



The Gambia

Country: The Gambia

Initiation Plan

Project Title: Support to the establishment of a National Volunteers Services Centre in the Gambia

Expected CP Outcome(s): 1.1 MDG-based pro-poor policies developed and partnerships enhanced to achieve the MDGs

Initiation Plan Start Date: August 2009

Initiation Plan End Date: August 2010

Implementing Partner: National Planning Commission

Brief Description

In The Gambia, volunteerism has emerged to be an essential tool to the attainment of major national development goals and targets. As a result, this project will serve as start-up to the larger project supporting the establishment of a National Voluntary Services Centre (NVSC). The NVSC will be the entry point for citizens' participation in the attainment of the development goals set in the MDGs, PRSP and Vision 2020 of The Gambia. The project seeks to strengthen and promote national volunteerism to this effect.

The initiation phase will assist in putting up a coordination team that will implement preparatory activities of the key outputs. These outputs are as follows: i) A legal and regulatory framework on volunteerism and the use of volunteers is established, ii) The Volunteer Involving Organizations (VIOs) are enabled to become reliable partners in the implementation of national development programmes, iii) A National Volunteers Services Centre is established, iv) Volunteers and volunteer associations are mobilised for the realisation of the national medium-term development strategy (PRSP II) and the MDGs, v) The National Volunteer Coordination Team operationalised and a project document developed.

The initiation is planned to last 6 months but will be merged with the full fledged project once the document is finalised.

<p>Programme Period: 2007-2011</p> <p>CPAP Programme Component: Poverty reduction and achieving the MDGs</p> <p>Atlas Award ID: 00058013</p> <p>PAC Meeting Date: 24th July 2009</p>	<p>Total resources required: 200,000</p> <p>Total allocated resources: 200,000</p> <ul style="list-style-type: none"> • Regular: 200,000 • Other: <ul style="list-style-type: none"> ○ Donor: _____ ○ Donor: _____ ○ Donor: _____ ○ Government: _____ <p>Unfunded budget: _____</p> <p>In-kind Contributions: _____</p>
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Agreed by UNDP: Ms Chinwe Dike, Resident Representative: *Chinwe M. Dike*

I. PURPOSE

The purpose of this Initiation Plan is to prepare the ground for the establishment of a National Volunteers Services Centre in The Gambia. It will serve to recruit initial staff to manage the process of finalising the project document and its approval by stakeholders. The project team will start some activities that will feed into the process to design a legal and regulatory framework on volunteerism. It will also serve to pilot the possible options of the NVSC and support the relevant national and international volunteers involving organisations to become strong partners to the project. Expected Output

The Preparatory Assistance Project is expected to achieve the following outputs:

- i) Legal and regulatory framework on volunteerism put in place and nation-wide advocacy for the concept of volunteerism undertaken;
- ii) Volunteer Involving Organisations (VIOs) in The Gambia are effectively coordinated and supported to enable them to become reliable and effective partners in the implementation of national development programmes;
- iii) National Volunteers Service Centre operationalized;
- iv) Volunteers and voluntary associations mobilised for increased advocacy of the MDGs;
- v) National Volunteer Coordination Team established and a project document developed.

II. MANAGEMENT ARRANGEMENTS

a) Execution modality

The project shall be implemented through the NEX modality and the National Planning Commission (NPC) is the Implementing Partner (IP). The project will establish a Project Steering Committee (PSC) to oversee the overall implementation process. The PSC will be co-chaired by the Chairperson of the NPC and the Resident Representative of the UNDP. Membership of the steering committee will consist of representatives from VIOs, CSO Networks, and umbrella bodies. The PSC will meet monthly and will decide on specific activities that are to be supported by the project based on project objectives, the annual work plan, the budget and availability of funds.

A National Volunteer Coordinator (NVC) and three teams of regional volunteers based at the regional level will be recruited to implement the activities. The Regional Volunteer Teams (RVT) will report to the National Volunteer Coordinator, who shall be responsible for the day-to-day management of the project, and who will, in turn, report to the Project Steering Committee. The NPC will appoint a staff member as the National Volunteer Coordinator.

The Chairperson of the NPC or designate shall serve as the Project Director (PD) and Accounting Officer, and in his absence the Director General. S/He shall be responsible for the overall coordination of the project, accounting for the use of project resources and achievement of overall project objectives.

A Programme Management Unit (PMU) will be established for all UNDP interventions in the areas of Poverty Reduction, MDGs & Environment . The PMU will ensure the smooth functioning of the project and shall consist of a Programme Manager, a Monitoring & Evaluation Officer, an Administrative/Finance Officers, and 2 drivers. The Programme Manager and Unit shall provide technical and management support to the PSC of each project. The TOR of the PMU is attached as Annex 1

The project will strictly adhere to the UNDP applicable regulations, rules, policies and procedures. For the day-to-day disbursement of project funds, a financial management system in accordance with the Harmonised Approach to Cash Transfers (HACT) for Implementing Partners will be adopted. All advance requests must be accompanied by a financial report of the previous quarter. Once the capacity of the NPC is assured based on a micro assessment, the quarterly advance of funds modality will be used based on the Funding Authorisation and Certification of Expenditure (FACE). Prior to the use of the FACE, UNDP The Gambia Country Office will provide support services to the project as set out in the attached "Letter of Agreement for Provision of Support Services". (Annex 2).

b) *Project assurance*

Project assurance is the responsibility of each member of the PSC. The project assurance role supports the PSC by carrying out objective and independent project oversight and monitoring functions. This role ensures appropriate project management milestones are managed and completed.

III. MONITORING & EVALUATION

The project will be subject to a regular monitoring of its activities and periodic evaluations of its performances. This monitoring will be ensured by the National Volunteer Coordinator who will prepare, under the supervision of the Project Director, quarterly technical/narrative and financial reports that will be submitted to the PSC through the Chairman of NPC.

The PSC will perform its oversight functions of the project through meetings held monthly. The PSC will be responsible for approval of the annual work plan and budget. These will constitute the official working documents once signed by the NPC and UNDP. The PSC will undertake quarterly reviews on implementation progress, based on progress reports prepared by the Project Coordinator. The PSC will undertake at least one field visit after 5 months of implementation to assess the progress of the activities of the project and verify implementation progress and hold discussions with beneficiaries to obtain performance feedback. Progress, technical and financial reports will be presented to the PSC for review and the outcome of such meetings will be used to improve on project performance and in strengthening policy and implementation guidelines whenever necessary. The PSC will also receive reports on all activities supported by the project to serve as an additional basis to assess and monitor the programme performance and delivery. The reports may include pilot study/project evaluations, consultancy reports or reports from participants who attended a training, conference or workshop. An annual project report (APR) will be produced by the PMU in close collaboration with the Project Coordinator and the Implementing Partner and submitted to the TPR meeting to be scheduled between Government and UNDP every first quarter of the year following the year covered by the annual project report.

The NVC and PC will also draft a progress report at the end of the Project to accompany the annual work plans and which will be used as support documents for the approval of the annual work plan by the PSC before its transmission to concerned parties. The NVC and PC will base its monitoring activities on action plans and indicators defined at the global and national level (MDG, PRSP, etc.). However, it will define, if necessary, appropriate indicators for the measure of the impact of the actions of the volunteers on the implementation of the MDGs. All monitoring reports will put a particular emphasis on the monitoring of the various risks that can hinder the implementation of the project.

There will be a terminal evaluation of the project. The findings and recommendations of the evaluation report will feed into the development of a project document.

IV. ANNEX I ANNUAL WORK PLAN

Year: 2009/2010

EXPECTED OUTPUTS <i>And baseline, indicators including annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Funding Source	Budget Description	Amount (US\$)
<p>Output 1: A legal and regulatory framework on volunteerism and the use of volunteers is established</p> <p><i>Baseline:</i> Non-existence of a volunteerism legal framework</p> <p><i>Indicators:</i> An articulated vision of volunteerism as a tool for economic and social development</p> <p><i>Targets:</i> 2009/2010</p>	<p>1. Study reports produced</p> <ul style="list-style-type: none"> -Conduct of two studies on volunteerism and its socio-economic impact in The Gambia (taking the gender dimension into account) -Validate studies report 			X		Consultants	UNDP TRAC	Local Consultancy (71300), Contractual Companies (72100), Travel (71600) Sundry (74500) 6000 1000 1000 500	
<p><i>Related CP outcome:</i> MDG-based pro-poor policies developed and partnerships enhanced to achieve the MDGs</p>	<p>2. Framework for volunteerism established</p> <ul style="list-style-type: none"> -Develop and present a government white paper to Cabinet for incorporation of Volunteerism mandate into NPC Act 				X	NPC	UNDP TRAC	1000	
Output 1 Total									9500

EXPECTED OUTPUTS <i>And baseline, indicators including annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET			
		Q1	Q2	Q3	Q4		Funding Source	Budget Description	Amount (US\$)	
<p>Output 2: The VIOs are enabled to become reliable partners in the implementation of national development programmes</p> <p>Baseline: Volunteerism is not deliberately mainstreamed into development processes</p> <p>Indicators: Volunteer involving organisations are capable of developing comprehensive interventions</p> <p>Targets: 2009/2010</p> <p>Related CP outcome: MDG-based pro-poor policies developed and partnerships enhanced to achieve the MDGs</p>	<p>1. VIOs network established and operational</p> <p>-Establishment of a national volunteers involving organisations network</p> <p>-Support to the implementation of the VIOs network action plan with particular emphasis on advocating for volunteerism</p>			X	X	VIOs interim national committee	UNDP TRAC	Sundry (74500)	1000	
					X		VIOs Network		Grant (72600)	10000
	<p>2. Training plan developed</p> <p>-Design or adaptation of a training plan for volunteers management</p> <p>-Conduct of training on volunteers organisation management for volunteer involving organisations and other relevant stakeholders</p>			X		Consultant	UNDP TRAC	International Consultant (71200)	15000	
					X	Trainers		Contractual Companies (72100)	1500	
								Travel (71600)	1500	
								Sundry (74500)	1000	
Output 2 Total										31000

EXPECTED OUTPUTS <i>And baseline, indicators including annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Funding Source	Budget Description	Amount (US\$)
Output 3: A National / Regional Volunteers Services Centres are established Baseline: Absence of National Volunteers Infrastructure; Scarcity of information on volunteerism Indicators: National volunteerism is institutionalised and youth employability is improved Targets: 2009/2010 Related CP outcome: MDG-based pro-poor policies developed and partnerships enhanced to achieve the MDGs	1. Operationalisation of the National/ Regional Volunteer Service Centres -Recruitment of UNV Office Coordinators and UNV Monitoring Officers for Greater Banjul, LRR and URR Centres -Procurement of equipment for service centres -Management of project including monitoring and evaluation		X			UNDP	UNDP TRAC	Contractual individuals (71400) Sundry (74500) Equipment and Furniture (72200) Travel (71600) Local Consultant (71300) Stationery (72500) Sundry (74500)	9200 1000 16400 3000 3000 6000 5000
	2. Creation of a database of voluntary services in The Gambia 3. Development of a volunteerism web portal to promote volunteerism and network of VIOs			X		Consultant	UNDP TRAC	Contractual Company (72100)	10,000
				X		Consultant	UNDP TRAC	Contractual Company (72100)	30,700
Output 3 Total									84300

EXPECTED OUTPUTS <i>And baseline, indicators including annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Funding Source	Budget Description	Amount (US\$)
Output 4: Volunteers and volunteer associations are mobilised for the realisation of the PRSP II and MDGs Baseline: Absence of consolidated volunteer participation in development agenda Indicators: National volunteerism is institutionalised Targets: 2009/2010 Related CP outcome: MDG-based pro-poor policies developed and partnerships enhanced to achieve the MDGs	1. Training modules developed for popularisation of the PRS and MDGs -Design of training modules / messages to popularise the PRS and MDGs			X		Consultant	UNDP TRAC	Contractual individuals (71400) / Contractual companies (72100) Sundry (74500) 1000	30,000
	2. A series of 3 training workshops (1 in each of the 3 piloted regions with 30 participants each) on the popularisation of the PRS and MDGs, using the developed training modules / messages – targeting VIOs, CBOs					Trainers	UNDP TRAC	Contractual Company (72100)/ Individual (71200) Contractual Company (72100) Travel (71600) Sundry (74500)	10000 5000 2500 1500
Output 4 Total									50000

EXPECTED OUTPUTS <i>And baseline, indicators including annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET	
		Q1	Q2	Q3	Q4		Funding Source	Budget Description
Output 5: The National Volunteer Coordination Team operationalised and a project document developed. <i>Baseline:</i> <i>Indicators:</i> National volunteerism is institutionalised <i>Targets:</i> 2009/2010 <i>Related CP outcome:</i> MDG-based pro-poor policies developed and partnerships enhanced to achieve the MDGs	1. Operationalisation of the National Volunteer Coordinator and the Regional Coordination Team and contribute to the PMU -Recruitment of National Volunteers Coordinator, Finance/ Administrative Assistant and Driver -Procurement of equipment -Management of project including monitoring and evaluation, field visits, and advocacy and communication			X		UNDP	UNDP TRAC	10,000
			X			UNDP	Contractual individuals (71400) Sundry (74500)	1000
			X			Project coordination unit	Equipment and Furniture (72200) Transportation Equipment Travel (71600) Local Consultant (71300) Stationery (72500) Sundry (74500)	3000
				X		Consultant	Contractual individuals (71400)	30,000
	2. Fully fledge project document developed - Finalisation of project document including a resource mobilisation and communication strategy				X	Consultant	UNDP TRAC	2000
								2000
								5,200
Output 5 Total								
TOTAL AWARD								56,200
								200,000