



<b>Activity Result 3: Strengthen Integrated Programme through strong Monitoring &amp; Evaluation system/RBM support (MONITORING, EVALUATION, AUDIT)</b>  <i>Indicative Results</i>  1. By the end of 2019 Quarter 2, M&E plans are reviewed, finalized and approved with clear indicators, source and capacities in place for implementation. Monthly discussion and review organized with projects led by programme team  2. By the end of every Quarter of 2019, Evaluation Plan is tracked and management response of evaluations monitored  3. By the end of 2019 quarter 3, a tracking system and tools in place for key result monitoring  4. By the end of 2019, key M&E focal points are trained in basic M&E system  5. By the end of 2019, ensure that all new projects formulated are of Gen 2 and have specific reporting on gender indicators.	<b>Activity 3.1:</b> Monitoring of the CPD Result Framework  # CPD 2018-2022 M&E System designed # Provide strategic inputs on RRF of new project documents #Country Office key indicators- IWP, IRRF, CPD are reviewed quarterly # Result of UNDAF and CPD reviewed annually	X	X	X	X	Country Office	UNDP	04000	00012	International consultant - 71200					30,000	-	-	15,000	15,000	-	30,000	
										Training, Workshops and Confer - 75700					3,000	-	1,000	-	1,500	500	3,000	
		<b>Activity 3.2:</b> Monitoring of project results  # Baselines and annual milestones are reflected in projects AWP # Annual Costed M&E Plans developed #Projects established 10 key M&E components and tracking system and reported # Quarterly tracking of 3-5 key results of projects # Regular Field monitoring visits and project quality assurance	X	X	X	X	Projects	Hope International	04000	00012	Professional services - 74100				64,050	-	21,350	21,350	21,350	-	64,050	
								UNDP	04000	00012	Travel - 71600				6,500	-	500	2,000	2,000	2,000	6,500	
							UNDP	04000	00012	Audio Visual&Print Prod Costs - 74200				1,000	-	-	500	-	500	1,000		
	<b>Activity 3.3:</b> Evaluation plans and management response  # CPD 2018-2022 evaluation plan finalized and uploaded # All terms of reference for mid-term reviews, evaluations and assessments reviewed and approved # Final draft evaluation reports and mid-term reviews reviewed for quality assurance and provides inputs # Management response of completed evaluation updated # Lessons learned from evidence monitoring & evaluations are shared with programme staff and Sr management				X	Country Office	UNDP								-	-	-	-	-	-	-	
<b>Sub- Total Activity Result 3</b>															104,550	-	22,850	38,850	39,850	3,000	104,550	
<b>Activity Result 4: Strengthen evidence based performance reporting and ensure compliance with corporate and donor reporting requirements (REPORTING)</b>  <i>Indicative Results</i>  1. By the end of 2019, all projects are reporting APRs, QPRs and BTORs as per corporate and Co standards.  2. By the end of 2019, ensure that all projects report to donor as per reporting calendar	<b>Activity 4.1:</b> UNDAF and CPD Reporting  # Key results, lesson learned and issues for annual programme board meeting prepared # Key results for 2017 & 2018 provided for Annual report				X	Country Office	UNDP								-	-	-	-	-	-	-	
	<b>Activity 4.2:</b> UNDP HQ Reporting  # Quarterly IWP/ABP results reports prepared # Result oriented annual report 2018 report prepared				X	Country Office	UNDP									-	-	-	-	-	-	-
	<b>Activity 4.3:</b> Donor Reporting  # Maintains/update calendar/donor result tracking of all donor reporting requirements #Reports are quality checked before dissemination # Donor briefs per thematic areas prepared and updated quarterly				X	Country Office	UNDP									-	-	-	-	-	-	-
	<b>Activity 4.4:</b> Project Reporting  # Quarterly project reports are reviewed for quality assurance				X	Projects	UNDP									-	-	-	-	-	-	-
<b>Sub- Total Activity Result 4</b>															-	-	-	-	-	-	-	
<b>Total Component 1</b>															104,550	-	22,850	38,850	39,850	3,000	104,550	
<b>COMPONENT 2: PARTNERSHIP AND INNOVATION</b>																						
<b>Activity Result 5: Establish new partnerships for programme implementation and resource mobilisation</b>  <i>Indicative results</i>  1. 70% of action points in Partnership and Communications Action Plan implemented  2. By end 2019, 1-2 partnerships with private sector secured	<b>Activity 5.1:</b> Strategic partnership development  # Partnership opportunities explored, identified and mapped # Resource mobilisation and partnership action drafted	X	X	X	X	Country Office	UNDP								-	-	-	-	-	-	-	
	<b>Activity 5.2:</b> Contract/agreement negotiation and compliance  # Oversee and provide technical support in contract negotiations, business development pitches, and proposals # Ensure negotiation of donor agreements in compliance with UNDP and partner requirements	X	X	X	X	Country Office	UNDP									-	-	-	-	-	-	-
	<b>Activity 5.3:</b> Positioning for strategic partnerships  # Strategic positioning and programmatic relationships strengthened # Fund raising materials developed # Mainstream consistent vision-based messaging and advocacy of UNDP programmatic work # Leverage in-house as well as external resource people around communications, analytics and data visualization to ensure UNDP's offers are well packaged, tailored, and visible by the right audiences	X	X	X	X	Country Office	UNDP	04000	00012	International consultant - 71200					5,000	-	-	-	5,000	-	5,000	
	<b>Activity 5.5:</b> Capacity building in RM and partnerships  # Staff capacity building session for mobilising and leveraging resources and developing and maintaining partnerships organised				X	Country Office	UNDP									-	-	-	-	-	-	-
<b>Sub- Total Activity Result 5</b>															5,000	-	-	-	5,000	-	5,000	

<b>Activity Result 6: Identify innovations and support projects and programme teams to integrate organizational knowledge and innovation approaches into their work</b>  <i>Indicative results</i> 1. By end 2019, 1-2 projects effectively use innovative data collection and analytical tools for result monitoring  2. By end 2019, 1-2 flagship innovative development solutions successfully implemented	<b>Activity 6.1:</b> Facilitate innovation and engagement  # CO portfolio scanned for innovative approaches and ideas # 1-2 testable solutions to development challenges # 1-2 projects adopt near real-time result monitoring tools/systems # 1-2 MoUs or agreements to implement innovative approaches		X	X			Country Office	UNDP	04000	00012	Contractual Services - 72100								8,000	-	-	-	5,000	3,000	8,000		
	<b>Activity 6.2:</b> Knowledge building  # 1-2 initiatives for knowledge sharing on innovation			X				Country Office	UNDP											-	-	-	-	-	-	-	
<b>Sub- Total Activity Result 6</b>																			8,000	-	-	-	5,000	3,000	8,000		
<b>Total Component 2</b>																			13,000	-	-	-	10,000	3,000	13,000		
<b>COMPONENT 3: COMMUNICATION</b>																											
<b>Activity Result 7: Deliver country office visibility and effective internal and external communications at all levels</b>  <i>Indicative results</i> 1. 1-3 UNDP programme areas/activities gain media traction and start to have brand recognition  2. Volume to UNDP website and blogs increases by 25%  3. UNDP changes the way we communicate (3-5 criteria for strategic communications fulfilled)	<b>Activity 7.1:</b> Improve visibility and advocacy  # Maintenance of the UNDP Myanmar website and content updated regularly # 5-6 publication and visibility materials produced # 5-7 digital content produced for social media such as videos, photo-stories, web articles # 2 communication events organised through press releases, press briefings, media interviews, donor and media field visits # Support programme and project field teams for effective communication		X			X	Country Office	UNDP	04000	00012	Audio visual & Print Prod costs - 74200								21,875		1,000	500	10,375	10,000	21,875		
			X	X	X	X	Country Office	UNDP	04000	00012	International consultant - 71200								21,050			1,300	4,875	14,875	21,050		
	<b>Activity 7.2:</b> Ensure effective communications  # Event calendar updated quarterly # 5-7 internal newsletter produced # Introductory pack for new employees						X	Country Office	UNDP	04000	00012	Audio visual & Print Prod costs - 74200								100				100		100	
	<b>Activity 7.3:</b> Build capacity of CO and project teams  # 2-3 capacity building sessions on communication organized			X	X	X		Country Office	UNDP	04000	00012	Travel - 71600								2,500				1,500	1,000	2,500	
<b>Sub- Total Activity Result 7</b>																			45,525		1,000	1,800	16,850	25,875	45,525		
<b>Total Component 3</b>																			45,525		1,000	1,800	16,850	25,875	45,525		
<b>COMPONENT 4: FIELD OFFICE</b>																											
<b>Activity Result 8: Field offices</b>	<b>Activity 8.1:</b> Systematize Field Office monitoring in terms of planning, monitoring tools and reporting  # Monitoring plans developed and joint monitoring visits conducted by field teams # Capacity building training for Field Office in M&E organised # Synergy studies or Beneficiary study are designed					X	Country Office	UNDP	04000	00012	Travel - 71600								8,000		1,000	3,000	2,000	2,000	8,000		
												Audio visual & Print Prod costs - 74200								2,000				2,000		2,000	
												Training, Workshops and Confer - 75700								8,000				8,000		8,000	
	<b>Activity 8.2:</b>	Mandalay Field Office expenses	X	X	X	X		Field Office	UNDP	04000	00012	Office expense								19,700					19,700	19,700	
		Mawlamyine Field Office expenses	X	X	X	X		Field Office	UNDP	04000	00012	Office expense									32,370					32,370	32,370
		Taunggyi Field Office expenses	X	X	X	X		Field Office	UNDP	04000	00012	Office expense									16,840					16,840	16,840
		Myitkyina Field office	X	X	X	X		Field Office	UNDP	04000	00012	Office expense									3,850					3,850	3,850
<b>Sub- Total Activity Result 8</b>																			90,760		1,000	3,000	12,000	74,760	90,760		
<b>Total Component 4</b>																			90,760		1,000	3,000	12,000	74,760	90,760		
<b>COMPONENT 5: MANAGEMENT AND ADMINISTRATION</b>																											
<b>Activity Result 9: Unit management and administration</b>	<b>Activity 9.1:</b> office maintenance and supplies		X	X	X	X	Country Office	UNDP	04000	00012	Travel - 71600								4,000		1,000	1,000	1,000	1,000	4,000		
			X	X	X	X	Country Office	UNDP	04000	00012	Stationery & other Office Supp - 72500									500			200	200	100	500	
			X	X	X	X	Country Office	UNDP	04000	00012	Equipment and Furniture - 72200									1,000		300	400	300		1,000	
			X	X	X	X	Country Office	UNDP	04000	00012	Information Technology Equipmt - 72800									1,000				1,000		1,000	
			X	X	X	X	Country Office	UNDP	04000	00012	Fuel, petroleum and other oils - 72300									1,000		250	250	250	250	1,000	
			X	X	X	X	Country Office	UNDP	04000	00012	Mobile Telephone Charges - 72400										500		125	125	125	125	500
			X	X	X	X	Country Office	UNDP	04000	00012	Miscellaneous expenses- 74500										1,000		250	250	250	250	1,000
	<b>Activity 9.2:</b> DPC		X	X	X	X	Country Office	UNDP	04000	00012	Staff Management Cost - 64300									81,479				81,479		81,479	
<b>Sub- Total Activity Result 9</b>																			90,479		1,925	2,225	84,604	1,725	90,479		
<b>Total Component 5</b>																			90,479		1,925	2,225	84,604	1,725	90,479		
<b>Grand Total</b>																			344,314		26,775	45,875	163,304	108,360	344,314		

Prepared by: Le Le Mon, QA and Reporting Analyst

Signature: 

Date: 5 July 2019

Endorsed by: Sujeta Bajracharya, SMU(OiC)

Signature: 

Date: 5th July 2019

Approved by: Peter Batchelor, Resident Representative

Signature: 

Date: 10/07/19