



*Empowered lives.  
Resilient nations.*

**United Nations Development Programme**

**Country: Sri Lanka**

**Project Document**

**Project Title:**

Strengthening Enforcement of Law, Access to Justice and Social Integration (SELAJSI)– Focus on Response to Sexual and Gender Based Violence

**UNDAF Outcome(s):**

3. Communities empowered and institutions strengthened to support local governance, access to justice, social integration, gender equality, and monitoring, promotion and protection of human rights in alignment with international treaties, and obligations and in alignment to the constitution in Sri Lanka.

**Project Expected CP Outcome(s):**

3. Communities empowered and institutions strengthened to support local governance, access to justice, social integration, gender equality, and monitoring, promotion and protection of human rights in alignment with international treaties, and obligations and in alignment to the constitution in Sri Lanka.

**Project Expected Output(s):**

3.3: Capacities of state and non-state actors strengthened for a comprehensive and coordinated response to address sexual and gender based violence (SGBV)

**Implementing Partner:**

Ministry of Women's Affairs

**Responsible Parties:**

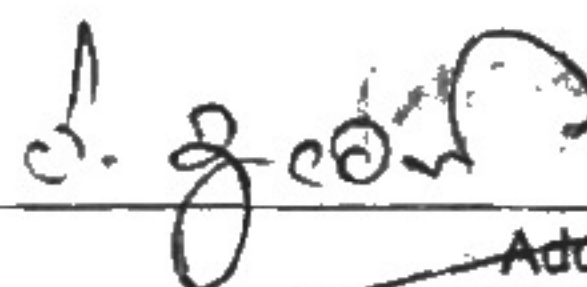
Ministries Public Administration, Provincial Councils, Local Government and Democratic Governance; Justice and Labour Relations; the National Committee on Women, the Women's Bureau, Sri Lanka Police, the Attorney General's Department [Following consultation between the Implementing Partner and UNDP, additional Responsible Parties may be added as and when needed].

### Brief Description

The overriding objective of the Strengthening Enforcement of Law, Access to Justice and Social Integration (SELAJSI) Programme is to strengthen access to justice and the enforcement of law while simultaneously supporting the foundations for longer-term social integration and development. Contributing towards the SELAJSI Programme, this particular Project will focus on strengthening Capacities of state and non-state actors for a comprehensive and coordinated response to address sexual and gender based violence (SGBV).

<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Programme Period:</td> <td>2013-2017</td> </tr> <tr> <td>Key Result Area (Strategic Plan):</td> <td>SP Outcome 4</td> </tr> <tr> <td>Atlas Project ID:</td> <td>00079927</td> </tr> <tr> <td>Atlas Output ID:</td> <td>00089802</td> </tr> <tr> <td>Programme Start Date:</td> <td>01/08/2013</td> </tr> <tr> <td>Project Start Date :</td> <td>01/03/2014</td> </tr> <tr> <td>Programme and Project End Date :</td> <td>31/12/2017</td> </tr> <tr> <td>Programme Appraisal Committee Meeting Date:</td> <td>26 July 2013</td> </tr> <tr> <td>Management Arrangements</td> <td>NIM</td> </tr> </table>	Programme Period:	2013-2017	Key Result Area (Strategic Plan):	SP Outcome 4	Atlas Project ID:	00079927	Atlas Output ID:	00089802	Programme Start Date:	01/08/2013	Project Start Date :	01/03/2014	Programme and Project End Date :	31/12/2017	Programme Appraisal Committee Meeting Date:	26 July 2013	Management Arrangements	NIM	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">2015 AWP budget:</td> <td style="width: 20%;">USD</td> <td style="width: 50%;">135,440</td> </tr> <tr> <td>Total resources required</td> <td>USD</td> <td>1,800,000</td> </tr> <tr> <td>Total allocated resources:</td> <td>USD</td> <td>541,745</td> </tr> <tr> <td>• Regular</td> <td></td> <td></td> </tr> <tr> <td style="padding-left: 20px;">TRAC I</td> <td>USD</td> <td>146,800</td> </tr> <tr> <td style="padding-left: 20px;">TRAC II</td> <td>USD</td> <td>148,500</td> </tr> <tr> <td>• Other:</td> <td></td> <td></td> </tr> <tr> <td style="padding-left: 20px;">BPPS (Former BCPR)</td> <td>USD</td> <td>194,445</td> </tr> <tr> <td style="padding-left: 20px;">Government of Norway</td> <td>USD</td> <td>20,000</td> </tr> <tr> <td style="padding-left: 20px;">HSTF</td> <td>USD</td> <td>32,000</td> </tr> <tr> <td>Unfunded budget:</td> <td>USD</td> <td>1,258,055</td> </tr> <tr> <td>In-kind Contributions:</td> <td></td> <td></td> </tr> <tr> <td style="padding-left: 20px;">Government Staff for the Project Implementation Unit</td> <td></td> <td></td> </tr> </table>	2015 AWP budget:	USD	135,440	Total resources required	USD	1,800,000	Total allocated resources:	USD	541,745	• Regular			TRAC I	USD	146,800	TRAC II	USD	148,500	• Other:			BPPS (Former BCPR)	USD	194,445	Government of Norway	USD	20,000	HSTF	USD	32,000	Unfunded budget:	USD	1,258,055	In-kind Contributions:			Government Staff for the Project Implementation Unit		
Programme Period:	2013-2017																																																									
Key Result Area (Strategic Plan):	SP Outcome 4																																																									
Atlas Project ID:	00079927																																																									
Atlas Output ID:	00089802																																																									
Programme Start Date:	01/08/2013																																																									
Project Start Date :	01/03/2014																																																									
Programme and Project End Date :	31/12/2017																																																									
Programme Appraisal Committee Meeting Date:	26 July 2013																																																									
Management Arrangements	NIM																																																									
2015 AWP budget:	USD	135,440																																																								
Total resources required	USD	1,800,000																																																								
Total allocated resources:	USD	541,745																																																								
• Regular																																																										
TRAC I	USD	146,800																																																								
TRAC II	USD	148,500																																																								
• Other:																																																										
BPPS (Former BCPR)	USD	194,445																																																								
Government of Norway	USD	20,000																																																								
HSTF	USD	32,000																																																								
Unfunded budget:	USD	1,258,055																																																								
In-kind Contributions:																																																										
Government Staff for the Project Implementation Unit																																																										

Agreed by Ministry of Women's Affairs:



**K. G. A. ALAWATTA**

Additional Secretary (Development)  
Ministry of Child Development & Women's Affairs  
3<sup>rd</sup> Floor, Sethsiripaya - Stage II  
Battaramulla.

Agreed by UNDP:




Mr. Joern Soerensen  
Country Director  
United Nations Development Programme – Sri Lanka

# I. ANNUAL WORK PLAN

Year: 2015- 2016

Expected Output	ATLAS AWP Key Activities	TIMEFRAME				Responsible Party	PLANNED BUDGET				
		Q 1	Q 2	Q 3	Q 4		Funding Source	Budget Description	2015 Budget (USD)	2016 Budget (USD)	
<b>Output 3</b>	<b>Activity Result 3.1: National action plan to address sexual and gender-based violence formulated and implemented, including through establishment of relevant coordination mechanisms</b>										
<p>Capacities of state and non-state actors strengthened for a comprehensive and coordinated response to address sexual and gender based violence (SGBV)</p> <p><b>Baseline:</b></p> <ul style="list-style-type: none"> <li>No inter-agency coordination mechanism functioning at national level</li> <li>Coordination meetings to strengthen referral networks are not taking place</li> <li>No workshops have taken place to strengthen relevant officers capacities on SGBV</li> <li>No training modules developed on CEDAW, National legislation or judicial services</li> <li>No National Action Plan on SGBV</li> <li># of SGBV cases recorded at police stations in 2013</li> </ul> <p><b>Output Indicators:</b></p> <ul style="list-style-type: none"> <li>Inter-agency coordination mechanism established among service providers for</li> </ul>	3.1.1. Strengthen the capacity of MWA to lead development of National Policy framework and Action Plan (NAP) - includes National consultation on Sexual and Gender-based Violence (SGBV) -annual. Bringing representation from all district Forums/ Nongovernmental Organizations (NGOs)/ Community Based Organizations (CBOs) working against SGBV & strengthening district level Gender-based Violence Forums (GBV Forums) (especially strengthening GBV Forums in the 3 area models) and building an e-network (3.1.1).	X	X	X	X	Ministry of Women's Affairs	BPPS - INL (former BCPR)	Workshop/ Meetings	3,000.00		
	X	X					BPPS - INL (former BCPR)	Travel & DSA	1,000.00		
	X	X	X	X			BPPS - INL (former BCPR)	Local Consultant	9,000.00		
	X	X	X				UNDP (TRAC I)	Workshops/ Meetings	2,750.00		
	X	X	X				TRAC I	Local Consultants	4,000.00		
	X	X	X	X			BPPS - INL (former BCPR)	Workshops /Meetings	4,000.00	3,500.00	
	X	X	X	X			BPPS - INL (former BCPR)	Audio visual production costs	8,000.00		
	X	X	X	X			BPPS - INL (former BCPR)	Printing and Translation	3,000.00	3,000.00	
		X	X	X			BPPS - INL (former BCPR)	Local Consultants	3,000.00	2,000.00	
	X	X	X				BPPS - INL (former BCPR)	Workshops / Meetings	2,000.00		
	3.1.2 Identify and appoint working committees (subject specific) for the formulation of the NAP to address SGBV and (2 one day workshops for each committee as relevant) (3.1.1)	X	X	X							
	3.1.3. Advocate for implementation, review, amendment and introduction of legislation/ policies to combat violence against women (4.1.a NHRAP) (3.1.5) (3.1.4)	X	X	X	X						
	3.1.4. Develop (audio visual / print) and disseminate materials related to combat violence against women (on implementation of laws, review/ amendment of legislation and new laws - on rape/ domestic violence/ incest, shelter, CEDAW, UNSCR 1325 etc.) (linked to activity 3.1.5 )	X	X	X	X						
3.1.5. Strengthen the referral system of SGBV cases to penal chain in the 3 area models - through MWA's Women and Child Development Units. This includes strengthening the Units and counselling areas (3.1.7)	X	X	X								



<p>oversight and coordination to address SGBV</p> <ul style="list-style-type: none"> <li># of coordination meetings (to strengthen referral network) held at Women and Children Units/police desks or any other location at Divisional level</li> <li># of workshops held to strengthen the capacities (sensitization and technical knowledge on SGBV_ of police Women and Children Desks and MWA Women Development units at Divisional level</li> <li>Training modules are finalized (endorsed by Police &amp; MWA) for relevant officers on CEDAW, National legislation and judicial services</li> <li># of SGBV products/materials developed for awareness on SGBV conducted through print, radio, TV and social media</li> <li>National Action Plan on SGBV formulated</li> <li>% change in the number of SGBV including domestic violence complaints recorded/referred by police to penal chain</li> <li>Increased capacities of Child and Women Development units, Police Women and Children Desks at DS level</li> <li>Referral system of SGBV cases to penal chain operational</li> </ul>	<p>3.1.6. Support collection of gender disaggregated data on crime and identify measures to address priority issues on violence against women (4.1.a NHRAP) (3.1.6)</p>	X	X			Ministry of Women's Affairs	BPPS - INL (former BCPR)	Printing and Translation	13,000.00		
			X	X				BPPS - INL (former BCPR)	Essential Equipment	5,000.00	
		X	X	X	X			BPPS - INL (former BCPR)	Workshops/ Meetings	4,500.00	25,000.00
		X	X					BPPS - INL (former BCPR)	Professional Services	2,500.00	
		X	X					UNDP (TRAC I)	Workshop/ Meetings		
		3.1.7. Support and strengthen the MWA's institutional reporting functions – including reporting under CEDAW and other Conventions as well as on Women's Rights and GBV mechanisms, ensuring the training of junior staff cadre, and the systematization of monitoring and reporting processes. (linked to 3.1..1 and 4.1.8)	X	X							
	<b>Activity Result 3.2: Local level governance institutions and communities understand women's rights and are aware of available legal and judicial mechanisms to protect SGBV victims</b>										
	<b>Activity Result 3.3: Capacities of law enforcement and judicial institutions strengthened to efficiently handle SGBV cases and ensure equal access to legal and judicial protection for SGBV victims</b>										
		3.3.1. Support the mapping and development, if required, of curriculum, training modules and training techniques on SGBV for all justice sector institutions and actors (law enforcement officers, medico-legal, judicial and other relevant officials) (4.1a NHRAP and CEDAW recommendation) in partnership with academia or research institute/s (3.3.1)	X	X	X	X	Ministry of Women's Affairs	BPPS - INL (former BCPR)	Local Consultants (mapping/ development)	10,000.00	20,000.00
			X	X	X	X		BPPS - INL (former BCPR)	Meetings/ Workshops	10,000.00	
	3.3.2. Strengthen the Women and Children's desks of the Police in the 3 area models ensuring availability of female offices, with trilingual language abilities, adequate legal representation/ legal aid services, confidential counselling services and provide essential equipment. (3.3.3)		X	X	X						
			X	X	X						
	3.3.3. Support MOJ's study on SGBV/rape cases to identify service delivery gaps within the Attorney General's Department and the judicial system. Help develop a strategic plan to address those gaps with magistrates and the AG (follow model used for child abuse cases)	X	X	X	X	BPPS - INL (former BCPR)		Workshop/ Meetings	3,000.00	3,000.00	
			X	X	X	BPPS - INL (former BCPR)		Local Consultants	5,000.00	6,000.00	
<b>Activity Result 3.4: Management and Operations support provided through the Project Implementation Unit</b>											
	3.4.1 Provide equipment and furniture required to establish the Project Implementation Unit		X	X	X	Ministry of	BPPS - INL (former BCPR)	Miscellaneous	2,000.00	3,000.00	

3.4.3 Monitoring the implementation of project activities	X	X	X	X	Women's Affairs	BPPS - INL (former BCPR)	Travel & DSA	1,000.00	
	X	X	X	X		BPPS - INL (former BCPR)	Workshops/ Meetings	1,000.00	
<b>Activity Result 3.5: Technical advisory support and quality assurance provided for the implementation of the SELAJSI Programme</b>									
3.5.1 Placement of a Chief Technical Coordinator in support of the overall implementation of the SELAJSI Programme.	X	X	X	X	UNDP	UNDP (TRAC I)	Contractual Services Individual	7,910.00	
3.5.2 Placement of a Technical Coordinator at the Ministry of Women's Affairs to provide technical support for implementation of the project.	X	X	X	X		UNDP (TRAC I)	Contractual Services Individual	20,920.00	
	X	X	X	X		BPPS - INL (former BCPR)	Contractual Services Individual	4,000.00	
	X	X	X	X		UNDP (TRAC I)	Communications & Audio Visual Charges (Mobile phone & Internet)	330.00	
3.5.3 Monitoring and quality assurance of project activities	X	X	X	X		UNDP (TRAC I)	Travel & DSA	3,500.00	
						UNDP (TRAC I)	Contribution - M&E, Communications and Security (1.5%)	590.00	
						BPPS - INL (former BCPR)	Contribution - M&E, Communications and Security (1.5%)	1,440.00	938.00
<b>GRAND TOTAL FOR OUTPUT 3</b>									
								<b>135,440.00</b>	<b>66,438.00</b>

---

## II. MANAGEMENT ARRANGEMENTS

### 2014

In 2014, the *Strengthening Enforcement of Law, Access to Justice and Social Integration in Sri Lanka* Programme was nationally implemented (NIM) by the Ministries of National Languages and Social Integration (MNLSI); Justice (MoJ); Rehabilitation and Prison Reforms (MRPR); and Ministry of Child Development and Women's Affairs (MCDWA) respectively, and as detailed in the 4 Ministry-specific project documents and corresponding annual work plans that were signed by each of the implementing partners (IPs) and UNDP.

### 2015

The subjects covered by the 4 Implementing Partners under the SELAJSI Programme prior to appointment of the 2015 National Government and Ministries (following the Presidential Elections held on 8<sup>th</sup> January 2015), have been absorbed by-and-large under the portfolios of 3 new Ministries. These are as follows:

1. Ministry of Public Administration, Provincial Councils, Local Government and Democratic Governance (MPubAd): oversees the formulation of policies, programmes and projects in regard to the subjects of public administration, Provincial Councils, local government, democratic governance, national languages and social integration.
2. Ministry of Justice and Labour Relations (MOJ): oversees the formulation of policies, plans and programmes in respect of the administration of justice and labour relations, including prisons.
3. Ministry of Women's Affairs (MWA): oversees the formulation of policies, programmes and projects in regard to women's affairs, including gender justice and the prevention of sexual and gender based violence.

Accordingly, the IP for this Project in 2015 will be MWA which will be responsible and accountable for the implementation of the enclosed work plan.

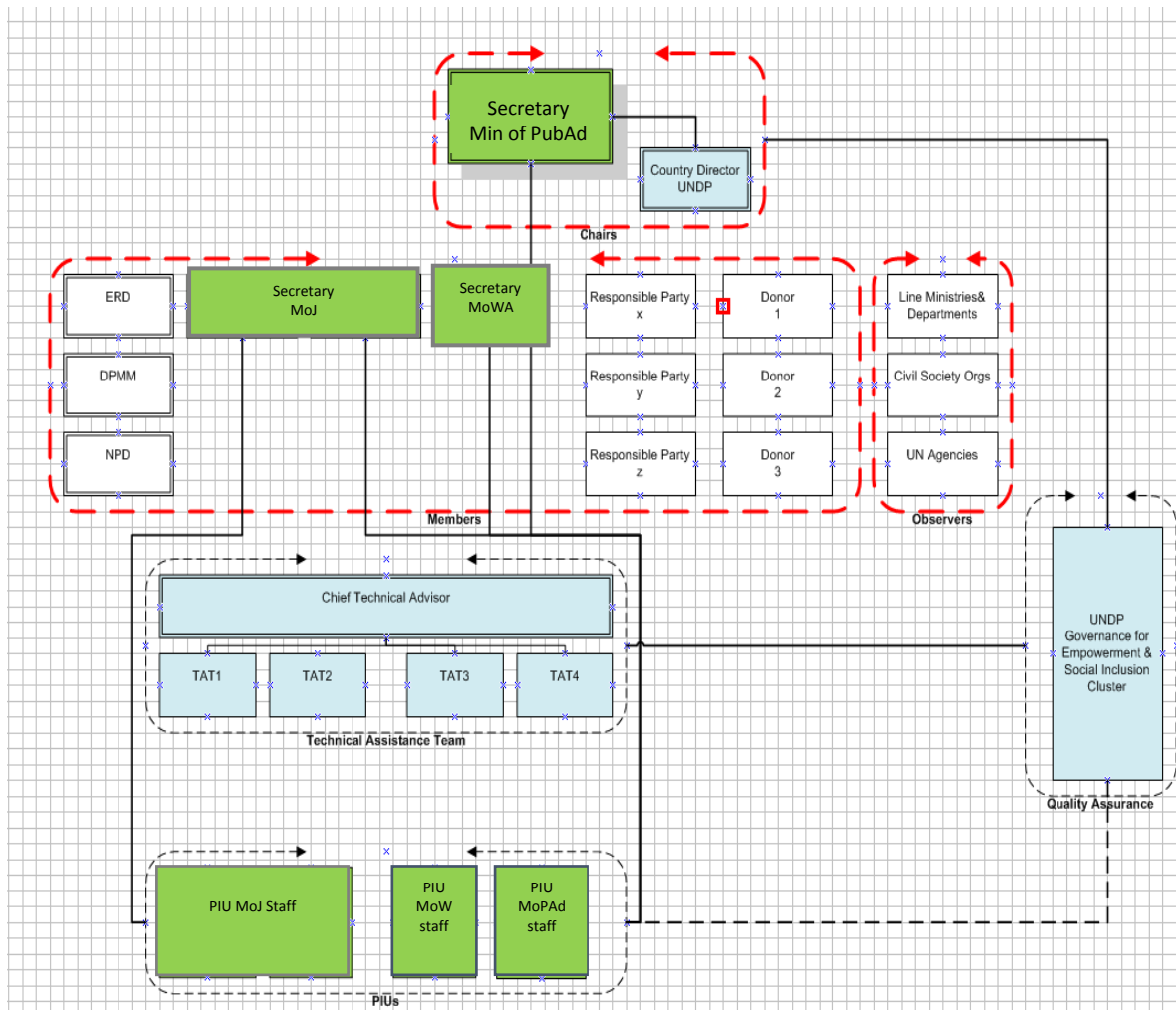
This Project contributes to achieving the overall outcome of the SELAJSI Programme's results framework. The IP may enter into agreements with other IPs under the SELAJSI Programme as Responsible Parties (RPs) to assist in delivering project outputs. In addition, the IP may enter into agreements with other entities as RPs – both government and non-government (academic institutions, research organizations, civil society organizations, etc.), to assist in successfully delivering project outputs. The RPs are directly accountable to the IP in accordance with the terms of their agreement with the IP. The IP will use RPs in order to take advantage of their specialized skills, to mitigate risks and to relieve administrative burdens.

The IP for this Project will be responsible and accountable for implementing the following output under the overall SELAJSI programme's results framework:

#### *Ministry of Women's Affairs:*

- **Output 3:** Capacities of state and non-state actors strengthened for a comprehensive and coordinated response to address sexual and gender based violence (SGBV)

**Programme Board and nationally implemented structure:**



- MPubAd Ministry of Public Administration, Provincial Councils, Local Government and Democratic Governance
- MOJ Ministry of Justice and Labour Relations
- MWA Ministry of Women’s Affairs
- ERD External Resources Department, Ministry of Policy Planning and Economic Affairs
- DPMM Department of Project Management and Monitoring, Ministry of Finance
- NPD National Planning Department, Ministry of Policy Planning and Economic Affairs
- PIUs Project Implementation Units
- TAT Technical Assistance Team
- UNDP United Nations Development Programme

The Programme (comprising of 4 projects in the year 2014 and of 3 projects in 2015) is governed by a Programme Board chaired by the MPubAd and co-chaired by UNDP. The Board will consist of the MOJ and MWA, representatives from the relevant Departments of the Government Coordinating Agency (External Resources Department, National Planning Department and Department of Project Management and Monitoring), key responsible parties (Judicial Services Commission, Department of Police, etc.), donors and other members approved by the LPAC. The Programme Board may also invite key partners/stakeholders as “Observers” for meetings as and when necessary. These may include *inter alia* line ministries and departments, civil society organizations and United Nations agencies.

The Programme Board is the highest-level programme management and oversight body. It will provide policy guidance, review progress against target results, and ensure coordination and collaboration among the 3 projects and with other national initiatives and development projects.

The Programme Board will meet at least bi-annually and will receive reports from the 3 projects through the respective Project Implementation Units (PIUs). The main responsibilities of the Programme Board are to:

- Identify synergies and complementarities and strengthen coordination and collaboration between the 3 individual projects contributing to the overall Programme.
- Review reports from the Project Implementation Units and provide strategic guidance and policy direction.
- Review and endorse annual work plans (including budgets) from the respective PIUs.
- Provide oversight and review progress against target results.
- Review assessments, evaluations and recommendations in respect of the 3 projects and provide strategic guidance, as required.
- Recommend new or revised policy directions in the planning and implementation of the 3 projects in light of new national planning documents.
- Provide guidance when tolerance levels (on time and budget) have been exceeded by the PIUs.
- Support coordination and effective working relationships, as required, with other government and non-government bodies with which the 3 projects must interact to achieve results.

In addition, it is the role of the Programme Board to:

- Assume overall responsibility for the successful implementation of the 3 projects, and be accountable to the Government and UNDP for the proper and effective use of project resources.
- Ensure that prior obligations and prerequisites of the Government in respect of the 3 projects are met.
- Identify and obtain any support, relevant agency clearances and advice required for the management, planning and control of the 3 projects.

Apart from the Programme Board meetings, the Chair of the Programme Board will convene regular progress review and coordination meetings with the other Implementing Partner Ministries as well as the Responsible Parties with whom the Implementing Partners enter into agreements for delivering specific outputs.

The UNDP's Governance for Empowerment and Social Inclusion Cluster will carry out the quality assurance role on behalf of the Programme Board. The Programme Assurance role supports the Programme Board by carrying out objective and independent programme oversight and monitoring functions. This role ensures appropriate programme management milestones are managed and completed. The UNDP Cluster Lead/Programme Analyst typically holds the Programme Assurance role.

In addition, the Programme Board will be supported by a Technical Assistance Team (TAT), composed of long - and short-term experts on the areas covered by the programme. The TAT's role is two-fold: it will provide (1) policy advisory services to the Programme Board, as well as (2) guidance and technical assistance to the 3 PIUs. The TAT, together with the PIUs, will focus on capacity development of relevant government entities, as well as identifying and supporting measures that promote closer cooperation, coordination and systems as well as their institutionalization amongst the justice and social integration actors. The TAT will also support the strengthening of partnerships between government entities and civil society organizations as well as improved planning and policy-making for the justice and social integration sectors. The key functions of the TAT will also include supporting the various Committees (Technical and High Level Forums) to identify and commission relevant studies/assessments and interventions (where possible as joint initiatives with other potential partners); to improve access to justice and social integration outcomes; to function as a high-level advocacy engine to enable translation of identified bottlenecks in the administration of justice and social integration process into an agenda for reform; and to facilitate the move towards a more holistic approach for budgeting and planning across the justice and social integration sectors. The TAT will report to the Programme Board. In 2015 the TAT is headed by the Chief Technical Advisor and supported by 4 Technical



Coordinators focusing on the key subject areas of Social Integration, Access to Justice, Prison Reforms and Gender and Women's Empowerment.

### **Project Implementation Units (PIUs)**

The 3 projects constituting the SELAJSI Programme will be implemented by the respective PIUs which will be headed by a **National Project Director** who will *ex officio* the Secretary to the Ministry of Public Administration, Provincial Councils, Local Government and Democratic Governance. The main responsibilities of each PIU are to:

- Effectively deliver their designated project outputs and/or activity results and/or specific activities and contribute to achievement of the overall results and outcome of the programme, with a special focus on resolving problems and bottlenecks.
- Ensure relevant approvals are given for project activities.
- Review and monitor the progress of annual work plans and budgets.
- Prepare quarterly work plans and quarterly expenditure estimates.
- Ensure financial management (including reporting) of the projects.
- Prepare procurement and human resource plans and confirm procedures and progress.
- Support compliance with regulations and rules.
- Provide results-based reports on progress against work plans to the Programme Board, Government, UNDP, donors, etc.
- Attend the Programme Board meetings and prepare presentations and other documentation for the Board, as required.
- Take relevant actions based on recommendations and issues referred by the Programme Board.
- Facilitate project and programme reviews and evaluations to support project and programme assurance for performance improvement, accountability and learning.
- Facilitate effective communication, coordination and systems between the partner institutions.
- Identify cross-institutional problems and solutions and recommend cost-effective mechanisms for problem solving and agreeing on the way forward.

The PIUs will be staffed by officers from the respective IPs and/or through placement of individuals recruited on government project contracts to serve dedicatedly on the Project. These officers will have at minimum proven capacities in the technical areas of the programme and project, results-based management, administration, finance, human resources, procurement and/or public information. The Technical Assistance Team will support the respective Project Implementation Units in carrying out the above-mentioned responsibilities.

The respective IPs and RPs will together establish the sub-national structures (based on the need and requirement) for managing and implementing project interventions in the area models of Ratnapura, Anuradhapura and Batticaloa, which were identified in 2014.

---

### III. 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:

#### Within the annual cycle

- On a quarterly basis, a quality assessment shall record progress towards the completion of key results, based on quality criteria and methods captured in the Quality Management table below.
- An Issue Log shall be activated in Atlas and updated by the Project Manager to facilitate tracking and resolution of potential problems or requests for change.
- Based on the initial risk analysis submitted (see annex 1), a risk log shall be activated in Atlas and regularly updated by reviewing the external environment that may affect the project implementation.
- Based on the above information recorded in Atlas, a Project Progress Reports (PPR) shall be submitted by the Project Manager to the Project Board through Project Assurance, using the standard report format available in the Executive Snapshot.
- a project Lesson-learned log shall be activated and regularly updated to ensure on-going learning and adaptation within the organization, and to facilitate the preparation of the Lessons-learned Report at the end of the project
- a Monitoring Schedule Plan shall be activated in Atlas and updated to track key management actions/events

#### Annually

- **Annual Review Report.** An Annual Review Report shall be prepared by the Project Manager and shared with the Project Board and the Outcome Board. As minimum requirement, the Annual Review Report shall consist of the Atlas standard format for the QPR covering the whole year with updated information for each above element of the QPR as well as a summary of results achieved against pre-defined annual targets at the output level.
- **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.

Considering the substantive and operational complexity and unique features of the SELAJSI Programme, a mid-term and final evaluation will be conducted, in end 2015/early 2016 and end- 2017 respectively. As a Project which contributes to one of the Programme's six Outputs, this Project will be included as part of this Programme Evaluation.

Replicate the table for each activity result of the AWP to provide information on monitoring actions based on quality criteria. To be completed during the process “Defining a Project” if the information is available. This table shall be further refined during the process “Initiating a Project”.

<b>OUTPUT 3:</b>		
<b>Activity Result</b> 3.1 (Atlas Activity ID)		Start Date: End Date:
<b>Purpose</b>	<i>What is the purpose of the activity?</i>	
<b>Description</b>	<i>Planned actions to produce the activity result.</i>	
<b>Quality Criteria</b> <i>how/with what indicators the quality of the activity result will be measured?</i>	<b>Quality Method</b> <i>Means of verification. What method will be used to determine if quality criteria has been met?</i>	<b>Date of Assessment</b> <i>When will the assessment of quality be performed?</i>

#### **IV. LEGAL CONTEXT**

This document together with the CPAP signed by the Government and UNDP which is incorporated by reference constitute together a Project Document as referred to in the SBAA and all CPAP provisions apply to this document.

Consistent with the Article III of the Standard Basic Assistance Agreement, 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.

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 this agreement.

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/aq\\_sanctions\\_list.shtml](http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml). This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document”.



**Annex 2: STANDARD LETTER OF AGREEMENT BETWEEN UNDP AND THE  
GOVERNMENT FOR THE PROVISION OF SUPPORT SERVICES**

Dear Mr. Kumarasiri,

1. Reference is made to consultations between officials of the Government of the Democratic Socialist Republic of Sri Lanka (hereinafter referred to as "the Government") and officials of UNDP with respect to the provision of support services by the UNDP country office for nationally managed programmes and projects. UNDP and the Government hereby agree that the UNDP country office may provide such support services at the request of the Government through its institution designated in the relevant programme support document or project document, as described below.
2. The UNDP country office may provide support services for assistance with reporting requirements and direct payment. In providing such support services, the UNDP country office shall ensure that the capacity of the Government-designated institution is strengthened to enable it to carry out such activities directly. The costs incurred by the UNDP country office in providing such support services shall be recovered from the administrative budget of the office.
3. The UNDP country office may provide, at the request of the designated institution, the following support services for the activities of the programme/project:
  - (a) Identification and/or recruitment of project and programme personnel;
  - (b) Identification and facilitation of training activities;
  - (c) Procurement of goods and services;
4. The procurement of goods and services and the recruitment of project and programme personnel by the UNDP country office shall be in accordance with the UNDP regulations, rules, policies and procedures. Support services described in paragraph 3 above shall be detailed in an annex to the programme support document or project document, in the form provided in the Attachment hereto. If the requirements for support services by the country office change during the life of a programme or project, the annex to the programme support document or project document is revised with the mutual agreement of the UNDP resident representative and the designated institution.
5. The relevant provisions of the UNDP Standard Basic Assistance Agreement, 20 May 1990 (the "SBAA"), including the provisions on liability and privileges and immunities, shall apply to the provision of such support services. The Government shall retain overall responsibility for the nationally managed programme or project through its designated institution. The responsibility of the UNDP country office for the provision of the support services described herein shall be limited to the provision of such support services detailed in the annex to the programme support document or project document.

UNDP Sri Lanka  
202-204, Bauddhaloka Mawatha, Colombo 7, Sri Lanka ■ P.O. Box 1505  
Tel: +94(11)2580691-8 ■ Fax: +94(11)2581116 ■ Email: registry.lk@undp.org



Empowered lives  
Resilient nations

6. Any claim or dispute arising under or in connection with the provision of support services by the UNDP country office in accordance with this letter shall be handled pursuant to the relevant provisions of the SBAA.
7. The manner and method of cost-recovery by the UNDP country office in providing the support services described in paragraph 3 above shall be specified in the annex to the programme support document or project document.
8. The UNDP country office shall submit progress reports on the support services provided and shall report on the costs reimbursed in providing such services, as may be required.
9. Any modification of the present arrangements shall be effected by mutual written agreement of the parties hereto.
10. If you are in agreement with the provisions set forth above, please sign and return to this office two signed copies of this letter. Upon your signature, this letter shall constitute an agreement between your Government and UNDP on the terms and conditions for the provision of support services by the UNDP country office for nationally managed programmes and projects.

Yours sincerely,

Signed on behalf of UNDP

Razina Bilgrami  
Country Director, a.i

A. Kumarasiri  
Director General  
Department of External Resources  
Ministry of Finance and Planning  
The Secretariat  
Colombo-01 - Sri Lanka.



For the Government

Mr. Ajantha Kumarasiri

Director General, Department of External Resources

On behalf of the Government of the Democratic Socialist Republic of Sri Lanka

23 May 2013

UNDP Sri Lanka  
202-204, Bauddhaloka Mawatha, Colombo 7, Sri Lanka ■ P.O. Box 1505  
Tel: +94(11)2580691-8 ■ Fax: +94(11)2581116 ■ Email: registry.lk@undp.org



Attachment

to the

STANDARD LETTER OF AGREEMENT BETWEEN UNDP AND THE GOVERNMENT FOR THE  
PROVISION OF SUPPORT SERVICES

**DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES**

1. Reference is made to consultations between *Ministry of Women's Affairs* the institution designated by the Government of Sri Lanka and officials of UNDP with respect to the provision of support services by the UNDP country office for the nationally managed Strengthening Enforcement of Law, Access to Justice and Social Integration (SELAJSI) – Focus on Response to Sexual and Gender Based Violence Project (Project Number: 79927; Output Number: 89802).

2. In accordance with the provisions of the letter of agreement signed on 23 May 2013 and the attached *project document*, the UNDP country office shall provide support services for the *Project* as described below.

3. Support services to be provided:

Support services (insert description)	Schedule for the provision of the support services	Cost to UNDP of providing such support services (USD)	Amount and method of reimbursement of UNDP (where appropriate)
1. Technical Support Services through placement of Chief Technical Coordinator and Technical Coordinator-Social Integration to serve in the Technical Assistance Team (Human Resources)	Throughout 2015	Estimated : USD 36,660	Charged to the Project

4. Description of functions and responsibilities of the parties involved:

-UNDP will undertake the recruitment process for the placement of Technical Support Services for this Project and provide the necessary equipment (i.e. laptop) and travel related support for the fulfillment of the Technical Support functions.

-The Ministry will undertake to provide the workspace, office based furniture, communications and equipment facilities required for the fulfillment of Technical Support for the Project.