing appropriate initiatives for young people.

⁴ CPAP between Govt. of India and UNDP 2013-17, pp. 15

Taking cognisance of the major recommendations of the National Youth Policy (2014), the past collaboration between UNV, UNDP and MoYAS on recognition and promotion of volunteerism and at the request of Ministry of Youth Affairs and Sports, this concept note outlines the envisaged design of “**Strengthening NYKS and NSS**”

Overall aim of the project is to provide catalytic support to the Youth Volunteer Schemes of the Ministry of Youth Affairs and Sports(MoYAS) to facilitate youth participation and voice in peace and sustainable development programmes, towards realization of their full social, economic and human potential. It is expected that the project will help young people to gain a strong sense of civic engagement to bring about positive transformation in their communities.

d. Approach / strategy

The project will be implemented under National Implementation (NIM) modality with Ministry of Youth Affairs and Sports(MoYAS) as the implementing partner, supported by UNDP and UNV.

Overall outcome of project “**Strengthening NYKS and NSS**” is to establish increased recognition and diversified opportunities for youth volunteerism. To achieve this overall outcome, the project will follow a multi-pronged strategy with the following major outputs. The project will endeavour to provide evidence on value-added of youth-led development and encourage organizations to launch volunteer programmes for young people. With ongoing negotiations related to the Sustainable Development Goals (SDGs) for the post 2015 development agenda there have been significant interests on ensuring inclusion of youth voices in debates and consultations. This project will therefore support the achievement of the upcoming SDGs - especially around the youth-centered agenda. Added to this the project will also endeavour to implement and assess its activities from a gender perspective. Accordingly, the project will ensure that both young women and men within all target groups, including the marginalised will benefit from all the resources and opportunities provided under the project, with considerations to the local context.

Output 1: Strengthening National Youth Volunteer Infrastructure of Ministry of Youth Affairs and Sports(MOYAS)

The project will engage National UN Volunteers at the Ministry of Youth Affairs and Sports(MOYAS) (at national level) and UNV District Youth Coordinators (UNV DYCs) in one district in each of 29 states of India. The National UN Volunteers (NUNVs) will provide technical support to MoYAS to strengthen the National Youth Volunteer Infrastructure of the National Service Scheme (NSS) and Nehru Yuva Kendra Sangathan (NYKS), the two largest youth volunteer schemes of the Govt. of India.

NUNVs will be trained at Rajiv Gandhi National Institute of Youth Development (RGNIYD) through a specialised course on youth volunteerism. Subsequently, the NUNVs will provide technical assistance to MoYAS for implementation of the project through support to State and district offices to prepare their activity plans for implementation by representatives of the MoYAS, NSS and NYKS. Priority sectors for planning and implementation will include but not limited to gender justice and equality, youth inclusion, environment, disaster management, social entrepreneurship and capacity-building of local communities.

To help build capacity, the project will also generate evidence based studies such as Action Research on youth volunteerism (disaggregated by gender) in India and development of state specific youth volunteering programmes linked to skill enhancement programmes. Further the project will support exchange of experiences on youth volunteerism through peer to peer learning with other countries.

Output 2: Increased recognition of the contribution of youth volunteering

Advocating for a space for youth volunteer voices, the project will create a platform for youth volunteering and will engage with youth networks, volunteer-involving organizations, civil society, governments and the private sector to promote recognition of youth volunteering and enable youth perspectives in national, regional and global policy discussions and dialogues.

A research study will be undertaken to create an evidence-base on youth volunteerism. Furthermore, the project will engage specifically with the Rajiv Gandhi National Institute for Youth and Development (RGNIYD) as the leader in generating research activities and spearhead the knowledge sharing on youth volunteerism through online and offline platforms.

The project will engage with other partners including Civil Society Organisations (CSOs) and wherever possible with the private sector organisations to achieve better recognition and appreciation of the value of youth volunteering for participation in sustainable peace and development activities and programmes. Major results of the output will be:

- Action Plan on Youth Volunteerism for implementation of the National Youth Policy (2014).
- Regional and national advocacy through youth networks, online volunteers and social network platforms to highlight the positive contributions of youth engagement initiatives and for peer to peer knowledge exchange.
- Innovative awareness-raising campaigns using social and digital media with a clear target of changing perceptions about youth and volunteering among policy makers, political and community leaders and the public at large.
- Thematic debates at the national and state levels on youth and volunteering for advocacy and promotion of volunteerism specifically focussed on post-2015 development agenda.
- Advocacy initiatives to bring voice and ensure recognition of the special needs and interest of diverse groups of young people (disabled, marginalized, etc.).

Output 3: Strengthened capacity of rural youth clubs for increased and diversified opportunities for youth volunteers

The project will establish a Youth Innovation Lab modality reaching out to diverse groups of young people particularly marginalized and vulnerable youth by creating a small grants facility for innovations in volunteering. This will reinforce youth empowerment giving young people space to be problem solvers, innovators and actors in development. Major results of this output will be:

- Establish a framework for training in rural youth clubs.
- Train a corps of youth volunteers who will support implementation of the Ministry of Youth Affairs and Sports activities at the local level in the district.
- Regional / state district volunteer hubs to mobilise, support and mentor volunteers from amongst the communities.
- Orientation and training of District Youth Coordinators and functionaries of NSS, NYKS
- Information, Communication and Education materials on youth volunteerism to be used by the functionaries of NSS and NYKS for capacity development and training of rural youth.

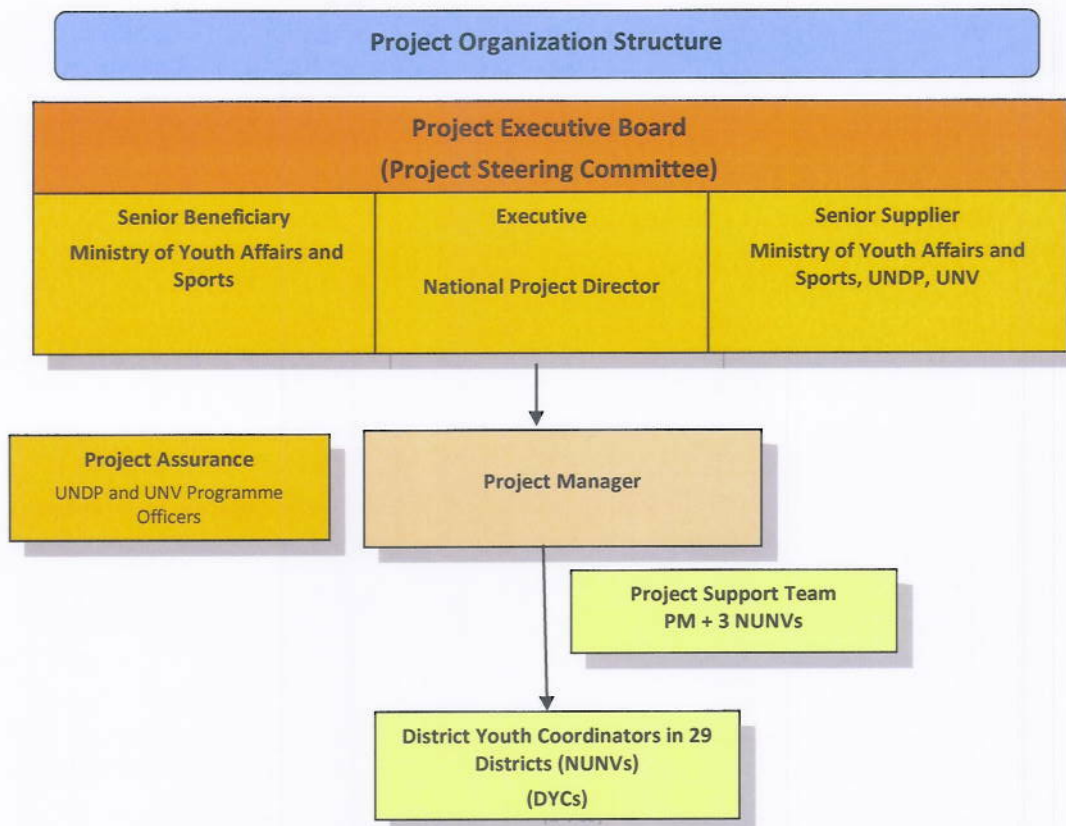
Results framework 2014-17:

| <p>Key area of UNDP strategic Plan: Citizen expectations for voice, development, the rule of law and accountability are met by stronger systems of democratic (Outcome 7)</p> <p>Key Area of UNV Strategic Plan: Countries more effectively integrate volunteerism within national frameworks enabling better engagement of people in development processes (Outcome 2)</p> <p>UNDAF / CPAP OUTCOME: <i>UNDAF 2013-2017</i> states 'there is a lot of potential for UN Volunteers (UNV) mobilization in India, especially adolescents and youth for peace development, in partnership with UN agencies and the Planning Commission and in the context of the National Service Scheme (NSS).'</p> | | | | |
|---|--|--|---|-------------------------|
| INTENDED PROJECT OUTPUTS 2014-17 | OUTPUT TARGETS | INDICATIVE ACTIVITIES | RESPONSIBLE PARTIES | BUDGET 2014-17 (USD) |
| <p>Output 1 Strengthening National Youth Volunteer Infrastructure of Ministry of Youth Affairs and Sports (MoYAS)</p> <p>Output Indicators: Project Management team and number of UNV District Youth Coordinators functional</p> | <p>Project Management Team (1 Project Manager and 3 UNVs) and 29 UNV District Youth Coordinators recruited and trained</p> | <p>National Coordination Committee for the project established at Ministry of Youth Affairs and Sports (MoYAS)</p> | <p>Ministry of Youth Affairs and Sports, UNDP, UNV, NYKS, NSS, RGNIID</p> | 500 |
| | | <p>Project Management Team including UNVs recruited and placed at MOYAS and 29 states ensuring good gender balance</p> | <p>Ministry of Youth Affairs and Sports, UNV, UNDP</p> | 1,493,434 |
| <p>Volunteerism course mainstreamed/instituted within RGNIID and used in planning and implementation of activities in the field</p> <p>Number of national and state consultations and/or research initiatives focussed on contributions of youth volunteerism launched</p> <p>All activities will consider a gender sensitive approach and inclusion</p> | <p>State specific youth volunteer programmes linked to skill enhancement programmes developed</p> | <p>An academic course on youth volunteerism (including men and women) instituted at Rajiv Gandhi National Institute for Youth Development (RGNIID) and training of UN Volunteers completed at RGNIID</p> | <p>Ministry of Youth Affairs and Sports, RGNIID, UNDP, UNV</p> | 25,000 |
| | | <p>Action research on youth volunteerism (disaggregated by gender) for each state completed by RGNIID</p> | <p>UNV, UNDP, Ministry of Youth Affairs and Sports, RGNIID</p> | 25,000 |
| | | <p>State level consultations to develop state specific youth volunteering action plans completed</p> | <p>Ministry of Youth Affairs and Sports, RGNIID, NSS, NYKS, UNV, UNDP, State Departments of Youth</p> | 140,000 |
| | <p>Annual consultations to enable youth volunteering perspectives in national and state youth development plans completed</p> | <p>Ministry of Youth Affairs and Sports, State Government Departments of Youth, RGNIID, NSS, NYKS, UNV, UNDP</p> | 75,000 | |
| | <p>International exchange programme of select youth volunteers ensuring good gender balance between India and other countries held</p> | <p>International exchange programme of select youth volunteers ensuring good gender balance between India and other countries held</p> | <p>Ministry of Youth Affairs and Sports, RGNIID, NSS, NYKS, UNV, UNDP</p> | 150,000 |

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| <p>of marginalised, with consideration to local context</p> | <p>other countries supported</p> | <p>Framework for recognition of proactive youth volunteers in public including nomination for international awards established</p> | <p>Ministry of Youth Affairs and Sports, UNV, UNDP</p> | <p>10,000</p> |
| <p>Output 2 Increased recognition of the contribution of youth volunteering</p> | <p>Action Plan for roll-out of National Youth Policy 2014 on select sections completed</p> | <p>Action Plan for implementation of National Youth Policy 2014 on gender justice and equality; social inclusion; environment/disaster management and social entrepreneurship prepared</p> | <p>Ministry of Youth Affairs and Sports, RGNIYD, NSS, NYKS, UNV, UNDP</p> | <p>50,000</p> |
| <p>Output Indicators: Number of partners supporting volunteerism by promoting the Action Plan for implementation of National Youth Policy (2014) among policy makers</p> | | <p>Youth Advisory Council to oversee the implementation of National Youth Policy created</p> | <p>Ministry of Youth Affairs and Sports, UNV, UNDP</p> | |
| <p>Number of knowledge products and publications demonstrating the added value of youth volunteerism</p> | | <p>Advocacy with Planning Commission and line Ministries for implementation of Action Plan for implementation of National Youth Policy 2014 with focus on youth volunteerism completed</p> | <p>Ministry of Youth Affairs and Sports, Planning Commission, Line Ministries, RGNIYD, NSS, NYKS, UNV, UNDP</p> | <p>40,000</p> |
| <p>Number of special events promoting youth volunteerism and public recognition of volunteerism – with media coverage</p> | <p>Regional and national advocacy completed through youth networks, online volunteers and social network platforms to highlight the positive contributions of youth engagement initiatives and for peer to peer knowledge exchange.</p> | <p>Thematic debates at the national and state levels on youth and volunteering for advocacy and promotion of volunteerism with special relevance to post-2015 development agenda held.</p> | <p>Ministry of Youth Affairs and Sports, Planning Commission, RGNIYD, UNV, UNDP</p> | <p>50,000</p> |
| | | <p>An Online Portal connecting volunteers and volunteer involving organizations created and good practices on youth volunteerism shared.</p> | <p>UNV, UNDP, Youth Affairs and Sports</p> | <p>50,000</p> |
| | | <p>A national platform for youth volunteering in partnership with youth networks, volunteer-involving organizations, CSOs and the private sector to promote recognition of youth volunteering established</p> | <p>UNV, UNDP, Youth Affairs and Sports</p> | <p>50,000</p> |
| | | <p>Advocacy initiatives to bring voice and ensure recognition of the special needs and interest of diverse groups of young people (differently abled, marginalized, etc.).</p> | <p>UNV, UNDP, Youth Affairs and Sports, Planning Commission</p> | <p>30,000</p> |

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| <p>Output 3</p> <p>Strengthened capacity of rural youth clubs for increased and diversified opportunities for youth volunteers</p> | <p>Rural youth clubs in each target district trained on project design, youth led volunteer initiatives, and thematic areas of gender, inclusion, environment / disaster management and skill development linked to National Youth Policy 2014.</p> | <p>Regional/state and district volunteer Hubs to mobilise, support and mentor volunteers created from amongst the community.</p> | <p>State Government Department of Youth, NYKS, NSS, District Collectors, Ministry Youth Affairs and Sports, UNV, UNDP</p> | <p>40,000</p> |
| <p>Output Indicators:</p> <p>Number of rural youth clubs trained</p> | | <p>Information, Education and Communication materials developed for training of NSS functionaries</p> | <p>Ministry of , Youth Affairs and Sports, NSS, UNV, UNDP</p> | <p>60,000</p> |
| <p>Number of new youth led volunteer initiatives (disaggregated by gender) initiated to address local development needs.</p> | | <p>Information, Education and Communication materials developed for training of rural youth clubs to promote innovative initiatives on gender justice and equality; social inclusion; environment/disaster management and social entrepreneurship</p> | <p>Ministry of Youth Affairs and Sports, NYKS, UNV, UNDP</p> | <p>60,000</p> |
| <p>Number of young women and men with increased awareness and improved skills for more active engagement in community development.</p> | | <p>Orientation / Training of District Youth Coordinators and various functionaries of NSS, NYKS at RGNIID, ensuring inclusion of both young women and men within all target groups.</p> | <p>Ministry of Youth Affairs and Sports, UNV, UNDP</p> | <p>35,000</p> |
| <p>Number of task forces (or District youth coordinating bodies or NSS) trained in effective facilitation of youth volunteerism</p> | | | | <p>9,500</p> |
| <p>Miscellaneous administrative expenditure</p> <p>Total (2014-17) in USD</p> | | | | <p>2,343,434</p> |

III. MANAGEMENT ARRANGEMENTS



The project will be implemented by Ministry of Youth Affairs and Sports, Government of India, hereinafter “the Implementing Partner (IP)”. The **Implementing Partner (IP)** will assume full responsibility and accountability for the effective use of UNV and UNDP (and other) resources and the achievement of the project outcomes and outputs at all levels as set forth in the document. The IP will be responsible for implementation of national level components of the project as well as for facilitation of partnership development with state governments.

The accountability of an IP is to:

- Report, fairly and accurately, on project progress against agreed work plans in accordance with the reporting schedule and formats included in the project agreement;
- Maintain documentation and evidence that describes the proper and prudent use of project resources in conformity to the project agreement and in accordance with applicable regulations and procedures. This documentation will be available on request to project monitors (project assurance role) and designated auditors.
- Approve and sign the annual work plan for the following year;
- Approve and sign the quarterly and annual Combined Delivery Report (CDR);
- Sign the Financial Report or the Funding Authorization and Certificate of Expenditures (FACE)

The IP will sign a budgeted Annual Workplan (AWP) with UNDP and UNV to achieve planned results.

At the programme level, coordination and oversight will be provided by Project Management Board established for the Governance programme outcome area. The Project Management Board will meet twice a year.

The IP will designate a National Project Director (NPD) who will be responsible for overall project management and its results.

Project Steering Committee: Project Steering Committee (PSC) will be set up at national level co-chaired by the NPD, UNDP and UNV. PSC group will be responsible for making by consensus, management decisions for the project including approval of project plans and revisions; it will comprise of representatives from the IP, UNDP and UNV. In order to ensure UNDP's ultimate accountability, PSC decisions will be made in accordance with standards that shall ensure management for development results, best value for money, fairness, integrity, transparency and effective international competition. In addition, the PSC will be responsible for

- Project oversight
- Project Monitoring
- Annual project reviews
- Project assurance
- Approval of appointment of Project staff and responsibilities
- Address project issues as raised by the Project Coordinator;
- Provide overall guidance and direction to the project, ensuring it remains within any specified constraints;
- Assess and decide to proceed on project changes through appropriate revisions;
- Review project expenditures against activities and outcomes
- Quarterly project reviews and suggest implementation strategies and provide direction and recommendations to ensure that the agreed deliverables are produced satisfactorily according to plans;
- Project evaluations - assuring quality of the evaluation process and products, and using evaluations for performance improvement, accountability and learning.
- Approvals of plans - Based on the approved annual work plan (AWP), the PSC may review and approve project quarterly plans when required and authorizes any major deviation from these agreed quarterly plans.
- Provide guidance on new project risks and agree on possible countermeasures and management actions to address specific risks;
- Conflict resolution - It arbitrates on any conflicts within the project or negotiates a solution to any problems between the projects and external bodies.
- UNV will provide technical support and oversight to all aspects of volunteerism.

The PSC will meet at least once a year and if required, (need-based) during the year.

Responsible Parties: To achieve project results, partners will be identified. These will be designated as Responsible Parties - entities that have been selected on the basis of a written agreement or contract to purchase goods or provide services using the project budget – for carrying out the different activities. These could be state departments, Government agencies, inter-governmental organizations (IGOs), civil society organizations (CSOs), private firms, other UN agencies. Responsible Party may manage the use of these goods and services to carry out project activities and produce outputs.

All Responsible Parties are directly accountable to the Implementing Partner in accordance with the terms of their agreement or contract with the Implementing Partner. Implementing Partners use Responsible Parties in order to take advantage of their specialized skills, to mitigate risk and to relieve administrative burdens. The following types of organizations may act as Responsible Parties: UNDP, other UN agencies, Government agencies, IGOs, CSOs and private firms. Firms and CSOs (except micro-capital grant recipients) shall be selected as Responsible Parties only on the basis of a competitive procurement process undertaken by the Implementing Partner. UNDP, UNV, UN agencies, IGOs, Government agencies, or CSOs as micro-capital grant recipients are exempted from competitive procurement process and shall be selected under programming modalities. To the extent that Responsible Parties exempted from competitive procurement process can be identified or anticipated during project formulation, they should be listed in the annual work plan and draft terms of reference for their services attached to the project document

UNV and UNDP will be represented as technical expert in selection of Responsible party (ies).

Project Assurance: The project assurance role supports the PSC by carrying out objective and independent project oversight and monitoring functions. This role ensures appropriate project management milestones are managed and completed. The PSC cannot delegate any of its assurance responsibilities to the Project Manager. The UNV Programme Officer will undertake the following Project Assurance roles:

- Ensure that funds are made available to the project;
- Ensure the project is making progress towards intended outputs;
- Perform regular monitoring activities, such as periodic monitoring visits and "spot checks";
- Ensure that resources entrusted to UNDP are utilized appropriately;

- Ensure that critical project information is monitored and updated in Atlas;
- Ensure that progress and financial reports are submitted to UNDP/UNV on time;
- Ensure that risks are properly managed, and that the risk log in Atlas is regularly updated;

Project Manager will be the focal point for UNV and report to the Project Assurance with the following responsibilities:

- Plan the activities of the project and monitor progress against the approved work-plan;
- Monitor events as determined in the project monitoring schedule plan, and update the plan as required;
- Mobilize personnel, goods and services, training and micro-capital grants to initiate activities, including drafting terms of reference and work specifications and overseeing all contractors' work;
- Manage requests for the provision of financial resources by UNDP, through advance of funds, direct payments, or reimbursement using the FACE (Fund Authorization and Certificate of Expenditures);
- Be responsible for preparing and submitting financial reports to UNDP on a quarterly basis;
- Manage and monitor the project risks initially identified and submit new risks to the project board for Monitoring financial resources and accounting to ensure accuracy and reliability of financial reports;
- consideration and decision on possible actions if required; update the status of these risks by maintaining the project risks log;
- Capture lessons learnt during project implementation – a lessons learnt log can be used in this regard
- Perform regular progress reporting to the PSC;
- Prepare the annual review report, and submit the report to the PSC;
- Prepare the annual work plan for the following year, as well as quarterly plans if required; update the Atlas Project Management module if external access is made available.

UNV District Youth Coordinators will be the focal point in each of the 29 districts. The national UNVs will be identified through a transparent selection process ensuring that marginalized youth groups are represented in the process. The “marginalized youth” group is meant to include young people with disabilities, ethnic minorities including rural youth and youth from low-income families.

The role includes provision of project administration, management and technical support to the Project Manager in coordination with the Zonal Directors of Ministry of Youth Affairs and Sports as required by the needs of the project with the following responsibilities:

- To maintain close liaison with District Administration, developmental departments & NGOs.
- To promote the self-reliant Youth Clubs;
- To determine training needs of Youth club functionaries and organizing training programmes;
- To assess the needs and problems of various sections of youth in the district;
- To prepare the Annual Action plan of programmes and activities, proper programmes and activities
- To assist Youth Clubs/NGOs in the formulation of project proposals under Schemes of Financial Assistance of Central Government Departments/Agencies;
- To prepare village, block and district profiles;
- To prepare documentation and circulation of supportive and publicity material, maintenance of records and reports;
- To conduct periodic meetings of District Advisory Committee (DAC), National Youth Corps (NYC) Volunteers and Youth Clubs and proper maintenance of NYK office including personnel administration, coordination with publicity media for image building of Nehru Yuva Kendra Sangathan.

Project support role provides project administration, management and technical support to the Project Manager as required by the needs of the project with the following responsibilities:

- Technical Expertise for coordination and monitoring of project activities in coordination with UNV District Youth Coordinators
- Set up and maintain project files;
- Collect project related information data;
- Assist the project manager in updating project plans;
- Administer project board meetings;
- Administer project revision control;
- Establish document control procedures;
- Compile, copy and distribute all project reports;
- Assist in the financial management tasks under the responsibility of the project manager;
- Provide support in the use of Atlas for monitoring and reporting;
- Review technical reports;
- Monitor technical activities carried out by responsible parties.

Fund Flow Arrangements and Financial Management:

- At the request of the Implementing Partner, UNDP will directly release funds to IP. The Implementing Partner will account for funds received from UNDP. The request from the Implementing Partner will come through the Standard Fund Authorization and Certificate of Expenditures (FACE) Report duly signed by the National Project Director or person assigned/delegated by the Implementing Partner. Only after 80% of last advance and 100% of all the previous advances are spent will the next advance be released.
- Funds can also be transferred as: a) direct payment to vendors or third parties for obligations incurred by the Implementing Partners on the basis of requests signed by the designated official of the Implementing Partner; and b) direct payments to vendors or third parties for obligations incurred by UN agencies in support of activities agreed with Implementing Partners. Advance fund transfers shall be requested and released for programme implementation periods not exceeding three months. UNDP shall not be obligated to reimburse expenditure made by the Implementing Partner over and above the authorized amounts. The Implementing Partner needs to report interest earned immediately to UNDP through next submitted FACE Form.
- The Implementing Partner may request UNV/UNDP to provide support services for project implementation. These services known as direct project costs may include procurement, recruitment, purchase of goods and services, and organisation of training activities and workshops. UNDP recruitment and procurement rules and regulations will apply for the services provided. All direct costs including development effectiveness which are attributable to the provision of these services (direct project costs) will be charged to the project in accordance with in accordance with UNV /UNDP rules and regulations.
- Separate books of account shall be maintained in order to ensure accurate reporting of expenditure and providing a clear audit trail. Any interest accrued on the project funds during the project cycle will be ploughed back into the project in consultation with the Implementing partner and UNDP; project budgets will stand revised to this extent. If there is no scope for ploughing back, the interest will be refunded to UNDP.
- **Audit:** In support of fiduciary good practice and to facilitate scheduled and special audits, each Implementing Partner receiving funds from UNDP will provide UNDP or its representative with timely access to: a) all financial records which establish the transactional record of the fund transfers provided by UNDP; and b) all relevant documentation and personnel associated with the functioning of the Implementing Partner's internal control structure through which the fund transfers have passed. The findings of each audit will be reported to the Implementing Partner, DEA and UNDP. As part of the process, each Implementing Partner will: a) receive and review the audit report issued by the auditors; b) provide timely statements of the acceptance or rejection of any audit recommendation to the UNDP that provided the funds; c) undertake timely actions to address the accepted audit recommendations; and d) report on the actions taken to implement accepted recommendations to the UNDP on a quarterly basis.
- Project will be operationally completed when the last UNDP-financed inputs have been provided and the related activities completed. Through the PSC, the implementing partner notifies the UNDP when this has been done. When a project is operationally complete, assets (if any) would be disposed or transferred to implementing partner in consultation with them during the life cycle or at end of the project. Projects will be financially completed when the Implementing Partner has reported all financial transactions to UNDP so that the project accounts can be closed. UNDP and the Implementing Partner will certify a final Combined Delivery Report. Projects will be financially completed not more than 12 months after being operationally completed. Between operational and financial closure, the Implementing Partner will be required to identify and settle all financial obligations and prepare a final expenditure report. No adjustments can be made to a financially completed project. Assets (if any) would be disposed or transferred to IP in consultation with them during the life cycle or at end of the project.

IV. MONITORING FRAMEWORK AND EVALUATION

In accordance with the programming policies and procedures outlined in the UNDP User Guide, the project will be monitored through the following:

- A. **MONTHLY PROGRESS REPORT:** The Implementing Partner, in consultation with the project teams, will provide brief monthly updates on progress against planned activities and budgets. These monthly reports will be provided in the format provided in Annex 1. These monthly reports will be consolidated, as required, by UNV/UNDP's quality assurance team for progress review meetings.

- B. **ONE TIME RISK LOG:** Based on the initial risk analysis, a risk log shall be activated in Atlas and regularly updated by reviewing the external environment that may affect the project implementation. This will be completed by UNV/UNDP project assurance team in consultation with the Implementing partner. Use the standard Risk Log template
- C. **QUARTERLY FINANCIAL REPORT:** The Implementing Partner (IP) will make use of the Funding Authorization and Certificate of Expenditures (FACE) to request for advances and report on expenditures made on a quarterly basis, or more frequently if agreed. The implementing partner must submit the FACE at the end of each quarter, within the first 10 days of the following quarter. Together with the FACE, the project has to send a copy of the bank statement as up to the date of the end of the period reported and the itemized cost estimates of the activities to be funded. The FACE form has to be certified by the designated official from the IP.
- D. **EVALUATION:** At the end of the second year, a mid-term review will take place. A final evaluation by external evaluators, is to be done four months before the end of the project to help capture the effectiveness, efficiency and the sustainability of the project and impact on the ground. Furthermore, it should make recommendations for the scaling up of the programme and for mechanisms and ways to link with other regional volunteer schemes.
- E. **ANNUAL REVIEW REPORT:** An Annual Review Report shall be prepared by the Project Manager and shared with the Project Board and the Outcome Board. The reporting format in Annex 2 will be used to provide brief description of results achieved in the year against pre-defined annual targets. The same will be used to complete an Annual Project Progress Report for reporting progress to UNV.
- F. **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.

V. **LEGAL CONTEXT -- CLICK [HERE FOR THE STANDARD TEXT.](#)**

This document together with the CPAP signed by the Government and UNDP which is incorporated by reference, constitute together the instrument envisaged and defined in the [Supplemental Provisions](#) to the Project attached hereto and forming an integral part hereof, as “the Project Document”

Consistent with the above Supplemental Provisions, 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. To this end, 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 the Implementing Partner’s obligations under this Project Document [and the Project Cooperation Agreement between UNDP and the Implementing Partner]⁵.

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). The list can be accessed via http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml. This provision must be included in all sub-contracts or sub-agreements entered into under/further to this Project Document.

⁵ Use bracketed text only when IP is an NGO/IGO

VI. ANNEXES

Annex 1 – Monthly progress report format

| Project Title | | | | | | | |
|----------------------|--------------------|---------------------|-------------------|---------------|-------------------------|---|--|
| Implementing Partner | | | | | | | |
| Month/Year | | | | | | | |
| Annual Outputs | Planned activities | Month of completion | Responsible party | Budget Amount | Cumulative expenditures | Monitoring framework | |
| | | | | | | Progress towards meeting AWP annual outputs | |
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| TOTAL IN USD | | | | | | | |