



**Country/Region/Global: Guyana
Initiation Plan**

Project Title: Institutional strengthening in intergovernmental affairs for the Guyana’s Ministry of Foreign Affairs within the framework of the Presidency of the G77+China

Expected UNDAF/CP Outcome(s): Priority Area 3: A cohesive, safe and just Caribbean and Outcome 3.1 Capacities of public policy and rule of law institutions and civil society organizations strengthened.

Expected CPD Output(s): Output 4.1. Government and non-government institutions working on constitutional reform, fulfilment of human rights and local administration enabled for improved transparency, participation and effectiveness.

Initiation Plan Start/End Dates: January 2020 / January 2021

Implementing Partner: Ministry of Foreign Affairs (MOFA), Government of the Cooperative Republic of Guyana

Programme Period: January 2020– January 2021	January	2020–	Total resources required	\$ 200,000
Atlas Project Number:	00125781		Total allocated resources:	\$ 200,000
Atlas Output ID:	00120043; 00120044		• Regular UNDP	\$ 200,000
Gender Marker:	GEN0		• Other:	
			○ Donor	_____
			○ Donor	_____
			○ Government	_____
			Unfunded budget:	_____
			In-kind Contributions	_____

Agreed by Minister of Finance: 
 Hon. Winston Jordan, Minister January 30, 2020

Agreed by Minister of Foreign Affairs: 
 Hon. Dr. Karen Cummings, Minister January 30, 2020

Agreed by UNDP: 
 Mr. Jairo Valverde, Resident Representative January 30, 2020

Brief Description

This initiation plan is the result of exchanges between the MOFA of Guyana and the UNDP on the provisions of support to the Co-operative Republic of Guyana on issues related with the global agenda and the Sustainable Development Goals, within the presidency of Guyana of the G77 + China Group during 2020. The presidency of the G77 implies the management of a high-level and multidisciplinary intergovernmental working agenda. The provided support through this initiative will therefore complement the existing capacities of the Ministry of Foreign Affairs, including the Permanent Mission to the UN, in order to ensure the success of Guyana's Presidency of the G77.

The Project will support institutional capacities of MOFA, mainly through the provision of funds for recruiting a Coordinator to support the daily work of the G-77 Chair in the UN in New York. Additionally, it will facilitate the participation of senior officials of the Ministry in support of the Permanent Mission to the UN, according to the requirements of the G77 agenda.

I. PURPOSE AND EXPECTED OUTPUT

The objective of this Initiation Plan is to respond in a timely manner to Guyana's request for support for activities related to the G77 and China Presidency during 2020. The Initiation Plan will provide a clear pathway for both, the Guyanese Ministry of Foreign Affairs and the UNDP, for a stronger evidence-based collaboration during 2020. Throughout the year, and particularly after the general elections to be held in Guyana on March 2nd 2020, UNDP and the Government of Guyana will seek the feasibility of defining a broader project of collaboration and support.

The Group of 77 and China is the largest intergovernmental organization of developing countries in the United Nations, which provides the means for the countries of the South to articulate and promote their collective economic interests and enhance their joint negotiating capacity on all major international economic issues within the United Nations system.

The functioning and operating modalities of the work of the G-77 + China includes a Chairperson, who acts also as its spokesperson and coordinates the Group's action. The Presidency of the Group, which is the highest political body within the organizational structure of the Group of 77, rotates on a regional basis (between Africa, Asia-Pacific and Latin America and the Caribbean) and is held for one year. In November 22nd, 2019, the Government of Guyana was elected to serve as the Chair of the Group of 77 and China from January 15th, 2020 to January 15th, 2021.

The Presidency of the G77 by the Government of Guyana comes at a momentous and symbolic time, marked by the 75th anniversary of the founding of the United Nations. The success of Guyana's Presidency is therefore critical to the advancement of the global agenda and the generation of intergovernmental agreements on political, social and economic issues. It represents a key opportunity for Guyana to exercise a global leadership at a juncture of considerable importance for the country, considering that 2020 marks the Golden Jubilee of the Cooperative Republic of Guyana.

The current project builds on the capacities already in place within the Government of Guyana. In this regard, the expected support should be understood as complementary to enhance existing capacities and to contribute with internal capacity development efforts within the staff of MOFA.

The Group already has set an agenda for the next twelve months, which includes various events, committees and high-level consultation processes. The priorities of the Presidency of G77 and China will likely encompass addressing the financial situation of the UN, investing the global climate-change response and SDG implementation agendas with greater momentum, and revitalizing the work and working methods of the G-77, among others. One of the undisputed milestones of the Presidency will be the organization of the third South Summit in April 2020 in Uganda.

In view of the responsibilities and workload pertaining to the G77 and China Presidency, the support of UNDP will take the following form:

- Provision of funds for the recruitment of a senior expert on intergovernmental affairs, that will support the Chair of the Group and Permanent Representative of Guyana to the United Nations on coordinating the daily work of the G77 Presidency. An amount of up to \$120,000 is reserved for this activity. The terms of reference for this position have been already discussed by UNDP and MOFA (See Annex I).
- Provision of funds for the recruitment of an expert in topics related with the agenda of the Second Committee of the United Nations. An amount of up to \$42,000 is reserved for this activity. The terms of reference for this position will be developed by the Guyana's Permanent Mission to the UN and validated jointly by both parties.
- Provision of funds to facilitate the travel and temporary stay in New York of senior officials of the Ministry of Foreign Affairs, with the aim of providing technical support to the Permanent Mission of Guyana to the UN, according to the needs of the G77 workplan. This

support includes resources for the purchase of airplane tickets and allowance in the form of a lump sum for the stay of the experts while in New York. An amount of up to \$38,000 is reserved for this activity. During the first quarter of 2020, the MOFA and the Guyana's Permanent Mission to the UN will share with UNDP a workplan of the G77 and China and a forecast of the missions required during the year. This planning can be reviewed upon mutual agreement during the rest of 2020.

II. MANAGEMENT ARRANGEMENTS

The annual work plan will be directly implemented by the Ministry of Foreign Affairs (MOFA), given the type of activities to be supported. Therefore, and as requested by the Government of Guyana, the project will be executed under the National Implementation Modality (NIM). Under the project's national implementation arrangement, Government guidelines for competitive procurement of goods and services (advertising, tender bidding, evaluation and approval) in line with international standards will apply for all project-related activities.

The MOFA will be the implementing partner responsible for the project day to day implementation, financial management, administration, monitoring and reporting. The MOFA will be responsible for managing the realization of the project output through activities as specified in the work plan and within specified constraints of time and cost. All payments will be made through the direct payment modality. This refers to the arrangement where payments are made directly to vendors and other third parties providing goods or services for agreed upon programme activities on behalf of the Partner upon request and following completion of the activities. Under this modality, the Partner is responsible/accountable for the project expenses and carries out the procurement actions, but requests UNDP to make the disbursements. The office provides accounting services and banking services to the Partner. In this regard, a capacity assessment of the MOFA will be done prior to the beginning of the activities.

The project will be audited as per UNDP's rules and regulations.

The governance of the project will be carried out by the MOFA and the UNDP. Any adjustments or reorientations deemed necessary regarding the annual workplan will need a meeting between the two entities (through the Guyana Mission in NY and the UNDP Regional Bureau of Latin America and the Caribbean in NY) and decisions will be made by mutual agreement.

In the eventuality of this meeting, the agreements should be recorded in minutes that will remain as a record of the project and should be uploaded to the UNDP Atlas platform.

III. MONITORING

The project initiation plan will be monitored on a regular basis and a quality assessment shall record progress towards the achievement of key results. The progress status report using standard UNDP format will be submitted by the Programme Analyst of the UNDP Country Office in Guyana as and when needed basis. Risk, issues and lessons learned will also be captured and updated in ATLAS to facilitate tracking and resolution of potential problems or requests for change.

All the progressive implementation of activities and financial expenses will be monitored directly and reported to UNDP by the MOFA, through the submission of reports. The MOFA will be responsible for the preparation and submission of the project terminal report. This comprehensive report will summarize all activities, achievements and output of the project, lessons learnt, objectives met or not achieved. Final report that form part of the monitoring process.

G-77 Coordinator Terms of Reference

Guyana has assumed the Chairmanship of the G-77 & China for the year 2020. In discharging the responsibilities of Chair, it is desirable to appoint a G-77 Coordinator to support the work of the G-77 in New York. The main terms of reference include:

1. Description.

- The G-77 Coordinator will be a senior Officer under the direction but independent of the Permanent representative;
- Will have oversight of the work of the G-77 at expert level in New York;
- To be based in the Permanent Mission to the UN in New York;
- Established expertise on UN, development and G-77 matters and processes.

2. Coordination with G-77 Chair / Permanent Representative of Guyana (PR).

- Work closely with the PR to develop the daily, weekly and monthly Programme of Work of the G-77 & China;
- Provide expert advice and support to the Chair on matters engaging the Group;
- Receive and provide regular updates on developments at expert level;
- Participate in all meetings of the Group and briefings along with PR;
- Develop and maintain Programme of Work for the Coordinator and G-77 team.

3. Supervision of Experts and Negotiators

- Advise of needs for G-77 coordination and presence on all issues;
- Review and provide guidance to work of G-77 coordinators and negotiators;
- Make recommendations for representation of the Group;
- Review progress on substantive issues;
- Be proactive in anticipating problematic substantive issues in the Group and planning to minimize their impact;
- Cultivate a professional work environment and esprit de corps;
- Investigate and resolve challenges to team and individual performance before they escalate.

4. Close Coordination with G-77 Secretariat

- Maintain regular contact with G-77 Secretariat on all matters;
- Advise Secretariat of developments of importance;
- Ensure adequacy of communication with G-77 members and stakeholders.

5. Drafting of Position Papers / Briefs / Notes and other Documents

- Develop strategic positions on major issues and processes;
- Provide guidance on elements for major statements, position papers and documents;
- Review drafts prepared for delivery on behalf of the Group;
- Ensure timely preparation and circulation of drafts;
- Draft speaking points for the Chair / Minister for major engagements.

6. Reporting, Monitoring and Evaluation

- Maintain regular communication with the G-77 & China team and experts;
- Provide timely updates on developments within and of interest to the Group;
- Liaise regularly with capital on the work of the Group;

- Develop effective measures for monitoring and evaluation of performance.

7. Outreach to Stakeholders / Publicity

- Cultivate amicable relations with partners and stakeholders working on issues of importance;
- Interface with Senior Officials / Substantive Officers;
- Consult with officials on substantive issues;
- Direct research for the development of supportive positions / approaches;
- Promote coherence in the work of the G-77 & China chapters;
- Ensure adequate visibility for the activities of the group.

8. Finance, Accountability, Resource Mobilization

- Develop systems and tools to promote full transparency and accountability;
- Support the overall resource mobilization drive;
- Advise on major financial needs, commitments and irregularities;
- Develop budgetary guidelines and cashflow.

9. Legacy Issues

- Develop the skill set of the team and provide opportunities for growth and development;
- Support capacity building measures;
- Develop plans for the hosting of activities by the Chair country and other members on thematic issues and issues of significance for the Chair country;
- Review plans for all major undertakings – South Summit / GA / COP.

10. Other Duties

- As detailed by the Ministry of Foreign Affairs of Guyana;
- Plan for handover to successor Chair in 2021;
- Prepare the final report of the one year of support of UNDP to the G77 Presidency during 2020.