



PROJECT DOCUMENT
[Bahrain]

Project Title: Support to King Hamad Award

Project Number:

Implementing Partner:

Start Date: January 2017 **End Date:** January 2018 **PAC Meeting date:** 4th August, 2016

Brief Description

In September 2015, world leaders unanimously adopted a universal, bold and ambitious agenda: [Transforming our World: The 2030 Agenda for Sustainable Development](#). The 2030 Agenda applies to all countries and forges a comprehensive plan of action centralized around 17 Sustainable Development Goals (SDGs) and 169 targets. It breaks new ground by aiming at "leaving no one behind" and by establishing peaceful, just and inclusive societies.

Young people around the world are essential to the success of the 2030 Agenda. Yet, too often, they are prevented from fulfilling their potential as agents of change and social entrepreneurs. This project aims to demonstrate the commitment of the Kingdom of Bahrain to sustainable development and expand its support to youth as active agents of change and partners in SDG implementation, monitoring and accountability. The underlying assumption is that young men and women who can act effectively as citizens, leaders and innovators in their communities will contribute to the realization of the Sustainable Development Goals.

The project will work at the intersection of sustainable development and youth engagement to motivate and empower young people to become more engaged in implementing the 2030 Agenda through the establishment of the King Hamad Youth Empowerment Award to Achieve the SDGs. The project will encourage all eligible participants to improve and build an enabling environment and infrastructure for youth to allow them to be effective and productive citizens contributing to their communities. This initiative supports progress already made towards the realization of the Sustainable Development Goals, which aim to build a better future for communities around the world, as through this award all participating categories will have to focus upon one or more of the 17 goals. The Award will be presented in four different categories: Government Sector and Parliament, Private Sector and Non-Profit Organizations, International Organizations, and Individuals. The project's outputs will be executed over a cycle of a year, and given the continuity nature of its outputs, will be extended through an agreed-upon substantive budget revision, whereby UNDP and Ministry of Youth & Sports Affairs (MYA) could cost share the new budget.

Through these collective efforts, the Government of Bahrain looks to raise awareness among youth about sustainable development, to create mechanisms and incentives for youth engagement in the implementation of the Sustainable Development Goals, and to position Bahrain as a leading and respected global partner in the realization of the 2030 Agenda.

The outputs of the Project mentioned above are aligned to the UNDP Strategic Plan and the new [UNDP Bahrain Country Programme Document \(CPD\) 2017-2020](#), specifically CPD Outcome 2; and Outcome indicator 2.2. Moreover, the strategy described will support alignment with the [Government Programme of Action](#) and the [UN Sustainable Development Goals \(SDG\)](#).

GOB GPA Theme: Human development and social services:
3.4 Providing support, care and effective social development

Related UNDP CPD 2017-2020 Outcome 2: Bahraini institutions and programmes are effective, responsive and accountable in line with international standards and practices.

CPD Output 2.2: Capacity of selected partners from youth organisations strengthened to support and advocate for national development

Related CPD Outcome Indicators:

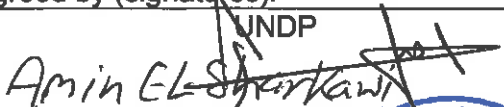
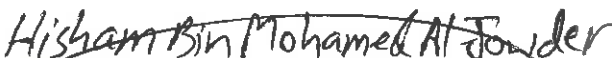
- o Indicator 2.2.1. No. of SDG awareness campaigns co-organized with youth partners
- o Indicator 2.2.2: No. of SDG Youth conferences conducted with youth partners

Gender Marker:

GEN1 : Some contributions to gender equality

Total resources required:	\$36,050	
Total resources allocated:	UNDP/Ministry of Finance	\$18,025
	Ministry of Youth and Sports Affairs (MYS)/JP:	\$18,025
	(MYS) fund code	
	In-Kind:	n/a
	Donor:	n/a
Unfunded:	n/a	
<i>The agreed amounts will be disbursed according to the attached Schedule of Payment</i>		

Agreed by (signatures):

UNDP  Amin El-Sharkawi	Ministry of Youth and Sports Affairs  Hisham Bin Mohamed Al-Jonder
Print Name:	Print Name:
Date: 14 01 20 18	Date:



I. DEVELOPMENT CHALLENGE

In September 2015, world leaders unanimously adopted a universal, bold and ambitious agenda: [Transforming our World: The 2030 Agenda for Sustainable Development](#). The 2030 Agenda applies to all countries and forges a comprehensive plan of action centralized around 17 Sustainable Development Goals (SDGs) and 169 targets. It breaks new ground by aiming at “leaving no one behind” and by establishing peaceful, just and inclusive societies. Young people around the world are essential to the success of the 2030 Agenda.

At 1.8 billion, there are now more adolescents and young people (aged 10-24) in the world than at any other time in history. While there were 721 million young people in 1950, this number is set to reach 2 billion by 2050. Approximately 9 out of 10 people between the ages of 10 and 24 live in less developed countries.¹ In some of these countries, young people represent upwards of 80% of the population.

In the Arab region, more than 60% of the population of 370 million is under the age of 30. Given their vast numbers, youth are often exposed to the detrimental impact of poverty and labour markets (dramatically reflected in the fact that there are 10 million unemployed Arab youth, between the ages of 18 and 25), and unmet expectations, due in part to the evolving dynamics of family structures and exacerbated by technology and the global media.²

Bahrain has a large youth population, with 47.7% of the total population under the age of 29 (Bahrainis and non-Bahrainis) and 27.2% between the ages of 15 and 29 as of 2014.³

As the worldwide numbers of young people continue to grow, proportionately and in absolute terms, they will represent the largest new cohort of adults the world has seen. This generation is the first with the potential to eradicate extreme poverty, and the last to be able to prevent catastrophic climate change.

Yet, too often, young people around the world are prevented from fulfilling their potential as agents of change and social entrepreneurs. The situation across the world demonstrates that at all levels, we need to urgently address discrimination against youth; meet their multi-sectoral needs; promote and support youth-inclusive legislative and policy frameworks; enable the opening of new spaces for their engagement and leadership; mainstream them in all relevant aspects of development and peace; and work with them as advocates and equal partners for change. Supporting the participation of young men and women in processes and platforms to find and promote innovative solutions for the sustainable use of resources could reinforce efforts of societies to reduce their environmental carbon footprint, while continuing to grow and deliver goods, services and jobs to their population.

The response to the demographic trends—the investments made now in young people and changes made to the way they are engaged—will dramatically shape the future of societies. It is therefore increasingly evident that tackling the challenges faced by young people by engaging them in the process of achieving sustainable development today presents a potentially historic and transformational opportunity to lay the foundation for a peaceful and sustainable future.

Building on the past cooperation between the Ministry of Youth and Sports Affairs (MYA) and UNDP in developing the National Youth Strategy for (2005-2009), and its updated version (of 2011-2015), engaging in a joint project will now further the cooperation in implementing pro-youth initiatives. Through such initiatives, awareness will be raised among youth and local communities about SDG goals and targets, while the SDGs will be aligned within all youth initiatives falling under the purview of this project.

¹ UNFPA, *State of the World Population Report 2014*, 1.

² Arab Youth Strategizing for the Millennium Development Goals (MDGs), 2006

³ Bahrain National Development Strategy 2015-2018, Government of Bahrain, September 2014

II. STRATEGY

A. Engaging youth is a smart investment in sustainable development

The importance of youth engagement has gained particular relevance with the adoption of the 2030 Agenda for Sustainable Development. Young people, by participating in consultation and negotiation processes at all levels, informed and helped shape the Agenda, which now reflects their concerns. The Agenda, which specifically names young people as “critical agents of change,” integrates the economic, environmental and social dimensions of development with young people represented as a priority across its 17 goals. Sixty-five out of the 169 SDG targets reference young people explicitly or implicitly, with a focus on their empowerment, participation and well-being. More than 20 youth-inclusive targets are spread over nine key SDGs:

Goal 1 (No Poverty)

Goal 2 (Zero Hunger)

Goal 4 (Quality Education)

Goal 5 (Gender Equality)

Goal 8 (Decent Work and Economic Growth)

Goal 10 (Reduced Inequalities)

Goal 11 (Sustainable Cities and Communities)

Goal 13 (Climate Action)

Goal 16 (Peace, Justice and Strong Institutions).

SDG implementation at local level, which is articulated as a process between local planning, national policies and global objectives, also offers opportunities for youth engagement in local governance, youth integration in local economic development and youth access to basic and public services, such as water, education and health. The involvement of young people through utilising their energy, networks and solutions will be indispensable for the effective implementation and monitoring of the SDGs and realization of this once-in-a-generation development agenda.

B. The Kingdom of Bahrain is committed to realizing the 2030 Agenda

The Kingdom of Bahrain played an important role in the development of the 2030 Agenda process, and is committed to the achievement of the SDGs. In addition to aligning its national plans, strategic frameworks and policies to the SDGs, the Government of Bahrain will undertake a series of initiatives to tap into various segments of society, most notably youth, to support the successful implementation of the 2030 Agenda.

The Ministry of Youth and Sports Affairs is the primary governmental partner for this project. The vision of the Ministry of Youth and Sports Affairs is to develop and support “youth with a Bahraini identity and global contribution.” The Youth Affairs Directorate seeks to “contribute to the building and the formation of youth that is able to build a better tomorrow for the Kingdom of Bahrain and works towards the Bahrain Vision 2030.” The activities associated with this project will help support the Ministry achieve its vision and objectives and the Kingdom of Bahrain achieve its sustainable development goals as articulated in the Government Programme of Action, the Government Priority Framework and the National Youth Strategy.

C. Theory of change

This project will aim to support the commitment of the Kingdom of Bahrain to sustainable development and expand its support to youth as active agents of change and partners in SDG implementation, monitoring and accountability. The underlying assumption is that young women and men who can act effectively as citizens, leaders and innovators in their communities will contribute to the realization of the Sustainable Development Goals.

The project will work at the intersection of sustainable development and youth engagement to motivate and empower young people to become more engaged in implementing the 2030 Agenda through the establishment of the King Hamad Youth Empowerment Award to Achieve the SDGs.

The project will encourage all eligible participants to improve and build an enabling environment and infrastructure for youth to allow them to be effective and productive citizens contributing to their communities. This initiative supports progress already made towards the realization of the Sustainable Development Goals, which aim to build a better future for communities around the world, as through this award all participating categories will have to focus upon one or more of the 17 goals. The award will be presented in four different categories: Government Sector, Private Sector, Non-Profit and International Organizations, and individuals.

Through these efforts, the Government of Bahrain looks to raise awareness among youth about sustainable development, to create mechanisms and incentives for youth engagement in the implementation of the Sustainable Development Goals, and to position Bahrain as a leading and respected global partner in the realization of the 2030 Agenda.

This project is in line with the Bahrain Country Programme Document 2017-2020 and the UNDP Youth Strategy 2014–2017, which in turn is designed to complement and reinforce the UNDP Strategic Plan 2014–2017 by deepening the youth focus across all areas of work.

III. RESULTS AND PARTNERSHIPS

A. Expected Results King Hamad Youth Empowerment Award to Achieve the SDGs

This project proposes an integrated and holistic approach to engaging youth in sustainable development. Through recognizing the importance of both young women and men to make progress on the 2030 Agenda, gender equality is mainstreamed throughout the outputs.

- **Output: King Hamad Youth Empowerment Award to Achieve the SDGs**

B. Types of Support

Under the auspices of this project, UNDP will offer support in the following areas:

- **Technical advice:** UNDP will provide technical advice on the overall 2030 Agenda as well as on specific Sustainable Development Goals, as needed. UNDP will tap into its network of experts, at the national, regional and global levels to provide such expertise and advice. It will leverage in-house expertise as well as its network of external partners across sectors (public, private, civil society, academia, etc.). It will complement advice on sustainable development by offering policy advice and programme support on youth engagement as well as tapping into both internal and external resources to do so.
- **Advocacy, outreach and communications:** Advocacy will be crucial to raising awareness amongst different stakeholders on the benefits and importance of including young people in the process of achieving the Sustainable Development Goals. Outreach and communications will also be used to reach more young people to involve them in the process of SDG implementation. UNDP will support these activities through traditional and non-traditional channels of communication.
- **Capacity development:** UNDP will strengthen the capacities of youth, youth organisations, governments and other stakeholders (e.g. other civil society organisations, academia etc.) to better understand sustainable development and their role in achieving the SDGs.
- **Gender mainstreaming:** UNDP will contribute to making the gender equality agenda more inclusive of youth and the youth agenda gender-sensitive. In this, UNDP follows its Gender

Equality Strategy 2014-2017 and the Youth Strategy 2014-2017 guiding principles, which are grounded in international human rights, norms and standards.

- **Financial support:** UNDP will contribute towards the financial costs as per the Multi-Year Work Plan (below).

Activity 1.4: Facilitate connection to other SDGs & youth activities by:

- Coordinating with MYS on other project activities (such as Youth City and the SDG Bus) to identify SDG youth advocates or ambassadors and design means for their involvement in the King Hamad Youth Empowerment Award to Achieve the SDGs, e.g., participation in the ECOSOC Youth Forum, leadership of side events at the Forum, etc.

Activity 1.5: Support the administration and distribution of the Award by:

- Developing a project document for the administration and distribution of the Award, including the creation and coordination of a judging panel that will evaluate all incoming proposals.
- Create criteria for the selection of the judging panel and the Award itself.

Resources Required to Achieve the Expected Results

Key inputs for the successful implementation of this project include adequate funding; access to high calibre consultants on the Sustainable Development Goals and Youth Engagement; innovative approaches to engagement and knowledge exchange; and solid partnerships within Bahrain as well as with international partners. Expertise available throughout UNDP, the UN System and the broader global youth community will also be harnessed.

Partnerships

The main government partner is the Ministry of Youth and Sports Affairs. Together, MYS and UNDP will coordinate with other line ministries as well. The Project will also collaborate with youth organizations, including youth-led organisations, at the national, regional and global levels to raise awareness of sustainable development among youth and support their engagement in implementation of the 2030 Agenda. Working with these organizations will expand the reach of the overall effort, as the project uses a cascading approach to outreach through, for example, training of trainers and use of youth communications networks. Moreover, the project will partner with the private sector, incorporating them into each output area as appropriate.

Risks and Assumptions

The main risks in the context of this project relate to availability of funding and aggressive timelines. If full funding is not available through the Government of Bahrain, UNDP, or through resource mobilization efforts, activities may have to be scaled back and prioritized.

Stakeholder Engagement

The main stakeholders in the project are young people themselves; youth organisations and youth-focused organisations across all sectors: public, private, and civil society; young entrepreneurs; academia; media; etc. In line with its commitment to gender equality, UNDP will ensure that young women are represented in all activities, addressing the marginalization of young women, enhancing the leadership of young women and helping ensure that both young women and men benefit from greater youth engagement. The project activities defined above are designed for active engagement throughout, from design to monitoring and evaluation.

South-South and Triangular Cooperation (SSC/TrC)

In line with UNDP's new corporate strategy on SSC/TrC that promotes universal access to national capacities and knowledge in the pursuit of the 2030 Agenda, this project will make use of policy advice packages to enhance youth engagement. It will also support South-South and triangular knowledge exchanges about Sustainable Development and Youth Engagement to inform and inspire national activities.

Knowledge

Numerous knowledge products will be developed that capture the process of engaging youth in the 2030 Agenda. This will include documentation of how sustainable development is integrated into existing initiatives, such as the Youth City curriculum; what cutting-edge approaches, methodologies and tools are used; which are most effective and why. In addition, it is expected that policy and programming guidance on Sustainable Development and Youth Engagement will emerge from the regional conference.

Sustainability and Scaling Up

The project will emphasize capacity development of national partners and systems in the areas of Sustainable Development and Youth Engagement, to ensure that the activities detailed in this project, and the various apparatus built, can be expanded upon in subsequent years. As such, these activities are considered to be the first phase of a multi-year initiative. The project will also look to a diversity of partners and sources of funding, to scale the initiative as well as to reduce risk. The project will also emphasize outreach and communications, with specific results articulated in the project's results framework. The project will take advantage of national, regional and global platforms and tools to feature progress, partnerships and success.

IV. PROJECT MANAGEMENT

Cost Efficiency and Effectiveness

The strategy outlined above is designed as such that each activity contributes to individual and collective outputs, with results feeding into and reinforcing each other. With this integrated and synergistic approach, the project is meant to enable the delivery of maximum results with available resources.

Project Management

1. The Ministry of Youth and Sports Affairs (MYS) and UNDP have agreed to cost-share the funding required for this project as agreed (please see the below Multi-Year Work Plan).
2. The project budget may be increased in the future.
3. 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%.
4. 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.

Detailed governance arrangements are outlined in section VIII.

V. RESULTS FRAMEWORK*

Project title and Atlas Project Number: Working at the Intersection of Sustainable Development and Youth												
EXPECTED OUTPUTS	OUTPUT INDICATORS ⁵	DATA SOURCE	BASELINE		TARGETS (by frequency of data collection)					DATA COLLECTION METHODS & RISKS		
			Value	Year	Year 1	Year 2	Year 3	Year 4	Year ...		FINAL	
Output ECOSOC SDGs & Youth Award launched	2.1 Design of Award completed	UNDP & MYS	0	2017	End of 2017							
	2.2 Number of applications received; number of countries represented	MYS	0	2017	100-200;30-40							
	2.3 Number of media impressions	UNDP & MYS	0	2017	6						6	
	2.4 Number of SDG youth advocates or ambassadors from other initiatives involved in the SDGs and Youth Award	UNDP & MYS	0	2017	7							7

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:
[Note: monitoring and evaluation plans should be adapted to project context, as needed]

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 least annually	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.	Annually	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 least annually	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	Annually, and at			

	<p>Project Board and key stakeholders, 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 log with mitigation measures, and any evaluation or review reports prepared over the period.</p>	<p>the end of the 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 socialize 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>	

MULTI-YEAR WORK PLAN ⁶⁷

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		
		Y1	Responsible Party	Funding Source	Budget Description	Amount in USD
Output King Hamad Youth Empowerment Award to Achieve the SDGs launched	2.1 The objectives of the Award, parameters for application and criteria for selection are designed. The modus operandi for implementing it and the selection committee are identified.				International consultants' fees. Communication materials (formulation of a strategy, media and marketing), flight tickets and accommodation Cash prize contributions from GoB. Logistics for jurors.	36,050
	2.2 The launch of the Award, communication with applicants and the coordination with ECOSOC partners is managed.					
	2.3 The connection between sustainable development and youth engagement and the role of the Government of Bahrain is emphasized through communication campaigns.	X	MYS & UNDP	MYS		
	2.4 SDG youth advocates or ambassadors and design means their involvement in the SDGs & Youth Award are identified through coordination with MYS.					
	2.5 Project document to be developed for the administration of the Award, including the judging panel that will evaluate incoming proposals.					

⁶ 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

⁷ 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.

GMS									1050
Total						X			37100

VII. GOVERNANCE AND MANAGEMENT ARRANGEMENTS

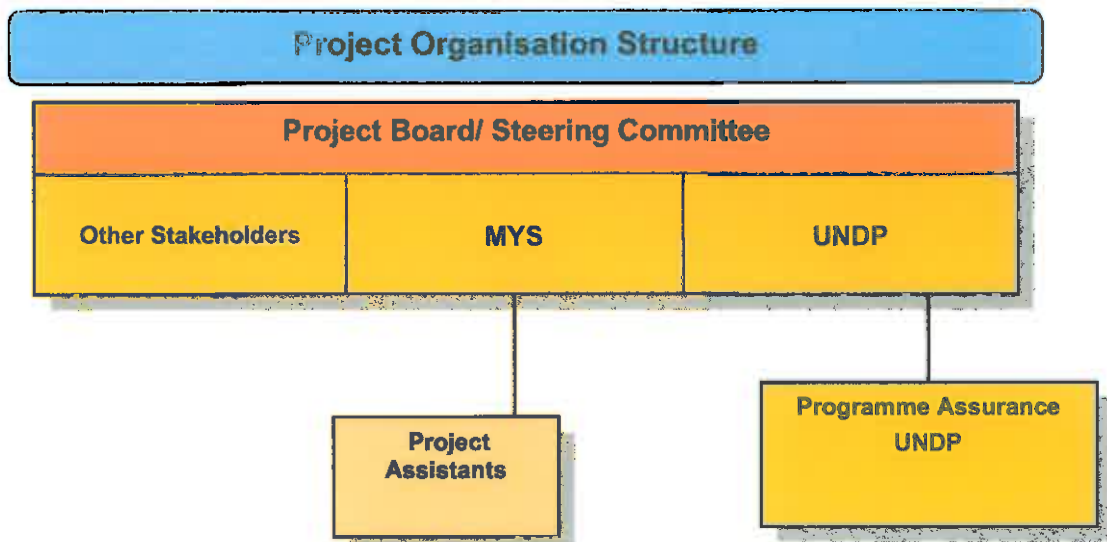
UNDP will fully support national implementation of this project. The management arrangements for implementing the project will comprise of the following:

- **Project Board** to provide policy and strategic guidance; the Project Board is co-chaired by MYS and UNDP and will compose of members from relevant stakeholders. It is expected to meet twice a year or quarterly.
- **Project Management Team**, housed in MYS.
- **Project responsible parties**, in charge of the implementation of the project;

The implementation arrangement is National Implementation (NIM). The Project will be implemented by the Ministry of Youth and Sports Affairs (MYS) with support from UNDP. The Implementing Partner, MYS, will be responsible for the effective utilization and use of project 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. The Responsible Parties within the Technical Team will play key roles in leading specific outputs within their mandates. Participating institutions will include all the aforementioned partners in the partnerships section.

The main role of the Board will be to provide guidance and direction to the Project Management Team to facilitate the effective and efficient implementation of the project. Implementation will be done under the overall management of the Project Manager, and the oversight of **UNDP**.

At least 50% of the project personnel, regardless of contract type, hired by the project, will be women. A minimum of 15% of programming funds will be allocated to Youth-GPS activities with the primary objective of advancing gender equality and women's empowerment.



VIII. LEGAL CONTEXT AND RISK MANAGEMENT

[NOTE: The following section is required for all project documents, and contains the general provisions and alternative texts for the different types of implementation modalities for individual projects. Select one option from each the legal context and risk management standard clauses and include these in your project document under the Legal Context and Risk Management Standard Clauses headings]

LEGAL CONTEXT STANDARD CLAUSES

Where the country has signed the [Standard Basic Assistance Agreement \(SBAA\)](#)

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

This project will be implemented by the Ministry of Youth and Sports Affairs (MYS) as an "Implementing Partner" in accordance with its 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

Option a. Government Entity (NIM)

1. Consistent with the Article III of the SBAA *[for the 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.
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 Partner's obligations under this Project Document *[and the Project Cooperation Agreement between UNDP and the Implementing Partner]*⁸.
3. The Implementing Partner agrees 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 Partner 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

⁸ Use bracketed text only when IP is an NGO/IGO

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.

IX. ANNEXES

1. Project Quality Assurance Report

2. **Social and Environmental Screening Template** [English][French][Spanish], including additional Social and Environmental Assessments or Management Plans as relevant.
(NOTE: The SES Screening is not required for projects in which UNDP is Administrative Agent only and/or projects comprised solely of reports, coordination of events, trainings, workshops, meetings, conferences, preparation of communication materials, strengthening capacities of partners to participate in international negotiations and conferences, partnership coordination and management of networks, or global/regional projects with no country level activities).

3. **Risk Analysis.** Use the standard [Risk Log template](#). Please refer to the [Deliverable Description of the Risk Log](#) for instructions

4. **Capacity Assessment:** Results of capacity assessments of Implementing Partner (including HACT Micro Assessment)

5. **Project Board Terms of Reference and TORs of key management positions**

STANDARD LETTER OF AGREEMENT BETWEEN UNDP AND THE MINISTRY OF YOUTH AND SPORTS AFFAIRS FOR THE PROVISION OF SUPPORT SERVICES

Project: *Support to King Hamad Award*

HOW TO USE THIS LETTER OF AGREEMENT

- This agreement is used to provide appropriate legal coverage when the UNDP country office provides support services under national execution.
- This agreement must be signed by a governmental body or official authorized to confer full legal coverage on UNDP. (This is usually the Minister of Foreign Affairs, the Prime Minister /or Head of State and the Implementing Partner) The UNDP country office must verify that the government signatory has been properly authorized to confer immunities and privileges.
- A copy of the signed standard letter will be attached to each project document requiring such support services. When doing this, the UNDP country office completes the attachment to the standard letter on the nature and scope of the services and the responsibilities of the parties involved for that specific project document.
- The UNDP country office prepares the letter of agreement and consults with the regional bureau in case either of the parties wishes to modify the standard text. After signature by the authority authorized to confer immunities and privileges to UNDP, the government keeps one original and the UNDP country office the other original. A copy of the agreement should be provided to UNDP headquarters (BOM/OLPS) and the regional bureau.

Your Excellency Mr. Hisham bin Mohammed Al Jowder,

1. Reference is made to consultations between officials of the Ministry of Youth and Sports Affairs 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 Ministry of Youth and Sports Affairs 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 Ministry of Youth and Sports Affairs 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 Ministry of Youth and Sports Affairs, 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 Ministry of Youth and Sports Affairs.

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 Ministry of Youth and Sports Affairs. 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.

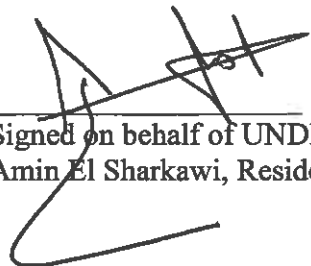
7. The manner and method of cost-recovery by the UNDP country office in providing the support services described in paragraph 3 above shall be specified in the annex to the project document.

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.

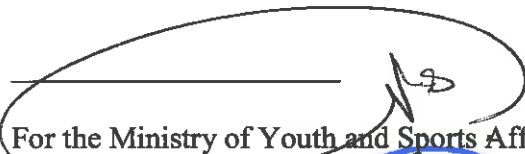
9. Any modification of the present arrangements shall be effected by mutual written agreement of the parties hereto.

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 Ministry of Youth and Sports Affairs 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
Amin El Sharkawi, Resident Representative




For the Ministry of Youth and Sports Affairs

Mr. Hisham bin Mohamed Al Jowder, Minister of Youth and Sports Affairs

[January 2018]



Attachment

DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES

1. Reference is made to consultations between the Ministry of Youth and Sports Affairs, 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 King Hamad Award*.

2. In accordance with the provisions of the letter of agreement signed on [insert date of agreement] 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.

AGREEMENT FOR FUND MANAGEMENT AND ADMINISTRATION BETWEEN
THE UNITED NATIONS DEVELOPMENT PROGRAMME BAHRAIN
AND THE MINISTRY OF YOUTH AND SPORTS AFFAIRS

WHEREAS the United Nations Development Programme (hereinafter referred to as "UNDP") and the Ministry of Youth and Sports Affairs have agreed to co-operate in the implementation of a project in the Kingdom of Bahrain (hereinafter referred to as "the Project ") which is titled *Support to King Hamad Award*.

WHEREAS the Ministry of Youth and Sports Affairs 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 UNDP will receive the funds from the Ministry of Youth and Sports Affairs, and the Ministry of Youth and Sports Affairs has agreed to cost-share the financial resources required for this project.

WHEREAS the UNDP shall designate the Ministry of Youth and Sports Affairs as the implementing partner for the implementation of the project financed from the contribution (hereinafter referred to as "Implementing Partner".)

NOW THEREFORE, UNDP and the Ministry of Youth and Sports Affairs hereby agree as follows:

Article I

1. The Ministry of Youth and Sports Affairs shall, in the manner referred to in paragraph 2 of this Article, place at the disposal of UNDP the contribution of USD \$ 18, 025
2. The Ministry of Youth and Sports Affairs shall, in accordance with the schedule of payments set out below, deposit the contribution in Account Name: UNDP Representative in Bahrain (US Dollar Account), Account Number: 375 218 4077 at the Bank of America (Swift Code: BOFAUS3N, Address: Bank of America, N.A. New York, USA)
3. UNDP shall make available to the project, a contribution of USD \$18,025
4. The Ministry of Youth and Sports Affairs and UNDP will make available their financial contribution to the project as per the following schedule:

Date of payment	Amount	Entity
(i) Upon Signature	USD \$18,025	Ministry of Youth and Sports Affairs

(ii) Upon Signature	USD \$18,025	UNDP
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The above schedule of payments 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.

5. All financial accounts and statements shall be expressed in United States dollars.
6. UNDP may agree to accept contribution-payments 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 5, below. Any change in the currency of contribution-payments shall be made only in agreement with UNDP.
7. The value of a contribution-payment, if made in a currency other than United States dollars, shall be determined by applying the United Nations operational rate of exchange in effect on the date of payment. Should there be a change in the United Nations operational rate of exchange prior to the full utilization by UNDP of the contribution-payment, the value of the balance of funds still held at that time will be adjusted accordingly. If, in such a case, a loss in the value of the balance of funds is recorded, UNDP shall inform the Ministry of Youth and Sports Affairs with a view to determining whether any further financing could be provided by the Ministry of Youth and Sports Affairs. Should such further financing not be available, the assistance to be provided to the Project under this Agreement may be reduced, suspended or terminated by UNDP.
8. Any interest income attributable to the contribution shall be credited to the UNDP Account and shall be utilized in accordance with established UNDP procedures.

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 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 executing entity or 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 and directives, applying its normal procedures for the execution of its projects.
2. Project management and expenditures shall be governed by the regulations, rules and directives of UNDP and, where applicable, the regulations, rules and directives of the Ministry of Youth and Sports Affairs.

Article IV

1. The implementation of the responsibilities of the UNDP and of the Ministry of Youth and Sports Affairs 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 4, above.
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 Ministry of Youth and Sports Affairs on a timely basis a supplementary estimate showing the further financing that will be necessary. The Ministry of Youth and Sports Affairs shall use its best endeavors to obtain the additional funds required.
3. If the contribution-payments referred to in Article I, paragraph 4, above, are not received in accordance with the payment schedule, or if the additional financing required in accordance with paragraph 4, above, is not forthcoming from the Ministry of Youth and Sports Affairs 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 and directives of UNDP.

Article VII

UNDP shall provide the Ministry of Youth and Sports Affairs with financial and other reports prepared in accordance with UNDP reporting procedures.

Article VIII

1. UNDP shall notify the Ministry of Youth and Sports Affairs when all activities relating to the contribution have been completed.

2. Notwithstanding the completion of all activities relating to the contribution, UNDP shall continue to hold unutilized contribution-payments 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.
3. If the unutilized contribution-payments prove insufficient to meet such commitments and liabilities, UNDP shall notify the Ministry of Youth and Sports Affairs and consult with the Ministry of Youth and Sports Affairs on the manner in which such commitments and liabilities may be satisfied.
4. Any contribution-payments that remain unexpended after such commitments and liabilities have been satisfied shall be disposed of by UNDP in consultation with the Ministry of Youth and Sports Affairs in accordance with UNDP rules and regulations.

Article IX

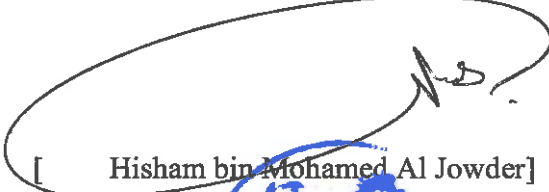
1. After consultations have taken place between the two Parties to this Agreement and provided that the contribution-payments already received are, together with other funds available to the Project, sufficient to meet all commitments and liabilities incurred in the implementation of the Project, this Agreement may be terminated by UNDP or by the Ministry of Youth and Sports Affairs. 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 Ministry of Youth and Sports Affairs and consult with the Ministry of Youth and Sports Affairs on the manner in which such commitments and liabilities may be satisfied.
3. Notwithstanding termination of this Agreement, UNDP shall continue to hold unutilized contribution-payments 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. Any contribution-payments that remain unexpended after such commitments and liabilities have been satisfied shall be disposed of by UNDP in consultation with the Ministry of Youth and Sports Affairs in accordance with UNDP rules and regulations.

Article X

This Agreement shall enter into force upon signature by the Ministry of Youth and Sports Affairs and UNDP, and upon receipt of funds as per the schedule of payments set out in Article I, paragraph 4 of this Agreement.

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

For Ministry of Youth and Sports Affairs



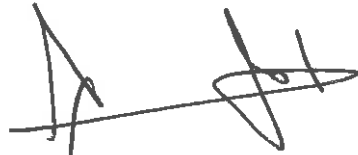
[Hisham bin Mohamed Al Jowder]

Minister of Youth and Sports Affairs

[Date]



For the UNDP



[Mr. Amin El Sharkawi]

UN Resident Coordinator

UNDP Resident Representative

[Date]



YOUTH PROJECT DOCUMENT RISK LOG

#	Description	Date Identified	Type	Impact & Probability (1-5 scale)	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
1	Limited availability of required resources	July 2016	Financial Operational Strategic	Decrease in project quality, inability to continue with project P=3 I= 4 P(3) x I(4)= 12	Receive written financial commitments from all participating stakeholders, research availability of items considered difficult to obtain (i.e. content development for Virtual Reality project.)	To be appointed	Maryam Alsadah		
2	Lack of cooperation from stakeholders	July 2016	Financial Operational	Lengthy project delays, resources or financial support Probability = 3 Impact =5 P(3) x I(5)= 15	Develop detailed action plan with required input from each stakeholder, sign Memorandum of Understanding (MoU), task Project Manager with liaising with stakeholders. In addition, assign focal point for all stakeholders to ease cooperation and communication.	To be appointed	Maryam Alsadah		