



PROJECT DOCUMENT
Kingdom of Bahrain

Project Title: Support to the Bahrain 2018 SDGs Voluntary National Review Process

Project Number: [00099264](#)

Implementing Agency: National Information Committee

Start Date: March 2018

End Date: August 2018

PAC Meeting date: 27.02.2018

Brief Description

The 2030 Agenda for Sustainable Development was adopted in 2015 in which member states pledged their commitment to implement 17 goals and 169 targets. The Government of the Kingdom of Bahrain demonstrated its commitment to the implementation of the Sustainable Development Goals (SDGs) by putting in place policy and institutional measures to enhance the mainstreaming of the SDGs into national plans, strategic frameworks and policies. All SDGs targets and indicators were reviewed and assessed for relevance to the Bahrain context. The Government formed the National Information Committee, which is comprised of representatives from ministries and governmental authorities, and is mandated to report on the Government of Bahrain's progress towards the implementation of the SDGs.

Under the leadership of the IGA the sectors' line ministries and statistical units in the Kingdom of Bahrain are now responsible for collecting and analysing different data sources with reference to the 17 SDGs. The instrument to report on progress and findings is the Voluntary National Review (VNR). The VNR will be presented at the High-Level Political Forum (HLPF) Forum convened under the auspices of the Economic and Social Council will be held in New York from the 9th to the 18th of July 2018.

The project will be implemented by IGA, with the support of the UN System, in coordination and consultation with the UN Resident Coordinator (RC). The project will facilitate the formulation of the first country SDG Voluntary National Review in line with UNDG guidelines on VNR and Country SDG reporting. The project will develop and coordinate a process for the delivery of the VNR report for the Kingdom of Bahrain that ensures the production of a credible, high-quality and well-supported VNR report.

UNDP Strategic plan 2018-2021: *The global development advisory and implementation services platform is intended to [...] provide high-quality technical and policy advisory support to country platforms and UNDP country programmes; and [...] to support UNDP global knowledge, innovation and partnership-building efforts within the UNDS, as well as with IFIs and a wide range of other partners.*

Kingdom of Bahrain/UN Strategic Partnership Framework: *(Partnership result 1): Capacity development: Support and build capacities of CIO to compile and report on SDG related data*

UNDP CPD: *Outcome 2: Bahraini institutions and programmes are effective, responsive and accountable in line with international standards and practices*

Total resources required:	USD110,000
Government of Bahrain	USD 110,000
Unfunded:	
<i>The above agreed amounts will be disbursed in accordance with the attached Schedule of Payments</i>	

Agreed by (signatures)!

Government of Bahrain	United Nations
On behalf of the implementing partner:	
Dr. Sh. Abdulla bin Ahmed bin Abdulla Al Khalifa Undersecretary for International Affairs, Ministry of Foreign Affairs Member of the National Information Committee	Mr. Amin El Sharkawi UN Resident Coordinator and UNDP Resident Representative
Date:	Date:



I. DEVELOPMENT CHALLENGE

The Government of Bahrain is currently implementing the Government Programme of Action (GPA) 2015-2018. The GPA was formulated against the backdrop of prominent challenges including:

1. The tense regional situation and the growing threat of terrorism, impacting Bahrain, in addition to the internal events taking place since 2011.
2. Limited natural resources of land, oil derivatives (hydrocarbons) and water due to the small size of the Kingdom, and the limited areas of agricultural land.
3. The sharp drop in oil prices with oil revenue accounting for about 70 percent of government revenues.
4. Increased levels of fiscal deficit and public debt due allocation of large funds to subsidise food items, energy and fuels, and face security challenges at the local and regional levels.
5. Growing actuarial deficit of the social insurance system because of the large increase in pension entitlements compared to the amount paid by those contributing to this system.
6. Negative effects of the global financial crisis in 2008, particularly in real estate projects and some key industries, such as aluminium, and which has led to the drafting of more legislative and regulatory controls on banks, and the decline of investment in many projects undertaken by the private sector.

Despite those challenges the Government resolved, through its programme of action, to create a society where justice, security, stability and prosperity prevail, and build on previous gains in a way that ensures sustainable development, provision of necessary services to citizens, diversification and improved competitiveness of the national economy, enhancement of the investment climate, strengthening of the private sector's role, and development of human resources considering that the Bahraini citizen is the axis, core and engine of development.

To achieve those objectives, the government adopted the principle of balancing the Kingdom's potential and opportunities represented in human capital, strategic location, business-favourable environment and an attractive living climate on the one hand, and the challenges it faces to ensure the achievement of the following strategic priorities:

- 1- Promote security and stability, the democratic system and Foreign Relations
- 2- Nurture a strong and diversified economy and a stable financial and monetary system.
- 3- Empower Bahrainis to raise their contribution to the development process.
- 4- Secure infrastructure to support sustainable development.
- 5- Sustainable management of strategic resources, and insuring sustainable urban development.
- 6- Enhance the effectiveness and efficiency of government performance.

To date and despite the challenges, the Government has been able to achieve about 80 percent of its commitments in the Programme of Action 2015-2018. The Country has made great strides in achieving overall socio-economic development. The economy is estimated to have grown by 52.3 percent during the last decade, with per capita GDP increasing from 8,171.09 in 2006 to 8,392.81 at present placing Bahrain in the ranks of high-income countries. Unemployment is at a low level of about 4.3 percent and non-oil exports doubled with an increase in their contribution to GDP as a result of diversification efforts.

In September 2015, world leaders unanimously adopted a universal agenda: [Transforming our World: the 2030 Agenda for Sustainable Development](#). This 2030 Agenda applies to all countries and forges a comprehensive plan of action articulated around 17 SDGs and 169 targets. Bahrain played an important role in the agenda's process, and the country's commitment to the agenda will be safeguarded by aligning national plans, strategic frameworks and policies to the SDG goals and targets. In early 2016, the Government of Bahrain actively engaged national institutions, and other stakeholders, to align national plans, strategies and policies to the global development agenda, and to proactively report progress against them.

II. STRATEGY

To enhance the implantation of the project, the IGA will work with the support of the UN agencies facilitated by the RCO and logistical support by the UNDP:

- Identify and analyse the indicators and their relevance for Bahrain's development context.
- Collect and coordinate data on selected targets and goals, in coordination with the relevant governmental/private sector entities.

- Prepare and publish the Bahrain VNR 2018 and the sectoral reports.

The Sectoral Working Groups will work under the supervision of the IGA, and lead writer and will include a group of team leaders heading thematic and sectoral teams from across the ministries, governmental authorities, and relevant private sector and civil societies.

In the preparation of the report, consultations will be undertaken by the National Information Committee (NIC) with the relevant stakeholders and with advisory and technical support of the UN System.

The Government of Bahrain (IGA/NIC) will lead and carry out open consultations with 4 different sets of stakeholders: CSOs (with support by the ICC), academia (with the support of Derasat), private sector (with the support of BCCI), and Parliament.

The sessions would be led by the National Information Committee, and opened with MOFA and the RC, as well as the Lead Author. The consultation sessions would be structured around the work of thematic groups (e.g. prosperity, planet, people, peace and partnerships), where a facilitator and a rapporteur would be appointed, who would then revert to the plenary with ideas and proposals.

The United Nations will conduct internal consultations on the VNR within the UN System covering Bahrain. The draft report will be sent by the RC Office to UN agencies, who will be requested to review the draft during a period of up to 10 working days and revert with comments. The RC Office will collect comments and share with the VNR Lead Author.

III. RESULTS AND PARTNERSHIPS

Expected Results

The project is expected to deliver the following outputs:

Output 1: Enhanced national capacity and local expertise in planning, mapping, aligning, monitoring and reporting against the Sustainable Development Goals

- **Activity 1.1:** Recruit a team of local experts in selected sectoral and thematic area
- **Activity 1.2:** Conduct an assessment to understand the capacity needs of the Sectoral Working Groups and national institutions.
- **Activity 1.3:** Design the training schedule and conduct a workshop regarding the sectoral/thematic monitoring and reporting for the SDGs.

Output 2: National monitoring and reporting on the SDGs and publishing the national SDG sectoral reports and VNR in line with international standards and practices.

- **Activity 2.1:** Finalize Sectoral Working Groups structure, terms of reference for each thematic team
- **Activity 2.2:** Prepare work plans and coordinate meetings.
- **Activity 2.3:** Support consultations and discussions with relevant stakeholders
- **Activity 2.4:** Support the development of the VNR outline and structure
- **Activity 2.5:** Hire the VNR lead author to develop the situational analysis, research and data collection process for each sectoral/thematic area, and report progress, including defining data sources, and references.
- **Activity 2.6:** Technical review of the VNR drafts by United Nations agencies facilitated by the RCO and technical professional editing
- **Activity 2.7:** Provide support in designing the outlook of the report and the publishing process.

Output 3: Enhanced evidence-based policymaking and strengthened national information and statistics system to contribute to coherent management, coordination and quality of data, especially as relevant to the SDGs.

- **Activity 3.1:** Identify and define data sources; data coordination and collection methodology; and linkages to the national statistical system and how best to augment it for future reporting and enhanced integration as per the relevant SDG targets and indicators for Bahrain.
- **Activity 3.2:** Prepare SDG targets and indicators monitoring and mapping framework.
- **Activity 3.3:** Share lessons learned and best practices on SDG Reporting lead by the Government.

The delivery of the three outputs mentioned above is in direct alignment with the UN SPF, UNDP's Strategic Plan and Country Programme Document (CPD) 2017-2020 ([link CPD](#)), with reference to the following:

- Related UNDP Strategic Plan Outcome: Countries have strengthened institutions to progressively deliver universal access to basic services.
- Related CPD Outcome 2: Bahraini institutions and programmes are effective, responsive and accountable in line with international standards and practices.
- Related CPD Output 2.1: *“Capacity of public administration developed on policy making, government performance, managing change, innovation and using international practice;”*
- Related CDP Outcome Indicators:
 - Outcome indicator 2.1. Government of Bahrain national statistics information adapted to encompass SDGs.
 - Outcome indicator 2.2. No. of SDG indicators monitored by national information systems.

Resources Required to Achieve the Expected Results

The following are the required resources from the Project budget, for a duration of 1 year:

	Quantity	Duration	Cost/item (USD)	Description	Total Cost (USD)
Workshops/consultations on SDGs	6	1 day		6 workshops/ consultations	15,522
National team leaders of sectoral working groups	6	-	7550	Each expert will receive a lump sum of USD 7550	45300
National Lead Author	1	6 Months	10000	lead author will receive a lump sum of USD 10000	10000
Report translation	1	-	8000		8000
Report production, printing and publishing, other logistical issues	1	-	15000		15000
Technical review	1				2461
Support data analysis and synthesis of sectoral reports					10417
GMS (3%)					3,300
Total					110,000

The project will follow UNDP's policies and procedures and agree with the implementing partner on one of the payment methods which falls under National Implementation Modality projects.

Partnerships

The project depends mainly on the engagement with ministries, governmental authorities, the United Nations system in Bahrain (including non-resident agencies such as the regional commission UN ESCWA, and other UN bodies), NGOs, the private sector and other entities if needed. As the main deliverables depend on building the capacities of the Sectoral Working Groups to drive the process of working on future reports, all the relevant entities must have representatives in the Sectoral Working Groups. The members will assist in providing data and reports from the bodies they represent, which are:

- National information Committee
- Other entities if needed

Risks and Assumptions

The key risks identified at the design stage, are: potential delays from the partners during the data collection stage; weak coordination between the relevant entities; and finding suitable experts with the right knowledge in the thematic areas, and on monitoring and reporting.

Stakeholder Engagement

The IGA is the main stakeholder. Working closely with the other members of the National Information Committee. Engagement on data collection for the VNR will take place with the support of representatives of each entity. Other stakeholders will be engaged through (open consultation processes. The outcome from the open consultations will be considered as input towards the final production of the VNR).

The SPF steering committee will be part of the engagement process and provide strategic guidance during implementation including monitoring and progress reporting.

Knowledge

The project's main product is the SDG VNR and the sectoral reports, which will showcase the lessons learned from the activities conducted under outputs 1 and 3. The report will highlight Bahrain's progress towards the SDGs, as mentioned in the VNR guideline prepared by the Division for Sustainable Development (DESA).

Sustainability and Scaling Up

The project's product will be the first of many subsequent reports that will monitor Bahrain's progress towards the SDGs; and will be submitted to the High-Level Political Forum in 2018. The shared experience, lessons learned and knowledge from this project will support Bahrain's national capacity in taking the lead to produce quality reports that are aligned with international standards, and which follow a specific framework for indicators monitoring.

IV. PROJECT MANAGEMENT

Cost Efficiency and Effectiveness

Utilizing the suggested resources will enable the Government of Bahrain to produce quality reports in alignment with international standards. The suggested resources will provide the necessary expertise and knowledge to the Sectoral Working Groups, and therefore tackle the main development challenge. It will also empower institutions (that are equipped with the required knowledge), to work across governmental entities and the private sector, to collect data on the SDGs, and suggest policies that will drive change.

The suggested cost is based on the assumption that lead author will be hired to work closely with the thematic teams to assist them in underlying the main data sources, and find the most suitable way to monitor and report within the areas specific development.

Project Management

The work will be carried out under the direct supervision and leadership of the National Information Committee, which is tasked to follow-up the implementation of 2030 Agenda and the Sustainable Development Goals in the Kingdom, for which IGA is managing the collection of data and preparation of relevant reports. The United Nations System in Bahrain provides continuous technical support for the completion of the work, which is also reinforced by the administration support of the UNDP and other UN agencies facilitated by the RCO.

The project team will be situated and operate from their respective offices, and each thematic team will meet a minimum once every 10 days to review progress and discuss findings. The international experts will visit for 7 days to conduct capacity building activities and support to lead author and sectoral group if needed. The lead author and international experts will have their main office in IGA

In accordance with the decisions and directives of UNDP's Executive Board reflected in its Policy on Cost Recovery from Other Resources, the contribution payment to the project is subject to cost recovery for indirect costs incurred by UNDP headquarters and country office structures in providing General Management Support (GMS) services. To these GMS costs, the contribution shall be charged a fee equal to 3%.

Project implementation and implementation support services that are provided by UNDP country office staff members including services related to finance, procurement, human resources, administration, issuance of contracts, travel, security, assets, general services and information and communications technology will be funded directly through Direct Project Costing (DPC). UNDP Bahrain, for this purpose, has created a separate DPC project in ATLAS entitled "Implementation Support and Monitoring" to record the time and cost of programme and project staff directly involved in the project implementation and implementation support services.

V. RESULTS FRAMEWORK¹

EXPECTED OUTPUTS	OUTPUT INDICATORS ²	DATA SOURCE	BASELINE		TARGETS (by frequency of data collection)			DATA COLLECTION METHODS & RISKS
			Value	Year	Year 1	Year ...	FINAL	
Output 1 Enhanced national capacity and local expertise in planning, mapping, aligning, monitoring and reporting against the Sustainable Development Goals.	1.1 The Sectoral Working Groups is able to publish yearly SDG reports.	IGA	None	Q1 2018	1 st report	-	-	
	1.2 Capacity Assessment is conducted and training plan in place	IGA		Q12018	Yes	-	-	
	1.3 VNR and SDGs thematic report are published	IGA	None	2017	Yes			
Output 2 National monitoring and reporting on the SDGs and publishing the national SDG sectoral reports and VNR in line with international standards and practices.	2.1 SDG reporting mechanisms are implemented and followed by ministries and government authorities.	Government Reports, relevant Ministries Reports	None	Q2 2017	Yes	-	-	
	2.2 VNR report is published.	IGA	None	Q2 2017	Yes	-	-	
	2.3 Bahrain report submitted to the HLPF	IGA	None	2018				
Output 3 Enhanced evidence-based policymaking and strengthened national information and statistics system to contribute to coherent management, coordination and quality of data, especially as relevant to the SDGs.	3.1 National information system indicators are linked to the relevant SDGs indicators.	Government Reports, relevant Ministries Reports	To be defined once SDGs indicators are defined	Q2 2017	Data sources identified and linked	-	-	

¹ UNDP publishes its project information (indicators, baselines, targets and results) to meet the International Aid Transparency Initiative (IATI) standards. Make sure that indicators are S.M.A.R.T. (Specific, Measurable, Attainable, Relevant and Time-bound), provide accurate baselines and targets underpinned by reliable evidence and data, and avoid acronyms so that external audience clearly understand the results of the project.

² It is recommended that projects use output indicators from the Strategic Plan IRRF, as relevant, in addition to project-specific results indicators. Indicators should be disaggregated by sex or for other targeted groups where relevant.

VI. MONITORING AND EVALUATION

In accordance with UNDP's programming policies and procedures, the project will be monitored through the following monitoring and evaluation plans:

Monitoring Plan

Monitoring Activity	Purpose	Frequency	Expected Action	Partners (if joint)	Cost (if any)
Track results progress	Progress data against the results indicators in the RRF will be collected and analysed to assess the progress of the project in achieving the agreed outputs.	Quarterly, or in the frequency required for each indicator.	Slower than expected progress will be addressed by project management.		
Monitor and Manage Risk	Identify specific risks that may threaten achievement of intended results. Identify and monitor risk management actions using a risk log. This includes monitoring measures and plans that may have been required as per UNDP's Social and Environmental Standards. Audits will be conducted in accordance with UNDP's audit policy to manage financial risk.	Quarterly	Risks are identified by project management and actions are taken to manage risk. The risk log is actively maintained to keep track of identified risks and actions taken.		
Learn	Knowledge, good practices and lessons will be captured regularly, as well as actively sourced from other projects and partners and integrated back into the project.	at the end of the project	Relevant lessons are captured by the project team and used to inform management decisions.		
Annual Project Quality Assurance	The quality of the project will be assessed against UNDP's quality standards to identify project strengths and weaknesses and to inform management decision making to improve the project.	at the end of the project	Areas of strength and weakness will be reviewed by project management and used to inform decisions to improve project performance.		
Review and Make Course Corrections	Internal review of data and evidence from all monitoring actions to inform decision-making.	at the end of the project	Performance data, risks, lessons and quality will be discussed by the project board and used to make course corrections.		
Project Report	A progress report will be presented to the Project Board and key stakeholders,	Annually, and at the end of the			

	<p>consisting of progress data showing the results achieved against pre-defined annual targets at the output level, the annual project quality rating summary, an updated risk long with mitigation measures, and any evaluation or review reports prepared over the period.</p>	<p>project (final report)</p>			
<p>Project Review (Project Board)</p>	<p>The project's governance mechanism (i.e., project board) will hold regular project reviews to assess the performance of the project and review the Multi-Year Work Plan to ensure realistic budgeting over the life of the project. In the project's final year, the Project Board shall hold an end-of-project review to capture lessons learned and discuss opportunities for scaling up and to disseminate project results and lessons learned with relevant audiences.</p>	<p>Specify frequency (i.e., at least annually)</p>	<p>Any quality concerns or slower than expected progress should be discussed by the project board and management actions agreed to address the issues identified.</p>		

Evaluation Plan³

Evaluation Title	Partners (if joint)	Related Strategic Plan Output	UNDAF/CPD Outcome	Planned Completion Date	Key Evaluation Stakeholders	Cost and Source of Funding
e.g., Mid-Term Evaluation						

³ Optional, if needed

VII. WORK PLAN ⁴⁵

All anticipated programmatic and operational costs to support the project, including development effectiveness and implementation support arrangements, need to be identified, estimated and fully costed in the project budget under the relevant output(s). This includes activities that directly support the project, such as communication, human resources, procurement, finance, audit, policy advisory, quality assurance, reporting, management, etc. All services which are directly related to the project need to be disclosed transparently in the project document.

EXPECTED OUTPUTS	PLANNED ACTIVITIES	RESPONSIBLE PARTY			PLANNED BUDGET		
					Funding Source	Budget Description	Amount
Output 1: Enhanced national capacity and local expertise in planning, mapping, aligning, monitoring and reporting against the Sustainable Development Goals.	Activity 1.1: Recruit a team of local experts in selected sectoral and thematic area (UNDP recruiting and IGA selecting).	IGA			MoF		
	Activity 1.2: Conduct an assessment to understand the capacity needs of the Sectoral Working Groups and national institutions.	UNDP and IGA			MoF		
	Activity 1.3: Design the training schedule and conduct a workshop regarding the sectoral/thematic monitoring and reporting for the SDGs.	IGA			MoF		
Sub-Total for Output 1							USD 21283
Output 2: National monitoring and reporting on the SDGs and publishing the national SDG sectoral reports and VNR in line with international standards and practices.	Activity 2.1: Finalize Sectoral Working Groups structure, terms of reference for each thematic team	UNDP and IGA			MoF		
	Activity 2.2: Prepare work plans and coordinate meetings.	UNDP and IGA			MoF		
	Activity 2.3: Support consultations and discussions with relevant stakeholders	IGA			MoF		

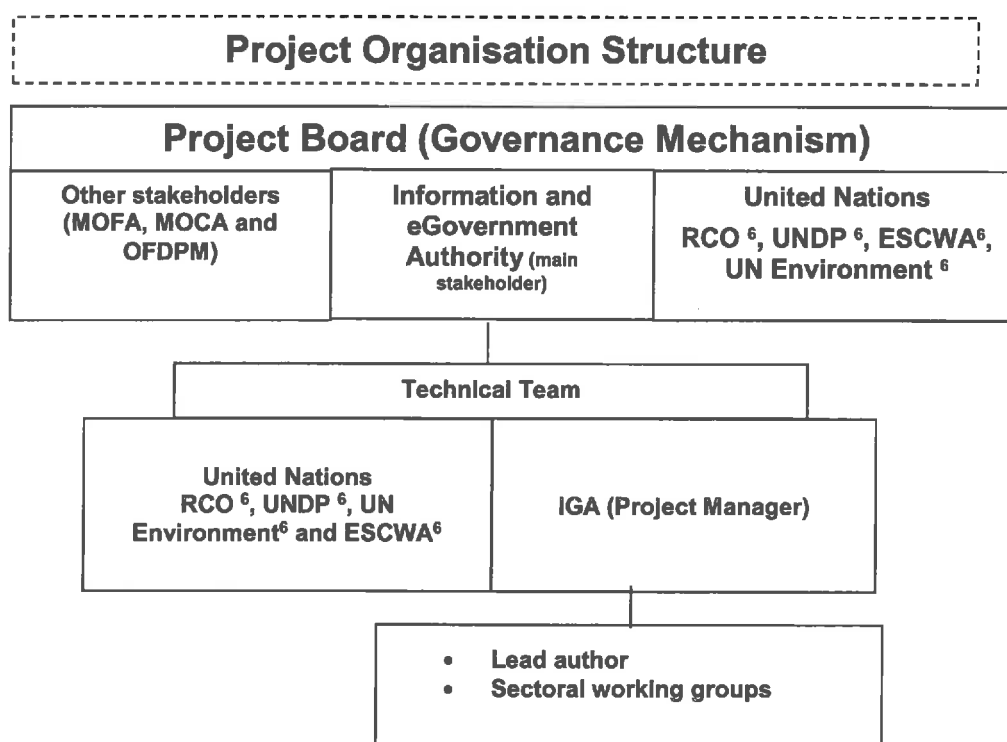
⁴ Cost definitions and classifications for programme and development effectiveness costs to be charged to the project are defined in the Executive Board decision DP/2010/32

⁵ Changes to a project budget affecting the scope (outputs), completion date, or total estimated project costs require a formal budget revision that must be signed by the project board. In other cases, the UNDP programme manager alone may sign the revision provided the other signatories have no objection. This procedure may be applied for example when the purpose of the revision is only to re-phase activities among years.

	Activity 2.4: Support the development of the VNR outline and structure.								IGA		MoF		
	Activity 2.5: Hire the VNR lead author to develop the situational analysis, research and data collection process for each sectoral/thematic area, and report progress, including defining data sources, and references.								IGA		MoF		
	Activity 2.6: Technical review of the VNR drafts by United Nations agencies facilitated by the RCO and technical professional editing.								IGA		MoF		
	Activity 2.7: Provide support in designing the outlook of the report and the publishing process.								IGA		MoF		
	MONITORING												
	Sub-Total for Output 2												USD 78,300
Output 3: Enhanced evidence-based policymaking and strengthened national information and statistics system to contribute to coherent management, coordination and quality of data, especially as relevant to the SDGs.	Activity 3.1: Identify and define data sources; data coordination and collection methodology; and linkages to the national statistical system and how best to augment it for future reporting and enhanced integration as per the relevant SDG targets and indicators for Bahrain.								IGA and UNDP		MoF		
	Activity 3.2: Prepare SDG targets and indicators monitoring and mapping framework.								IGA		MoF		
	Activity 3.3: Share lessons learned and best practices on SDG Reporting lead by the Government.								IGA		MoF		
	MONITORING												
	Sub-Total for Output 3												USD 10,417

VIII. GOVERNANCE AND MANAGEMENT ARRANGEMENTS

The project will be implemented by the IGA with support by the UN agencies facilitated by the RCO and logistical support by the UNDP. The Implementing Partner will be responsible for the effective utilization and use of UNDP resources; for the management of the project; and for the delivery of project activities to achieve results that will contribute to development outcomes of the project.



a) The Project Board (PB):

The PB comprises the IGA (co-chair, Main Stakeholder and Implementing Partner), the RC (co-chair) with RCO⁶, UNDP⁶, ESCWA⁶ and UN Environment⁶ (representatives by these entities will have to participate to the PB sessions) and the other stakeholders (MOFA, MOCA and OFDPM).

- Responsible for providing strategic guidance for the Project and making management decisions whenever required.
- Review and commit to carry out the proposed activities of this Project;
- Review report drafts and receive final report

b) Technical Team:

Will carry out the activities that will lead to the delivery of the VNR and sectoral reports.

b.1) **United Nations:** Activate technical support from UN Agencies.

b.2) **IGA (Project manager):** The project will be led by a representative from IGA. Responsible for general coordination of the work of the technical team, as well as statistical aspects, providing data and other supporting reports, contributing to the writing of the Review and facilitating communication with the concerned official authorities. The Project Manager will work with the UN (technical support group) to develop a work plan, financial reports, prepare progress reports and submit them to

⁶ Those agencies are mandated to support countries in their SDG VNR and/or national SDG reports. If these agencies are not available to contribute to Bahrain's VNR process, the RC will consult with the Government to identify another UN entity.

each Project Board meeting. Results-based monitoring and evaluation mechanisms will be utilized.

- a) **Lead Author:** Will report to the project manager and is responsible for writing the draft report to its final version, drawing on the support provided by the technical team. The lead author will also be responsible for incorporating observations, participating in the organization and attending the consultative meetings.
- b) **Sectoral Working Groups:** will also be constituted for this project. It will be comprised of 6 teams led by 6 local leaders, which will work directly under the lead writer. Each team will focus on a thematic area under the SDGs, and focus on collecting data from the relevant sources, mainly from the entities and organizations of which the Sectoral Working Groups members originate. They will also focus on the review of national reports produced by each entity in relevance to their area of expertise, design the report structure, work on data analysis and consolidation, and produce the first and second drafts of the report.

IX. LEGAL CONTEXT AND RISK MANAGEMENT

LEGAL CONTEXT STANDARD CLAUSES

This project document shall be the instrument referred to as such in Article 1 of the Standard Basic Assistance Agreement between the Government of Bahrain and UNDP, signed on August 3, 1978. All references in the SBAA to "Executing Agency" shall be deemed to refer to "Implementing Partner."

This project will be implemented by the Implementing Partners in accordance with their financial regulations, rules, practices and procedures only to the extent that they do not contravene the principles of the Financial Regulations and Rules of UNDP. Where the financial governance of an Implementing Partner does not provide the required guidance to ensure best value for money, fairness, integrity, transparency, and effective international competition, the financial governance of UNDP shall apply.

RISK MANAGEMENT STANDARD CLAUSES

Government Entity (NIM)

1. Consistent with the Article III of the SBAA *[for the Supplemental Provisions]*, the responsibility for the safety and security of an 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, each 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.
2. 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 Partners' obligations under this Project Document [and the Project Cooperation Agreement between UNDP and the Implementing Partners]⁷.
3. The Implementing Partners agree to undertake all reasonable efforts to ensure that no 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.
4. Consistent with UNDP's Programme and Operations Policies and Procedures, social and environmental sustainability will be enhanced through application of the UNDP Social and Environmental Standards (<http://www.undp.org/ses>) and related Accountability Mechanism (<http://www.undp.org/secu-srm>).
5. The Implementing Partners shall: (a) conduct project and programme-related activities in a manner consistent with the UNDP Social and Environmental Standards, (b) implement any management or mitigation plan prepared for the project or programme to comply with such standards, and (c) engage in a constructive and timely manner to address any concerns and complaints raised through the Accountability Mechanism. UNDP will seek to ensure that communities and other project stakeholders are informed of and have access to the Accountability Mechanism.
6. All signatories to the Project Document shall cooperate in good faith with any exercise to evaluate any programme or project-related commitments or compliance with the UNDP Social and Environmental Standards. This includes providing access to project sites, relevant personnel, information, and documentation.

⁷ Use bracketed text only when IP is an NGO/IGO

X. ANNEXES

- 1. Project Quality Assurance Report**
- 2. Risk Analysis.** Use the standard [Risk Log template](#). Please refer to the [Deliverable Description of the Risk Log](#) for instructions
- 3. Letter of Agreement and Support Services**
- 4. Agreement and Schedule of Payments**

STANDARD LETTER OF AGREEMENT BETWEEN UNDP AND THE NATIONAL INFORMATION COMMITTEE FOR THE PROVISION OF SUPPORT SERVICES

Project: Support to the Bahrain 2018 SDGs Voluntary National Review Process

Your Excellency Dr. Sh. Abdulla bin Ahmed bin Abdulla Al Khalifa,

1. Reference is made to consultations between officials of the National Information Committee and officials of UNDP with respect to the provision of support services by the UNDP country office for nationally implemented programmes and projects. UNDP and the Government hereby agree that the UNDP country office may provide such support services at the request of the National Information Committee through its institution designated in the relevant project document, as described below.

2. The UNDP country office may provide support services for assistance with reporting requirements and direct payment. In providing such support services, the UNDP country office shall ensure that the capacity of the National Information Committee is strengthened to enable it to carry out such activities directly. The costs incurred by the UNDP country office in providing such support services shall be recovered from the project.

3. The UNDP country office may provide, at the request of the National Information Committee, the following support services for the activities of the programme/project:

- (a) Identification and/or recruitment of project and programme personnel;
- (b) Identification and facilitation of training activities;
- (a) Procurement of goods and services;

4. The procurement of goods and services and the recruitment of project and programme personnel by the UNDP country office shall be in accordance with the UNDP regulations, rules, policies and procedures. Support services described in paragraph 3 above shall be detailed in an annex to the project document, in the form provided in the Attachment hereto. If the requirements for support services by the country office change during the life of a programme or project, the annex to the project document is revised with the mutual agreement of the UNDP resident representative and the National Information Committee.

5. The relevant provisions of the UNDP Standard Basic Assistance Agreement with the Government of Bahrain signed on 3 August 1978, including the provisions on liability and privileges and immunities, shall apply to the provision of such support services. The Government shall retain overall responsibility for the nationally implemented programme or project through the National Information Committee. The responsibility of the UNDP country office for the provision of the support services described herein shall be limited to the provision of such support services detailed in the annex to the project document.

6. Any claim or dispute arising under or in connection with the provision of support services by the UNDP country office in accordance with this letter shall be handled pursuant to the relevant provisions of the SBAA.

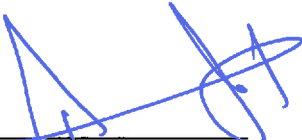
7. The manner and method of cost-recovery by the UNDP country office in providing the support services described in paragraph 3 above shall be specified in the annex to the project document.

8. The UNDP country office shall submit progress reports on the support services provided and shall report on the costs reimbursed in providing such services, as may be required.

9. Any modification of the present arrangements shall be effected by mutual written agreement of the parties hereto.

10. If you are in agreement with the provisions set forth above, please sign and return to this office two signed copies of this letter. Upon your signature, this letter shall constitute an agreement between the National Information Committee and UNDP on the terms and conditions for the provision of support services by the UNDP country office for nationally implemented programmes and projects.

Yours sincerely,


Signed on behalf of UNDP
Mr. Amin El Sharkawi
UN Resident Coordinator
and
UNDP Resident Representative




For the National Information Committee
Dr. Sh. Abdulla bin Ahmed bin Abdulla Al Khalifa
Undersecretary for International Affairs, Ministry of Foreign Affairs
Member of the National Information Committee



Attachment

DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES

1. Reference is made to consultations between National Information Committee , the institution designated by the Government of Bahrain and officials of UNDP with respect to the provision of support services by the UNDP country office for the nationally implemented project **Support to the Bahrain 2018 SDGs Voluntary National Review Process**.

2. In accordance with the provisions of the letter of agreement signed on 26.03.2018 and the project document, the UNDP country office shall provide support services for the Project as described below.

3. Support services to be provided:

Support services	Schedule for the provision of the support services	Cost to UNDP of providing such support services	Amount and method of reimbursement of UNDP
Recruitment of project personnel	As outlined in the Project Document, section VII "Multi-Year Work Plan"	As outlined in the Project Document, section VII "Multi-Year Work Plan"	As outlined in the Project Document, section VII "Multi-Year Work Plan"
Facilitation of capacity building activities			
Procurement of goods and services			

4. Description of functions and responsibilities of the parties involved:

UNDP will provide project assurance supporting the project board by carrying out the objectives and independent project oversight and monitoring functions. UNDP will also provide support to the Project Manager in implementing the project activities as outlined in the project document, sourcing and recruiting experts to undertake the activities and to contribute to the capacity building of the national organization.

**FINANCING AGREEMENT BETWEEN THE UNITED NATIONS
DEVELOPMENT PROGRAMME AND THE GOVERNMENT OF BAHRAIN**

WHEREAS the United Nations Development Programme (hereinafter referred to as "UNDP") and the Government of Bahrain represented by the National Information Committee (hereinafter referred to as the "Government") have agreed to co-operate in the implementation of a project in the Kingdom of Bahrain (hereinafter referred to as "the Project"), as described in the Project document: "00099264 - Support to the Bahrain 2018 SDGs Voluntary National Review Process", in the Kingdom of Bahrain, and submitted to the Government for information. Add the Government's reference if any;

WHEREAS the Government has informed UNDP of its willingness to contribute funds (hereinafter referred to as "the contribution") to the UNDP on a cost-sharing basis to increase the resources available for the Project;

WHEREAS the National Information Committee is the Implementing Partner for the implementation of the Project financed from the contribution (hereinafter referred to as "the Implementing Partner")

NOW THEREFORE, UNDP and the Government hereby agree as follows:

Article I

1. The Government shall, in the manner referred to in paragraph 2 of this Article, place at the disposal of UNDP the contribution of \$ 110,000.
2. The Government shall, in accordance with the schedule of payments set out below, deposit the contribution to¹:

Account Name: UNDP Representative in Bahrain (US Dollar Account)
Account Number: 375 218 4077
Name of the Bank: Bank of America
Swift Code: BOFAUS3N
Address: Bank of America, N.A.
New York, USA

<u>Date payment due</u>	<u>Amount (stated currency)</u>
25.03.2018 (already paid on 01.03.2018)	\$110,000

¹ Please note that the currency of the bank account should be the same as the currency of the contribution.

3. The Government will inform UNDP when the Contribution is paid via an e-mail with remittance information to contributions@undp.org, providing the following information: Government's name, UNDP country office, "00099264 - Support to the Bahrain 2018 SDGs Voluntary National Review Process", Government reference (if available). This information should also be included in the bank remittance advice when funds are remitted to UNDP.
4. The above schedule of payments² takes into account the requirement that contributions shall be paid in advance of the implementation of planned activities. It may be amended to be consistent with the progress of project delivery. UNDP shall not absorb any loss (including but not limited to exchange fluctuations) under the Project. The Parties acknowledge and agree that all losses shall be charged to the Project.
5. All financial accounts and statements shall be expressed in United States dollars.
6. UNDP may agree to accept Contributions in a currency other than United States dollars provided such currency is fully convertible or readily usable by UNDP and subject to the provisions of paragraph 6 above. Any change in the currency of the Contribution shall be made only in agreement with UNDP.

Article II

1. In accordance with the decisions and directives of UNDP's Executive Board reflected in its Policy on Cost Recovery from Other Resources, the Contribution shall be subject to cost recovery for indirect costs incurred by UNDP headquarters and country office structures in providing General Management Support (GMS) services. To cover these GMS costs, the contribution shall be charged a fee equal to 3%. Furthermore, as long as they are unequivocally linked to the specific project(s), all direct costs of implementation, including the costs of implementing partner, will be identified in the project budget against a relevant budget line and borne by the project accordingly.
2. The aggregate of the amounts budgeted for the project, together with the estimated costs of reimbursement of related support services, shall not exceed the total resources available to the project under this Agreement as well as funds which may be available to the project for project costs and for support costs under other sources of financing.

Article III

1. The contribution shall be administered by the UNDP in accordance with UNDP regulations, rules, policies and procedures, applying its normal procedures for the execution of its projects.

² It is recommended that country offices negotiate the number of installments to ensure at least six months' anticipated disbursements are funded with each installment. This will make processing of contributions and reporting more efficient for the country offices.

2. Project management and expenditures shall be governed by the regulations, rules, policies and procedures of UNDP and, where applicable, the regulations, rules, policies and procedures of the Implementing Partner.

Article IV

1. The implementation of the responsibilities of the UNDP and of the Implementing Partner pursuant to this Agreement and the relevant project document shall be dependent on receipt by the UNDP of the contribution in accordance with the schedule of payments set out in Article I, paragraph 2, above. UNDP shall not start implementation of the activities prior to receiving the Contribution or the first tranche of the Contribution (whichever is applicable).
2. If unforeseen increases in expenditures or commitments are expected or realized (whether due to inflationary factors, fluctuation in exchange rates or unforeseen contingencies) UNDP shall submit to the Government on a timely basis a supplementary estimate showing the further financing that will be necessary. The Government shall use its best endeavors to make available to UNDP the additional funds required.
3. If the Contribution referred to in Article I, paragraph 2, above, are not received in accordance with the payment schedule, or if the additional financing required in accordance with paragraph 2, above, is not forthcoming from the Government or other sources, the assistance to be provided to the Project under this Agreement may be reduced, suspended or terminated by UNDP.

Article V

Ownership of equipment, supplies and other property financed from the contribution shall vest in UNDP. Matters relating to the transfer of ownership by UNDP shall be determined in accordance with the relevant policies and procedures of UNDP.

Article VI

The contribution shall be subject exclusively to the internal and external auditing procedures provided for in the financial regulations, rules, policies and procedures of UNDP.

Article VII

UNDP shall provide the Government on request with financial and other reports prepared in accordance with UNDP reporting procedures.

Article VIII

1. UNDP shall notify the Government when all activities relating to the Project have been completed in accordance with the Prodoc.
2. Notwithstanding the completion of all activities relating to the Project, UNDP shall continue to hold unutilized funds from the Contribution until all commitments and liabilities incurred in implementation of the activities finance by the contribution have been satisfied and these activities brought to an orderly conclusion.
3. If the unutilized funds prove insufficient to meet such commitments and liabilities, UNDP shall notify the Government and consult with the Government on the manner in which such commitments and liabilities may be satisfied.
4. In cases where the Project is completed in accordance with the project document any funds below 5,000 USD (five thousand US Dollars) that remain unexpended after all commitments and liabilities have been satisfied shall be automatically reallocated by UNDP. Any funds above 5,000 USD (five thousand US Dollars) that remain unexpended after all commitments and liabilities have been satisfied shall be reallocated by UNDP after consultation with the Government.

Article IX

The Parties agree that it is important to take all necessary precautions to avoid corrupt practices. To this end, UNDP shall maintain standards of conduct to govern the performance of its staff, including of corrupt practices in connection with the award and administration of contracts, grants, or other benefits, as set forth in the Staff Regulations and Rules of the United Nations, the UNDP Financial Regulations and Rules, and the UNDP Procurement Manual.

Article X

Consistent with numerous United Security Council resolutions, including S/RES/1269 (1999), S/RES 1368 (2001), and S/RES/1373 (2001), both the Donor and UNDP are firmly committed to the international fight against terrorism, and in particular, against the financing of terrorism. It is the policy of UNDP to seek to ensure that none of its funds are used, directly or indirectly, to provide support to individuals or entities associated with terrorism. In accordance with this policy, UNDP undertakes to use reasonable efforts to ensure that none of the Donor funds provided under this Agreement are used to provide support to individuals or entities associated with terrorism.

Article XI

1. After consultations have taken place between the two Parties to this Agreement and provided that the funds from the Contribution already received are, together with

other funds available to the Project, sufficient to meet all commitments and liabilities incurred in the implementation of the Project, this Agreement may be terminated by UNDP or by the Government. The Agreement shall cease to be in force thirty days after either of the Parties may have given notice in writing to the other Party of its decision to terminate the Agreement.

2. If the unutilized contribution-payments, together with other funds available to the Project, are insufficient to meet such commitments and liabilities, UNDP shall notify the Government and consult with the Government on the manner in which such commitments and liabilities may be satisfied.
3. Notwithstanding termination of this Agreement, UNDP shall continue to hold unutilized funds until all commitments and liabilities incurred in implementation of the activities financed by the contribution have been satisfied and these activities brought to an orderly conclusion.
4. In cases where this agreement is terminated before Project completion any funds below 5,000 USD (five thousand US Dollars) that remain unexpended after all commitments and liabilities have been satisfied shall be automatically reallocated by UNDP. Any funds above 5,000 USD (five thousand US Dollars) that remain unexpended after all commitments and liabilities have been satisfied shall be reallocated by UNDP after consultation with the Government.

Article XII

Any notice or correspondence between UNDP and the Government will be addressed as follows:

(a) To the Government:

Address:

(b) Upon receipt of funds, UNDP shall send an electronic receipt to the Government email address provided below as confirmation that the remitted funds have been received by UNDP

Government email address: _____

Attention: _____

(c) To UNDP:
Amin El Sharkawi
UNDP Resident Representative

Address: United Nations Development Programme
United Nations House 69, Road 1901 Hooraa 319
Kingdom of Bahrain

Article XIII

This Agreement shall enter into force upon the signature of this Agreement by parties hereto, on the date of the last signature.

IN WITNESS WHEREOF, the undersigned, being duly authorized thereto, have signed the present Agreement in the English language in two copies.

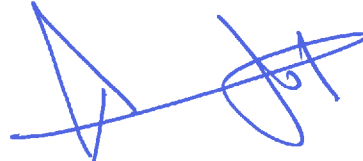
For the National Information Committee



Dr. Sh. Abdulla bin Ahmed bin Abdulla Al
Khalifa
Undersecretary for International Affairs, Ministry
of Foreign Affairs
Member of the National Information Committee
Kingdom of Bahrain
Date: 26.03.2018



For the United Nations Development Programme



Mr. Amin El Sharkawi
UN Resident Coordinator
and
UNDP Resident Representative
Kingdom of Bahrain
Date: 26.03.2018

