

SUPPORT TO PROGRAMME AND MANAGEMENT (SPM) PROJECT

ANNUAL WORK PLAN 2018

Country: Liberia



KSMB
3/2/18

Narrative

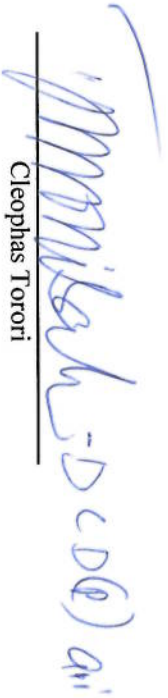
The Support to Programme and Management (SPM) Project, through the Programme Support Unit (PSU) supports UNDP Liberia Country Office (CO) in strategic planning and identification of new programme areas while ensuring consistency with UNDAF and CPD priorities and creative responses to emerging challenges and opportunities. Its purpose is to provide quality assurance advice to CO Management Team as well as provide oversight support to programmes through results-based management, monitoring & evaluation; quality reporting; capacity development; internal control frameworks (ICF) for programmes; management of partners' agreements; and repository for key programme documents. PSU is also responsible to implement donor compliance; audit compliance; risk management; and monitor resource mobilization action plans.

The SPM Project has 3 core functions:

1. Results-based management: this function basically ensure that UNDP CO's internal Standard Operating Procedures business processes are adequately mapped and implemented in a in results-oriented manner. It provides inputs to CO programmes and projects formulation, and to other processes of programmes and projects life cycle. Ensures proper monitoring, evaluation and reporting of programmes as well as meeting partnership and donor compliance of all agreements signed between UNDP and donor partners.
2. Oversight and Management Support: this function supports the strategic oversight of planning, budgeting, implementing and monitoring of the CPD, tracking use of financial resources in accordance with UNDP rules and regulations. It also ensures that the audit processes of the CO are implemented and responded to appropriately, etc.
3. Capacity Building: ensure that all staff and colleagues are well versed in UNDP's finance, M&E and reporting procedures, including administrative and NEX reporting, and other budgetary and resource management issues.

Programme Period:	01 January 2018 - 31 December 2018	Total Program Budget (FY 2018):	US\$: 711,207.54
Programme Component:	Programme and management support	Current Contributions from Partners:	
Project Title:	Support to Programme and Management (SPM) Project	• UNDP Trac:	US\$: 711,207.54
Project ID:	00109031		
Project Award:	00109871		
Project Duration:	2018 - 2023		
Management FI Arrangement:	Management Project		

Agreed by (UNDP-Liberia):


 Cleophas Torori

12 DEC 2018
 Date

Deputy Country Director/Programme

Output	INDICATORS	Activities	Quarter I	Quarter II	Quarter III	Quarter IV	Planned Budget		
							Funding Source	Budget Description	Amount (US\$)
Output: I.1 UNDP CO programmes have become more effective and efficient in the delivery of projects interventions, corporate management and donor achievement of results.	# of ROARs completed and submitted	Consolidate and prepare UNDP's Results-Oriented Annual Reports					UNDP	N/A	N/A
	# of combined programme delivery reports	Prepare combined programme delivery reports					UNDP	N/A	N/A
	# of Donor report tracking systems % of timely donor reports submitted	Quarterly review and update of DMS, Donor Contributions Pipeline Status, and Donor Reports Tracking					UNDP	N/A	N/A
	# of monitoring visits	Conduct monitoring visits of projects/programmes to ensure adherence to AWP's and proffer recommendations					UNDP	UNDP	\$7,000.00
	# of spot checks	Implement HACT Assurance Plan (Spot checks and internal audits)					UNDP	(Portion deducted from SPM budget) 2 spot checks as per the HACT 1 internal control	\$3,000.00
	# of quarterly reports	Review Complete & Consolidate Quarterly Reports Review and update projects' risk logs in the system					UNDP	N/A	N/A

		# of projects with M&E Plans that are well developed	Review, compile and disseminate partners A WPs (2018) M&E Plans							UNDP	N/A	N/A
		# of evaluations	Prepare management response and upload to ERG of SET outcome evaluation.							UNDP	N/A	N/A
		# of projects with signed CDRs	Reconcile and ensure CDRs are signed and uploaded quarterly.							UNDP	N/A	N/A
		# of corporate systems meeting requirements and deadlines	Review and update corporate systems: Project Quality Assurance (PQA), IATI, & IRRE of all projects							UNDP	N/A	N/A
		# of micro-assessments	Conduct CO micro-assessments of IPs							UNDP	SPM portion of support to Micro-assessment	\$3,000.00
		# of NEX advances reviewed and cleared	Review IP expenditure report and submit weekly NEX updated status report							UNDP	N/A	N/A
		# of financial corporate procedures deadlines met	Ensure compliance to financial corporate procedures. Cost Sharing deficit, Project closures, GMS							UNDP	N/A	N/A
		% of projects' implementation within Core funded budgets	Monitor CO core funds allocations for projects implementation vs budget compliance							UNDP	N/A	N/A
		# of projects audited	Facilitation of 2017 HACT NIM Audit.							UNDP	Cost-share	N/A
		# of training sessions conducted	M&E Training Sessions targeting IPs M&E focal points, Analysts / Govt counterparts							UNDP	1 joint M&E & communication on training	\$5,000.00
		# of partners trained								UNDP	1 refresher training	
		# of equipment procured	Procurement of equipment (laptop, printer, binder)							UNDP	1 laptop (LJ) 1 printer + ink (spare)	\$1,500.00
Output 1.3: UNDP staff and partners have their capacities developed in RBM, reporting and corporate requirements												
Output 1.4: Operational support												

