

**United Nations Development Programme**  
**Barbados and the OECS**  
**2015 Annual Work Plan**

**Project Title:** Statistical Capacity Building Project to Support the Designing and Implementation of a Regional Strategy for the Development of Statistics to Support Evidence Based Policy Making in the OECS

**Implementing Partner:** The United Nations Development Programme Sub-regional Office for Barbados and the OECS (UNDP SRO)

**PROJECT DESCRIPTION (NOT MORE THAN 1/2 PAGE)**

- A. State the specific development challenge or gap that this AWP is addressing.**
- B. Select one or more of the below strategies for addressing the above mentioned challenge/gap and describe in the context of this AWP:**
- ✓ **Changes in attitudes and access to decision making through awareness raising, brokering, convening**
  - ✓ **Changes in policies, plans, budgets and legislation through support to national assessment, planning, budgeting, policy making**  
Changes in the lives of individuals and communities through implementation for inclusive development
- C. List the possible improvements in the capacities of institutions, individuals and systems that will occur as a result of this AWP.**
- The main objective of this AWP is to develop, create consensus and implement a Regional Strategy for the Development of Statistics that will enhance implementation of the OECS Economic Union and increase the capacity of the OECS member states to monitor socio economic indicators and improve evidence based decision making, particularly around the topic of poverty. The reason being that poverty measurement is an essential and commonly used tool for policy making and targeting of public funds that the sub region is lacking.
  - Support evidence based policy formulation for social protection and poverty reduction through support for multi-dimensional approaches to poverty measurement, this in conjunction with the OECS Commission and OECS Member states;
  - Enhance technical services in managing for development results through the provision of support for capacity building among technical persons at the Statistical Department
- D. List the gender issues in this AWP and specific ways in which they will be addressed.**  
Efforts to build capacity in the area of multidimensional approaches to poverty eradication will address gender inequality in a number of areas including the development of a multidimensional poverty index to provide more accurate measurements of poverty for targeted, evidence based and gender responsive policy and programme development. The multidimensional approach to poverty eradication will also see an increased focus on and support for access to social protection with particular attention paid to supporting female headed households. This is to reduce vulnerability of women and children to acute poverty and reliance on the informal sector.
- E. List the South-South cooperation opportunities in this AWP and specific ways in which they will be addressed.**  
Participation in the development and implementation of multi-dimensional approaches to poverty reduction will be undertaken in tandem with the OECS Commission and other OECS Member States. In particular, countries are engaged in the sharing of best practices in this area, with a focus on the adaptation of the harmonised Labour Force Survey (LFS) as implemented in Saint Lucia and Grenada.
- Additionally, the Statistical Department will be seeking opportunities for collaboration and information sharing as well as technical inputs from the Oxford Poverty and Human Development Initiative (OPHI). As well, it will support efforts towards building a sub-regional network on multi-dimensional approaches to poverty measurement.
- F. Risks and Implementation Challenges**  
Key identified risks include potential delays in the implementation of activities due to time and human resource constraints, including as impacting the coordination of multiple activities and processes in conjunction with several partner organisations that is, the OECS Commission, the Eastern Caribbean Central Bank (ECCB) and the World Bank (WB)

Programme Period: April – June 2015	
Key Result Area (Strategic Plan):	Outcome 1
Atlas Project ID	00092062
Atlas Output ID	00083751
Start date:	01 April 2015
End Date	31 December 2015
PAC Meeting Date	10 November 2014
Implementation modality	DIM

2015 AWP budget:	USD 64,000
MULTI YEAR INDICATIVE Budget	_____
<b>(Subject to the availability of the necessary funds to the UNDP)</b>	
• Regular	_____
• Other:	
○ Donor	World Bank
○ Donor	_____
○ Donor	_____
○ Government	_____
In-kind Contributions	_____

Agreed by UNDP:  \_\_\_\_\_

## I. ANNUAL WORK PLAN

**Year: 2015 – March – June 2015 only. A second instalment of funds is expected in July from the World Bank.**

### **Key area of UNDP Strategic Plan 2014 - 2017:**

#### **Primary Outcome Area**

Outcome 1: Growth and development are inclusive and sustainable, incorporating productive capacities that create employment and livelihoods for the poor and excluded

#### **Secondary Outcome Area**

Outcome 7, output 7.2: Global and national data collection, measurement and analytical systems in place to monitor progress on the post – 2015 agenda and sustainable development goals

Output indicators: 7.2.2: Number of countries using updated and disaggregated data to monitor progress on national development goals aligned with the post 2015 agenda

**UNDAF / CPAP OUTCOME:** UNDAF Outcome 3: Improved social protection services and systems to reduce poverty and inequity

**CPAP OUTCOME Indicators:** Number of countries that have multi-sectoral and integrated data collection and dissemination systems in place that contribute to policy development including MDG achievement and monitoring

**CONTRIBUTING TO CPAP OUTPUT:** Framework developed for multi-sectoral and integrated data collection across Line ministries and NSOs in 5 countries and implemented in at least 3

**Gender marker rating 2:** the framework allows for access to reliable sex disaggregated data which is critical to address the needs of vulnerable groups including women and which also facilitates reporting on the MDGs including MDG 3 (gender equality), CEDAW and other international reporting requirements related to gender

#### **CONTRIBUTING TO CPAP 5 year target**

(related to SPARC but applicable here as SPARC is completed) Statistical system and data audits and capacity development for collection, analysis and use for evidence based, gender responsive decision-making. Capacity development work in this area will target sex disaggregated data and gender analysis of data.

Annual OUTPUTS	PLANNED ACTIVITIES	Month of completion	RESPONSIBLE PARTY	PLANNED BUDGET USD	
				Funding Source	Budget Description Amount USD

<p>Output 1 Support Of Ongoing Efforts In The Domain Of Statistics</p> <p>Baseline Lack of multi-dimensional approaches to poverty measurement to inform evidence based decision making for policy and programme development</p> <p>Target Successful pilot of the extended LFS – MPI in Saint Lucia in preparation for national implementation and to support discussions at the OECS LSMC on the application of the sub-regional MPI</p>	<p>Pilot of extended LFS (including MPI questions and consumption module) in Saint Lucia</p>	<p>End of March</p>	<p>National Statistics Office of Saint Lucia with support from the UNDP SRO where needed</p>	<p>World Bank</p>	<p>Country Partner – Saint Lucia Department of Statistics Atlas description/code: 71300</p>	<p>8, 500.00</p>
<p>Output 2 Development Of &amp; Catapult Agreements Around A Regional Strategy For The Development Of Statistics (RSDS)</p> <p>Baseline Lack of a regional strategy on statistics</p> <p>Target To develop and implement an RSDS</p>	<p>LSMC meeting 13-17 April 2015</p>	<p>End of June (money to be received 1 April)</p>		<p>World Bank</p>	<p>UNDP SRO to implement Atlas description/code: 71600</p>	<p>30, 600.00</p>
<p>Output 3 Monitoring missions, external advice, advocacy and</p>	<p>Technical Assistance including country based training and advocacy to implement the MPI, and also, in</p>	<p>End of June</p>		<p>World Bank</p>	<p>Consultant – Oxford Poverty and Human</p>	<p>11, 000.00 2, 500.00</p>





## II. MULTI YEAR PROJECT STRATEGY DESCRIPTION (OPTIONAL FOR YEAR 1)

**Situation Analysis:**

**Scope and Strategy:**

**Results framework:**

Key area of UNDP strategic Plan:				
UNDAF / CPAP OUTCOME				
CPAP OUTCOME Indicators				
CONTRIBUTING TO CPAP OUTPUT				
CONTRIBUTING TO CPAP 5 year target				
INTENDED PROJECT OUTPUTS over 5 years	OUTPUT TARGETS FOR each year	INDICATIVE ACTIVITIES	RESPONSIBLE PARTIES	BUDGET
Output 1	Year 1 Target Year 2 Target	Year 1 Activities Year 2 Activities		
Output 2	Year 1 Target Year 2 Target			

## III. MANAGEMENT ARRANGEMENTS

*Explain the roles and responsibilities of the parties involved in managing the project, oversight mechanism, fund management and project support staff.*

*Suggested sub-headings in this component may include:*

- *results of capacity assessment of implementing partner*
- *UNDP Support Services (if any)*
- *collaborative arrangements with related projects (if any)*
- *prior obligations and prerequisites*
- *a brief description/summary of the inputs to be provided by all partners*
- *audit arrangements*
- *agreement on intellectual property rights and use of logo on the project's deliverables*

➤ Funds can be transferred as: a) direct payment to vendors or third parties for obligations incurred by the Implementing Partners on the basis of requests signed by the designated official of the Implementing Partner; and b) direct payments to vendors or third parties for obligations incurred by UN agencies in support of activities agreed with Implementing Partners. Advance fund transfers shall be requested and released for programme implementation periods not exceeding three months. Reimbursements of previously authorized expenditures will be requested and released quarterly or after completion of activities. The UNDP shall not be obligated to reimburse expenditure made by the Implementing Partner over and above the authorized amounts. Also Partner needs to report interest earned immediately to UNDP through next submitted FACE Form.

The UNDP SRO will undertake activities in close collaboration with the World Bank in an effort to support the OECS Commission in its goals towards a Regional Strategy for the Development of Statistics. The World Bank supported consultant to the project will sit at the UNDP SRO and will be directed by the UNDP Deputy Resident Representative, and the assigned World Bank representative. All work will also be done in close consultation with the OECS Commission counterpart assigned to the project. UNDP and WB will make access to regional technical expertise and knowledge developed (including peer learning, south-south cooperation etc.) is available to all partners –regional and national.

#### **IV. MONITORING FRAMEWORK AND EVALUATION**

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

- A. **MONTHLY PROGRESS REPORT:** The Implementing Partner, in consultation with the project teams, will provide brief monthly updates on progress against planned activities and budgets. These monthly reports will be provided in the format provided at **Annex1**. These monthly reports will be consolidated, as required, by UNDP's quality assurance team for progress review meetings.
- B. **ONE TIME RISK LOG:** Based on the initial risk analysis, a risk log shall be activated in Atlas and regularly updated by reviewing the external environment that may affect the project implementation. This will be completed by UNDP project assurance team in consultation with the Implementing partner. Use the standard Risk Log template
- C. **QUARTERLY FINANCIAL REPORT:** The Implementing Partner (IP) will make use of the Funding Authorization and Certificate of Expenditures (FACE) to request for advances and report on expenditures made on a quarterly basis, or more frequently if agreed. The implementing partner must submit the FACE at the end of each quarter, within the first 10 days of the following quarter. Together with the FACE, the project has to send a copy of the bank statement as up to the date of the end of the period reported and the itemized cost estimates of the activities to be funded. The FACE form has to be certified by the designated official from the IP.
- D. In case a project **EVALUATION** is required, please indicate the justification and proposed timing for the evaluation. A project evaluation is required only when mandated by partnership protocols such as GEF. However, a project evaluation may be required due to the complexity or innovative aspects of the project.
- E. **ANNUAL REVIEW REPORT:** An Annual Review Report shall be prepared by the Project Manager and shared with the Project Board and the Outcome Board. The reporting format at **Annex 2** will be used to provide brief description of results achieved in the year against pre-defined annual targets.
- F. **ANNUAL PROJECT REVIEW.** Based on the above report, an annual project review shall be conducted during the fourth quarter of the year or soon after, to assess the performance of the project and appraise the Annual Work Plan (AWP) for the following year. In the last year, this review will be a final assessment. This review is driven by the Project Board and may involve other stakeholders as required. It shall focus on the extent to which progress is being made towards outputs, and that these remain aligned to appropriate outcomes.

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

[NOTE: The following Legal Context section contains the general provisions and alternative texts for the different types of implementation modalities for individual projects under the CPAP. The respective AWP for the individual projects will refer to the appropriate Alternative that applies to that project's implementation modality]

This document together with the CPAP signed by the Government and UNDP which is incorporated herein by reference, constitute together a Project Document as referred to in the Standard Basic Assistance Agreement (SBAA); as such all provisions of the CPAP apply to this document. All references in the SBAA to "Executing Agency" shall be deemed to refer to "Implementing Partner", as such term is defined and used in the CPAP and this document.

Alternative A [when the implementing partner is a government agency (NIM) or an NGO/IGO]

Consistent with the Article III of the Standard Basic Assistance Agreement (SBAA), the responsibility for the safety and security of the Implementing Partner and its personnel and property, and of UNDP's property in the Implementing Partner's custody, rests with the Implementing Partner. To this end, the Implementing Partner shall:

- a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried;
- b) assume all risks and liabilities related to the implementing partner's security, and the full implementation of the security plan.

UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of the Implementing Partner's obligations under this Project Document [and the Project Cooperation Agreement between UNDP and the Implementing Partner].

The Implementing Partner agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via [http://www.un.org/sc/committees/1267/faq\\_sanctions\\_list.shtml](http://www.un.org/sc/committees/1267/faq_sanctions_list.shtml). This provision must be included in all sub-contracts or sub-agreements entered into under/further to this Project Document".

**VI. ANNEXES**

**Annex 1 – Monthly progress report format**

Project Title
Implementing Partner
Month/Year





CONTRIBUTING TO CPAP OUTPUT			
CONTRIBUTING TO CPAP 5 year target			
Project title			
Implementing partner			
Year			
Annual Outputs	Allocated budget	Total Expenditure	Progress on planned outputs and key successes
1			
2			
3			
Policy results and any additional results achieved			
Lessons learned, project shortcomings and solutions			
Follow-up Actions			

**Annex 3**

**Agreements:** as applicable, any additional agreements, such as cost sharing agreements, project cooperation agreements signed with NGOs<sup>3</sup> (where the NGO is designated as the “executing entity”) should be attached.

**Annex 4**

**Capacity Assessment:** as applicable, results of capacity assessments of Implementing Partner (including HACT Micro Assessment)

<sup>3</sup> For GEF projects, the agreement with any NGO pre-selected to be the main contractor should include the rationale for having pre-selected that NGO.