

**United Nations Development Programme – INDIA
CPAP 2013-17
Annual Work Plan 2016**

Project Title: Strategic Programmatic Engagement at State Level
 Implementing Partner: UNDP
 UNDP SP Outcome(s): Outcome 7: Development debates and actions at all levels prioritise poverty, inequality and exclusion consistent with our engagement principles
 UNDP SP Output (s): Innovations enabled for development solutions, partnerships and other collaborative arrangements
 UNDP SP Indicators: Number of pilot and demonstration projects initiated are scaled up by national partners (e.g. expanded, replicated, adapted or sustained)
 UNDAF Outcome(s): Inclusive and equitable growth policies and poverty reduction strategies of the Government are strengthened to ensure that most vulnerable and marginalized people in rural and urban areas have greater access to productive assets, decent employment, skills development, social protection and sustainable livelihoods

Brief Description

The project is aimed at addressing technical, institutional and operational capacities to strategize and implement key budget priorities of the government including through the Development Support Services provision agreed in the CPAP 2013-17. The project will specifically make available (a) technical assistance to the SDG visioning and implementation at the state level; (b) analysis of budgets and implementation bottlenecks as a critical input to the proposal development and strategic implementation action plan; (c) demand-supply assessment and response generation; (d) technical assistance to design and develop large and scalable projects; (e) technical capacities to advice government on utilization of budget allocations; (f) innovative and cost effective solutions and scaling up; (g) strengthening concurrent monitoring mechanisms across key flagship programmes and schemes; and (h) experience sharing, knowledge and information management systems. These issues will be addressed through a set of activities outlined in the work plan at *section-1 below*. Pertinent to mention here that the proposed work plan should be considered flexible in nature to also enable the CO to respond to the immediate and specific government requests as these come up. The project has co-contribution under the Fund for Country-Level Emerging Priority Initiatives (FCEPI) grant.


Programme Period: 2013-17
 Key Result Area (Strategic Plan): All
 Award ID: 00049804
 Project / Output ID: 00082275
 Project Start date: 1 January 2013
 Project End Date: 31 December 2017
 PAC Meeting Date: 10 September 2013
 Management Arrangements: DIM

2016 AWP budget: US\$ 1,407,877
Non-core: US\$ 1,407,877
 FCEPI (11961): US\$ 116,000
 Prog resources (30084): US\$ 1,170,596
 Engagement Facility (04400): US\$ 121,281

Project Expenditure

Source of Funding	Total Project Budget	Total Budget (2013-15)	Exp 2013	Exp 2014	Exp 2015**	Budget 2016
Regular	\$2,500,000	\$1,370,370	\$ 359,046	\$463,137	\$510,920	-
Other(11888+30084+DSS +Non core+ 04400)	\$2,500,000	\$1,137,142	-	-	\$1,077,214	\$1,286,595
FCEPI		-	-	-	-	\$116,000

Agreed By UNDP


Jaco Cilliers
 Country Director

I. ANNUAL WORK PLAN

Year: 2016

EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				PLANNED BUDGET			RESPONSIBLE PARTY
		Q1	Q2	Q3	Q4	Funding Source	Budget Description	Amount	
Output 1 Strengthened and expanded strategic engagement and outreach including development support services to the states <i>Baseline: 2</i> <i>Indicator:</i> Number of states and ministries reached out. Number of DSS projects identified <i>Target: 15 States and Ministries</i>	1.1: High level meetings and consultations at national and state levels and technical assistance to states for SDG implementation, key government priorities, partnership building and DSS entry points	x	x	x	x	11961/30084/04400	Local and international consultants and experts -71300	199,242	
	1.2: Advisory services on capacity strengthening of the states and ministries at all levels to deliver on key development priorities and objectives						Meetings/ Consultations – 72200	100,665	
	1.3: Coordinated presence, staff and infrastructure in place in at least 3 states and North East Region	x	x				Furniture/equipments/vehicle proc	638,545	
	1.4: Orient and equip CO and field staff across ministries and states in state outreach and operationalization						Travel71600	21,053	
	Sub Total								
Output 2 Analyzed state budgets, capacities, proposal development; and strengthened monitoring mechanisms <i>Baseline: Nil</i> <i>Indicator:</i> Diagnostic reports available; Number of DSS proposal development supported <i>Target: 10 DSS Proposals and Reports</i>	2.1: Diagnostic & scoping studies of state wide budgets of key flagship programmes and schemes, utilization, gaps, challenges including concurrent monitoring & evaluation systems		x	x		11961/30084	Consultants / sectoral experts (71300) Consultations(72100)	103,788	
	2.2: Detailed proposal development in consultation with DSS partner	x	x	x	x		Travel(71600)	62,879	

	2.3: Identification and hiring of national and international expertise (Institutional and individual) for developing complex and scaling up projects and /or embedded in states/ministries to support proposal development	42,494	
Output 3 Strengthened capacities of the government through experience sharing, learning exchanges, documented knowledge, good practices, and innovative solutions to the states <i>Baseline:</i> 0 <i>Indicator:</i> case studies / innovations available <i>Target:</i> 5 studies, 10 state fact sheets, 1 toolkit	3.1: Identification and analysis of priority sectors and areas for good practices documentation (both national and global) and cost effective development solutions corresponding to the priority sectors and areas 3.2: Capacity strengthening of government officials through learning exchanges 3.2: Preparation of fact sheets for each state and line ministry reached out Sub Total Project monitoring and quality assurance Sub Total	209,161	
	Total	1,327,559	
	FCEPI	109,383	
	Fund (30084)	1,103,815	
	Engagement Facility(04400)	114,362	
	Communication (up to 1%)	13,276	
	DPC	67,042	
	AWP Grand Total in USD	1,407,877	

II. Management Arrangement and project oversight:

The project will be directly implemented by the UNDP. The project is a special purpose vehicle to fast track response to emerging priorities and innovations of the governments at state and central level, SDG visioning and implementation and leveraging government financing. Given the cross sectoral, multi-state and integrated nature of the project outputs and activities, there is no single implementing partner for this project.

In consultation with the senior management, the project oversight will be provided by the internal Project Steering Committee (PSC) chaired by the Country Director or Deputy Country Director. The PSC will comprise heads of the programme namely Poverty, Governance, Energy & Environment and Disaster Risk Reduction; and Head of Finance in the Country Office. The PSC will meet at least once a year although efforts will be made to convene two meetings, midyear and end year.

The project outputs and activities will benefit from the substantive guidance from the State Governments. The progress of the project will be documented once in six months and an annual project progress report will be prepared at the end of the year.

Funds Flow Arrangements:

The project will be implemented under DIM and project closure and audit will be as per UNDP rules and regulations

III. Monitoring and Evaluation

A. Framework

(Include all monitoring and evaluation activities/events

Project ID: 00082275 **Project Title:** Strategic Programmatic Engagement at State Level

Expected Results Outcomes & Outputs)	Indicators	Baseline	Targets	Data Collection Plan				
				Source/ Method of Collection	Schedule/ Frequency	Responsible Staff	Resources (\$)	Risks and Assumptions
Obtained from the CPAP and project Results Frameworks)	Obtained from the CPAP and project Results Frameworks)	At the project start date	At the project end date	Specific publication, evaluation, survey, field observation, interviews, etc	Monthly, quarterly, annually, etc	Staff member responsible for collecting and reporting data	Estimated cost of collecting and reporting data	Any risks or assumptions concerning collection / Means of Verification

<p>PAP Outcome:</p> <p>clusive and equitable growth policies and poverty reduction strategies of the Government are strengthened to ensure that most vulnerable and marginalized people in rural and urban areas have greater access to productive assets, decent employment, skills development, social protection and sustainable livelihoods</p>				<p>Reports, survey and field based interactions</p>	TBD	<p>Programme Manager and Programme Associate</p>	TBD	<p>Identification of consultants for study and delay in retrieving data from the government</p>
<p>PAP Output:</p> <p>ffective policy options for inclusive growth, poverty eradication and human development are provided to national partners</p>				<p>Reports, survey and field based interactions</p>	TBD	<p>Programme Manager and Programme Associate</p>	TBD	<p>Identification of consultants for study and delay in retrieving data from the government</p>
<p>Project Output 1: Strengthened and expanded strategic engagement and outreach including development support services to the states</p>	<p>Number of states and ministries reached out and number of DSS projects identified</p>	2	15					
<p>Project Output 2:</p> <p>Analysed state budgets, capacities and proposal development; and strengthened monitoring mechanisms</p>	<p>Diagnostic reports available; Number of DSS proposal development supported</p>	Nil	10					
<p>Project Output 3:</p> <p>Strengthened capacities of the government through experience sharing and learning exchanges and documented knowledge, good practices, and innovative solutions to the states</p>	<p>case studies / innovations available</p>	0	5 studies, 10 state fact sheets, 1 toolkit					

B. Monitoring and Evaluation Plan
Monitoring Plan

IV. Recruitment Plan 2016

(Include all the recruitments envisaged by the project in AWP 2016 - including national and international staff positions that are vacant or newly created)

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#	Post Title	National/ International	Level of Post	Proforma Cost per year (US\$)	Implement ing Unit	Contract Modality (FTA/SC/TA)	Supervi sor	Duty Station	Expecte d start date of Contract	Funding source
1	Project Coordinator(4Positi on)	National	SB5	29,000	UNDP	SC	TBD	State of Jharkhand; Maharashtra, Madhya Pradesh; Assam	Jan 2016	UNDP Core
2	Admin & Finance Assistant(4 Position)	National	SB3	13,000	UNDP	SC	TBD	State of Jharkhand; Maharashtra, Madhya Pradesh; Assam	Jan 2016	UNDP Core
3	Drivers(3 Positions)	National	SB2	8,000	UNDP	SC	TBD	State of Jharkhand; Maharashtra, Madhya Pradesh; Assam	Jan 2016	UNDP Core

V. Procurement Plan 2016

(Include all local and international procurements valued at or above \$ 5000 envisaged in AWP 2016 – including goods, assets, services and works)

Project ID: 00082275

Project Title: Strategic Programmatic Engagement at State Level

Country Office	India
Submitted by:	Momin Jaan
Date:	

Instructions:

- Only include procurements to be done by UNDP for DIM, Management, support-to-NIM projects and UN Agencies
- If you need additional lines, right-click and "Insert" rows, do not copy-paste, to keep drop-down menus & format.

Requesting Unit	Project Name (acronym or brief name)	Type of Supply	Category	Description of goods, services or works required	Unit of Measure	Quantity	Estimated Unit Price in USD	Estimated Total Price in USD	Requested delivery date (goods, works) or start of services	Finalization of services date	End user of goods, services or works	Procurement Process Status
		Individual Contractor	Individual Consultant (IC) - Local	identify the schemes ; implementation challenges ; Bottlenecks and provide feasible and workable DSS entry points in 10 States	Unit	10	\$4,545	\$45,455	Mar		UNDP	Not Started
		Individual Contractor	Individual Consultant (IC) - Local	needs assessment, project mapping and identification of high value/high impact projects for potential collaboration	day	100	\$379	\$37,879.00	Feb		UNDP	Not Started
		Individual Contractor	Individual Consultant (IC) - Local	Prepare advocacy and communication material contextualized to the DSS	unit	1	\$4,762	\$4,762.00	Mar		UNDP	Not Started

	Individual Contractor	Individual Consultant (IC) - Local	provide advisory support in preparation and finalization of ToR for Diagnostic Study	day	10	\$303	\$3,030.00	Feb	UNDP	Not Started		
	Services	Consulting Firm Services	studies of state wide budgets of key flagship programmes and schemes, utilization, gaps and challenges	Unit	1	\$30303	\$30,303	Mar	UNDP	Not Started		
	Services	Consulting Firm Services	Hiring of consultants at national level to undertake scoping study under 5 key national programme/schemes	Unit	5	\$45,455	\$45,455	Mar	UNDP	Not Started		
	Individual Contractor	Individual Consultant (IC) - Intl.	Proposal Development in consultation with Partners	Unit	3		\$34,091					
	Individual Contractor	Individual Consultant (IC) - Local	Proposal Development in consultation with Partners	Unit	5		\$15,152					
	Services	Consulting Firm Services	for deputing to states for complex and scaling up projects	Unit	5		\$40909					
	Individual Contractor	Individual Consultant (IC) - Local	undertake study to identify the priority sectors and areas and the key issues and bottlenecks.	Unit	1	\$5,556	\$7500					
	Individual Contractor	Individual Consultant (IC) - Local	developing the content for the Fact sheets on States/ministries	Unit	2	\$3,300	\$6,600					
	Goods	Goods	Cars	Unit	7	35000	245,000					
	Services	Printing & Publishing	Designing & printing of Fact sheet	unit	1		\$10,000					
Total Estimated 2016 Procurement Plan (USD)								\$526,136.00				

VI. Planning, Monitoring and Reporting

The project will follow the following planning, monitoring and reporting cycle during the year.

Timeline /Target Date	Activity	Primary Responsibility
15 January 2016	Submit final Annual Progress Report 2015 to UNDP	Project Director/ Project Manager
10 Jan 2016	Finalisation of audit plans	RPU in consultation with Program Units
1 Feb-15 Mar. 2016	Annual audit of the project	RPU-Program Unit
07 April 2016	Quarterly Progress Reports, including:	Project Manager
07 July 2016	a) Report on project progress and financial delivery (FACE forms)	/Program Officer, M&E
07 October 2016		
07 January 2017		
31 July 2016	Organise Project Steering Committee as agreed in the Prodop. (Mid-year review of project progress and, if needed, revision of the AWP)	Project Director/ Project Manager/
30 November 2016	IRRF, IWP and ROAR updates	M&E and Program Units
30 November 2016	Organise Project Steering Committee to:	Project Director/ Project Manager
	a) Review of project contribution to results and financial delivery 2016;	
	b) Review and endorsement of AWP 2017	

ANNEXES

Annex 1: Cost sharing agreements signed with donors/government (if any)

Annex 2: Project cooperation agreement signed with NGOs (if any)

Annex 3: Agreements between the Implementing Partner and Responsible Parties (Government entities, NGOs, etc), if any