

United Nations Development Programme

Country: VIET NAM

Project Document

Project Title:

“Support for Results-Based Management and Communications Under the One Plan 2012 – 2016”

One Plan Outcome:

Outcome 3.3: By 2016, improved performance of the public sector institutions at national and sub-national levels, through enhanced coordination, accountability, transparency and anti-corruption efforts, will reduce disparities and ensure access to public services for the most vulnerable and disadvantaged groups

One Plan Output:

Output 3.3.2: The public administration systems at the national level and selected provinces have enhanced human resource management systems, a customer-oriented approach and strengthened mechanisms for accountability and transparency

Implementing Partner:

Ministry of Planning and Investment (MPI)
Foreign Economic Relationship Department (FERD)

Responsible Parties:

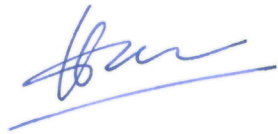
MOFA, MOF, OOG and UNDP Viet Nam

Brief Description
<p><u>Project Results</u></p> <p>Providing effective support to the results-based management and implementation of UNDP’s contributions to the One Plan 2012-2016 and associated programmes/projects, by ensuring the coordination of UNDP-assisted programmes/projects, strengthening results focus planning, monitoring, evaluation and assurance, effectively communicating the results of UNDP/Government initiatives in support of the One Plan and further improving national legislation and capacity for the better management of development cooperation and development assistance (including INGOs aid).</p> <p><u>Project Outputs:</u></p> <p>The main annual project outputs are as follows:</p> <ul style="list-style-type: none"> · Enabling environment will have been enhanced for effective UNDP programme/project management in support of the One Plan and capacity of Government and UNDP will have been strengthened to coordinate and implement relevant programmes/projects in a mutually reinforcing manner. · Joint UNDP-Government planning, monitoring and evaluation of UNDP contributions to the One Plan will have been supported, results-based management in planning and implementation of relevant programmes/projects further enhanced and the quality of associated activities ensured. · As an integral effort to implement the UN Communications Strategy, success stories, best practices and lessons learned from UNDP support to Viet Nam will have been compiled, documented, systematically reviewed and communicated to interested audiences to promote successful initiatives and resources mobilization in support of national needs and priorities <p><u>Expected key Achievements/Results in 2014:</u></p> <ul style="list-style-type: none"> · Improved transparency and accountability for managing and utilizing INGO Aid through review and/or revise legal framework and INGO aid management database. · Enhanced capacity of MPI/GACA Officials for quality of foreign aid management and utilization through training, workshop and exposure visit. · Enhanced results focussed planning, monitoring and implementing of relevant programme and projects through performing of assurance activities. · UNDP2014_AWP in compliance with UNDP HQ’s requirement as well as toward achieving the One Plan outcomes/Outputs.

Programme Period: 2012-2016
 Key Result Area (Strat Governance)
 Atlas Award ID: 70685
 Atlas Project ID: 84533
 Start date: 01/01/2013
 End Date: 31/12/2016
 PAC Meeting Date: _____
 Managemε National Implementation (NIM)

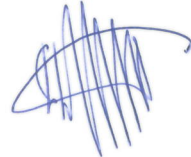
2014 AWP budget:	605,000	US\$
Total resources required	605,000	US\$
Total allocated resources:	605,000	US\$
· TRAC Regular	605,000	US\$
· Other:		
o Donor	_____	
o Donor	_____	
o Donor	_____	
o Government	_____	
Unfunded budget:	_____	

Agreed by MPI:
 Nguyen Yen Hai, National Project Director



Date: 15 JAN 2014

Agreed by UNDP:
 Bakhodir Burkhanov, Deputy Country



Date: 15/01/2014

ANNUAL WORK PLAN YEAR 2014

Project code in Atlas Award ID: 00070685 - Project ID: 00084533

Project Title: Support for Results-Based Management and Communications Under the One Plan 2012 – 2016

Implementing Partner: Ministry of Planning and Investment (MPI)

EXPECTED PROJECT OUTPUTS, INDICATORS AND QUARTERLY TARGETS	PLANNED ACTIVITIES (List all the activities, including M&E activities, planned in the quarter in order to produce the project outputs)	TIMEFRAME				RESPONSIBLE PARTY (maybe a NIP, a CIP, or the UNCO)	PLANNED BUDGET			Challenges, solutions and other issues/Remarks
		Q1	Q2	Q3	Q4		Source of funding (*)	Budget Description	Amount (USD)	
<p>One Plan Output (3.3.2): The public administration systems at national level and in selected provinces, have enhanced human resource management systems, a customer-oriented approach, and strengthened mechanisms for accountability and transparency</p>										
<p>Indicator 3.3.2.1: Baseline (2011): Target (2016): MoV:</p>	<p>Number of provinces that monitor service provision and performance through the use of social audit tools 4 provinces pilot social audit tools Institutionalization of use of social audit tools in these 4 provinces Reports from provincial authorities</p>									
<p>Indicator 3.3.2.2: Baseline (2011): Target (2016): MoV:</p>	<p>Number of public administrative agencies with transparent and accountable human resource development procedures supported by UN agencies as per new Law on Public Officials and Civil Servants (LPOCS). Early stages of implementation of the LPOCS. Central-level administrative agencies implement transparent and accountable human resources development procedures Annual Government reports on law implementation</p>									
<p>Output 1: Enabling environment will have been enhanced for effective UNDP project management in support of the OP and capacity of Govt and UNDP will have been</p>										
<p>Activity Results 1.1: New UNDP-supported programmes/ projects are implemented in accordance with current programming guidelines and global/regional development trends, and necessary capacity development support provided to the Government Agencies</p>										
<p>1.1.1. New programmes/ projects formulated with necessary consultancy inputs and through close consultations with all relevant stakeholders and in compliance with UNDP HQ's requirements</p>										
<p>1.1.1.1 Facilitate the formulation of new projects in support of OP 2012-2016</p>										
	X	X	X	X		UNDP	TRAC	Consultant Miscellaneous	8,400.00	

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<p>strengthened to coordinate and implement relevant prog/projects in a mutually reinforcing</p>	<p>1.1.1.2. Expose to best practices/new global trends in programme/project management modalities and capacity development (CD) support via (i) exchange visit with UNDP COs in other MIC countries and/or (ii) WS on new trends, aid modalities and CD</p>	<p>x</p>	<p>x</p>	<p>x</p>	<p>x</p>	<p>x</p>	<p>MPI/UNDP</p>	<p>TRAC</p>	<p>Travel Training/WS</p>	<p>70,000.00</p>	<p></p>
<p>Indicator:</p>	<p>* # of projects received RBMCP support</p>	<p>x</p>	<p>x</p>	<p>x</p>	<p>x</p>	<p>x</p>	<p>MPI</p>	<p>TRAC</p>	<p>Salary</p>	<p>8,000.00</p>	<p>658USD x 12 months</p>
<p>* # of exchange visit</p>	<p>* # of young professionals/PA on board</p>	<p>x</p>	<p>x</p>	<p>x</p>	<p>x</p>	<p>x</p>	<p>UNDP</p>	<p>TRAC</p>	<p>Salary</p>	<p>22,130.00</p>	<p>- Direct project costing per UNDP corporate guidelines (draft figures in line with DPC policy)</p>
<p>* # of monitoring activities/training relating to INGO aid management and utilization organised</p>	<p>* Linkage between INGO Aid Management Database and ODA database/ improve the national legal framework</p>	<p>x</p>	<p>x</p>	<p>x</p>	<p>x</p>	<p>x</p>	<p>MPI</p>	<p>TRAC</p>	<p>Salary</p>	<p>3,600.00</p>	<p>100USD x 3 x 12 months</p>
<p>* # of lessons sharing/capacity development events/training organized</p>	<p>Activity Results 1.3: Tools, capacity and legal framework are improved to support INGO aid management at central and local levels</p>	<p></p>	<p></p>	<p></p>	<p></p>	<p></p>	<p></p>	<p></p>	<p></p>	<p></p>	<p></p>
<p>Baselines:</p>	<p>* CPMSP resources made available to new project formulation as/iff needed</p>	<p></p>	<p></p>	<p></p>	<p></p>	<p></p>	<p>MPI</p>	<p>TRAC</p>	<p>Travel Training/WS Consultant</p>	<p>25,000.00</p>	<p></p>
<p>* 1 Admin Assistant , 3 interns on board</p>	<p>1.3.1.1. Organise 05 consultative workshops to review the current Decree 93/209/ND-CP</p>	<p></p>	<p></p>	<p></p>	<p></p>	<p></p>	<p>MPI</p>	<p>TRAC</p>	<p>Travel Training/WS Consultant</p>	<p>25,000.00</p>	<p></p>

4

* 01 meeting between MPI/GACA and UNDP Governance organized * INGOs aid database available with 6 training 2013 targets: * 2 projects to receive RBMCP financial support for formulation * 1 exchange visit * 5 of young professionals/ 01 PA on board * 1 lesson sharing/capacity development events/training organized	1.3.1.2 Conduct monitoring activities and research with regards to ODA/INGO aids management and utilization	x		x		x	MPI	TRAC	Travel	20,000.00		
	1.3.1.3 Institutionalise/improve the national legal framework for INGO aid management/utilization		x	x		x	MPI	TRAC	Contract	15,000.00		
Activity Results 1.4: Staff from NIPs, UNDP CO and other project partners that took part in lessons sharing and capacity development have improved knowledge and skills in programme/ project management and national implementation modality												
1.4.1 Lessons from programme/ project management support and coordination shared and targeted capacity development activities facilitated												
	1.4.1.1. Share results of lessons and develop capacity via NIM training/workshop			x			UNDP	TRAC	Training/WS	5,000.00		
	Total for output 1									177,130.00		
Activity Results 2.1: Evidenced-based findings drawn on programme/ project progress, performance and finance and recommendations made for improvement												
Output 2: Joint UNDP-Government planning, monitoring and evaluation of UNDP contributions to the One Plan will have been supported, results-based management in planning and implementation of relevant programmes/projects further enhanced Indicator: * # and type of meeting/assurance activities to oversee and monitor the performance of program/projects	2.1.1. Joint UNDP/ GACA monitoring visits, evaluations and assurance activities organized to support the management and implementation of UNDP programmes/ projects											
	2.1.1.1 Organize and conduct joint monitoring visits and assurance activities to programmes/ projects		x		x		x	MPI/UNDP	TRAC	Travel	20,000.00	
	2.1.1.2 Support provided for conducting a thematic or cross-cutting evaluation as part of the implementation of the OP M&E Framework					x		x	MPI/UNDP	TRAC	Miscellaneous	20,000.00
	2.1.1.3. Organise and conduct with One UN Programme Support Working Group micro assessment for UNDP related IPs			x					UNDP	TRAC	Contract	39,000.00

* # sharing sessions/ training/WS on M&E/RBM	2.1.1.4. Organise NIM Audit for about 10 projects					X					UNDP	TRAC	Contract	35,000.00	
* HPPMG updated	2.1.1.5. HPPMG revision					X	X	X			UNDP	TRAC	Contract	60,000.00	
Base lines:	Activity Results 2.2: PRODOCs, AWP, LPACs are prepared and meet SMART criteria, useful lessons learned from these activities and suggestions made for improvement														
* 01 spot check/5 projects organized and 12 NIM audits conducted	2.2.1. Technical support provided to UNDP/NIPs in improving M&E activities and RBM at programmes/ projects														
* 01 batch of joint monitoring mission conducted.	2.2.1.1. Recruit/on board of IUNV Project Planning and Monitoring Officer					X	X	X			UNDP	TRAC	IUNV Staff	65,000.00	
* 02 group training/coaching on M&E and RBM organized.	2.2.1.2. Draw lessons (by screening draft PRODOCs, AWPs before they are submitted to LPACs), and make suggestions to improve the quality of these activities in terms of M&E and RBM contents via training/WS					X	X	X			UNDP	TRAC	Training/WS	2,000.00	
* IUNV Project Planning and Monitoring Officer on board															
* 10 PRODOCs, 26 AWPs, 01 LPAC screened.															
Targets:	2.2.2 Group training and coaching on M&E and RBM contents														
* Micro assessment organised for all UNDP/joint IPs	2.2.2.1 Design programmes, and organize training/ coaching activities on M&E and RBM contents					X	X	X			MPI/UNDP	TRAC	Training/WS	5,000.00	
* NIM audits conducted for 12 projects	2.2.2.2. Participate in training course for GACAs and UNDP staff on project impact evaluation					X	X	X			MPI/UNDP	TRAC	Fellowship/ Travel	30,000.00	
* IUNV Project Planning and Monitoring Officer on board															
* All 2014 AWP screened/quality assured															
* HPPMG revised															
* 1 capacity building activity/1 training course on project impact evaluation															
	Total for Output 2													276,000.00	

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Output 3: As an integral effort to implement the UN Com. Strategy, success stories, best practices and lessons learned from UNDP support to VN will have been compiled, documented, systematically reviewed and communicated to interested audiences to promote successful initiatives and resources mobilization in support of national needs and priorities indicator:	Activity Results 3.1: Evidence-based knowledge and communications products produced, widely communicated to a range of target audiences and systematically archived, thereby helping to raise stakeholder awareness of key development messages/ advocacy issue										
	<i>3.1.1. Success stories, best practices and lessons compiled, documented and published in order to strengthen the communication of results and enhance the transparency and accountability of UNDP programme activities</i>										
	3.1.1.1 Recruitment board of IUNV Results Reporting Officer	x	x	x	x	x	UNDP	TRAC	IUNV Staff	65,000.00	- Resources will be utilised for programme purpose and not limited to recruitment of results reporting IUNV
	3.1.1.2. Document results/success stories in appropriate forms (human interest story, video clip, photo essay, etc.)		x	x		UNDP	TRAC	Travel/ Consultant	5,000.00		
	3.1.1.3. Organize media trips to facilitate coverage of Government-UNDP cooperation results		x	x		UNDP	TRAC	Travel	3,000.00		
	<i>3.1.2. Awareness raising events organized and media products developed to convey key development messages/ advocacy issues and promote Government/ UNDP profiles in development assistance activities</i>										
	3.1.2.1. Organize media briefings/conferences/workshops (including HDR launch and media workshop, etc.)		x	x	x	MPI/UNDP	TRAC	Workshop/ Press conference	5,000.00		
	3.1.2.2. Organize communication training sessions for UNDP staff	x		x	x	UNDP	TRAC	Workshop/ consultant	10,000.00		

2013 targets: * IUNV RRO on board * 5 awareness raising events/media trips organized * 5 knowledge/communications products produced & communicated to target audiences * 1 media training for UNDP staff * 1 issue briefing for media	3.1.2.3. Hire consultants to help edit public information materials and translate website content.	X	X	X	X	X									6,000.00		Digital publishing platform rental and printing cost for factsheets and other public information materials
	3.1.2.4. Produce print and digital publications	X	X	X	X	X									5,000.00		Miscellaneous
	Total for Output 3														99,000.00		
	MISCELLANEOUS	X	X	X	X	X									42,870.00		- Devex contract on procurement (8,400 USD) - Procure of 2 computers for UNDP staff (2,500USD/each) and 1 set of desktop computer + printer for MPI/PMU Office
		X	X	X	X	X									10,000.00		
															605,000.00		
GRAND TOTAL																	

47