



13 May 2014

*Empowered lives.
Resilient nations.*

Dear Mr. Bhattarai,

**Subject: Strengthening the Capacity of National Human Rights
Commission in Nepal
General Revision 6**

Please find attached, for your information and record, a signed copy of the general budget revision 2 for the above-mentioned project.

The budget revision has been done to :

- i. reflect actual expenditure of 2013;
- ii. reflect direct project costing;
- iii. reflect NEX salary revision;
- iv. close Output "Selected Laws Reviews" 00072574 and transfer saving of donors to Output "NHRC's capacity to ensure the respect, protection, promotion and effective implementation of human rights is increased." 00060718.

The total budget is reduced by US\$ 27,249 out of which US\$ 10,514 is reduced from OHCHR.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Shoko Noda', is written over a horizontal line.

Shoko Noda
Country Director

Mr. Bed Prasad Bhattarai
Secretary/National Programme Director
National Human Rights Commission / Strengthening the Capacity of National Human
Rights Commission

cc: Ms. Sadhana Ghimire, National Project Manager, Strengthening the Capacity of
National Human Rights Commission



UN Development Programme
Nepal - Kathmandu

Award ID: 00049651

Award Title: Strengthening the Capacity of National Human Rights Commission in Nepal

Donor	Donor Code	Fund							Total
			2009	2010	2011	2012	2013	2014	
UNDP	00012	04000	18,129	34,969	31,620		299,265	49,500	433,483
DANIDA	00329	30000		115,283	108,551	129,188	40,567	(632)	392,957
UKM	00248	30000		112,384	171,371	15,247	14,495	142,691	456,188
FINLAND	00110	30000		177,169	104,447	225,048	51,148	90,897	648,709
SDC	10282	30000		37,879	74,597	214,089	197,314	203,911	727,790
OHCHR	01860	30000				30,316	21,360		51,676
Total Budget			18,129	477,684	490,586	613,888	624,149	486,367	2,710,803
Total Budget as per last revision									2,738,052
Net Increase/Decrease									(27,249)
Award Total			18,129	477,684	490,586	613,888	624,149	486,367	2,710,803
OHCHR (parallel funding)									300,380

Start Year: 4 August 2009

Operational completion date: 30 June 2014

Financial completion date: 30 June 2015

Implementing Agency: National Human Rights Commission

Revision Type: General Revision 6

Brief Description:

The budget revision has been done to : i. reflect actual expenditure of 2013; ii. reflect direct project costing; iii. reflect NEX salary revision and close Output "Selected Laws Reviews" 00072574 and transfer saving of donors to Output "NHRC's capacity to ensure the respect, protection, promotion and effective implementation of human rights is increased." 060718.

The total budget is reduced by US\$ 27,249 out of which US\$ 10,514 is reduced from OHCHR.

Agreed by: 
UNDP **Shoko Noda**
Country Director

19 May 2014
Date



Annual Work Plan

Nepal - Kathmandu

Project: 00049651

Project Title: Strengthening the Capacity of Human Rights Commission

Year: 2014

Report Date: 13/5/2014

Output	Key Activities	Timeframe		Responsible Party	Planned Budget				
		Start	End		Fund	Donor	Budget Descr	Amount US\$	
00060718 SCNHRC	Formulation of strategies and	1/1/10	31/12/13	NEP-National Human Rights Comi	04000	UNDP	71300	Local Consultants	1,000.00
					NEP-National Human Rights Comi	04000	UNDP	72500	Supplies
				NEP-National Human Rights Comi	04000	UNDP	71400	Contractual Services - Individ	0.00
				NEP-National Human Rights Comi	04000	UNDP	74500	Miscellaneous Expenses	4,000.00
				NEP-National Human Rights Comi	04000	UNDP	74200	Audio Visual&Print Prod Costs	3,000.00
				NEP-National Human Rights Comi	04000	UNDP	75700	Training, Workshops and Confer	10,000.00
				NEP-National Human Rights Comi	04000	UNDP	71600	Travel	17,500.00
	Incorporating HR in constitut	1/1/10	31/12/13	NEP-National Human Rights Comi	30000	SDC	71300	Local Consultants	3,000.00
				NEP-National Human Rights Comi	30000	SDC	73400	Rental & Maint of Other Equip	8,000.00
				NEP-National Human Rights Comi	30000	SDC	72500	Supplies	6,000.00
				NEP-National Human Rights Comi	30000	SDC	74500	Miscellaneous Expenses	3,000.00
				NEP-National Human Rights Comi	30000	SDC	71600	Travel	10,900.00
				NEP-National Human Rights Comi	30000	SDC	72200	Equipment and Furniture	0.00
				UNDP	30000	SDC	75100	Facilities & Administration	4,379.00
				NEP-National Human Rights Comi	30000	SDC	75700	Training, Workshops and Confer	19,661.00
				NEP-National Human Rights Comi	30000	SDC	74200	Audio Visual&Print Prod Costs	12,000.00
	Programme Support cost	1/1/10	31/12/13	UNDP	30000	FIN	74500	Miscellaneous Expenses	5,100.00
				NEP-National Human Rights Comi	30000	SDC	74100	Professional Services	2,000.00
				UNDP	30000	UKM	74500	Miscellaneous Expenses	5,100.00
				UNDP	30000	SDC	74500	Miscellaneous Expenses	35,000.00
				NEP-National Human Rights Comi	30000	SDC	74500	Miscellaneous Expenses	3,000.00
				NEP-National Human Rights Comi	04000	UNDP	71400	Contractual Services - Individ	12,000.00
				NEP-National Human Rights Comi	30000	SDC	72200	Equipment and Furniture	3,000.00
				NEP-National Human Rights Comi	30000	SDC	71300	Local Consultants	16,800.00
				UNDP	30000	SDC	75100	Facilities & Administration	9,021.00
				UNDP	30000	UKM	75100	Facilities & Administration	357.00
				NEP-National Human Rights Comi	30000	SDC	74200	Audio Visual&Print Prod Costs	1,550.00
				NEP-National Human Rights Comi	30000	SDC	72400	Communic & Audio Visual Equip	4,000.00
				NEP-National Human Rights Comi	30000	SDC	71400	Contractual Services - Individ	25,000.00



Annual Work Plan

Nepal - Kathmandu

Project: 00049651

Report Date: 13/5/2014

Project Title: Strengthening the Capacity of Human Rights Commission

Year: 2014

Output	Key Activities	Timeframe		Responsible Party	Planned Budget				
		Start	End		Fund	Donor	Budget Descr	Amount US\$	
Strengthening HR treaty	Programme Support cost	1/1/10	31/12/13	NEP-National Human Rights Comr UNDP	30000	SDC	73400	Rental & Maint of Other Equip	3,600.00
					30000	DANIDA	75100	Facilities & Administration	-41.00
					30000	SDC	71600	Travel	3,000.00
					30000	SDC	73100	Rental & Maintenance-Premises	2,000.00
					30000	SDC	71200	International Consultants	23,000.00
					30000	FIN	75100	Facilities & Administration	357.00
					30000	DANIDA	74500	Miscellaneous Expenses	-591.00
					30000	SDC	72500	Supplies	6,000.00
					30000	FIN	74500	Miscellaneous Expenses	5,000.00
					30000	FIN	74200	Audio Visual&Print Prod Costs	20,000.00
					30000	FIN	73400	Rental & Maint of Other Equip	4,900.00
					30000	FIN	75100	Facilities & Administration	5,590.00
					30000	FIN	75700	Training, Workshops and Confer	19,707.00
					30000	FIN	72500	Supplies	3,000.00
					30000	FIN	71300	Local Consultants	9,000.00
					30000	FIN	72200	Equipment and Furniture	7,000.00
					Strengthening NHRC'capaci		1/1/10	31/12/13	NEP-National Human Rights Comr UNDP
30000	FIN	71600	Travel	7,243.00					
30000	UKM	71600	Travel	14,000.00					
30000	UKM	72800	Information Technology Equipm	8,000.00					
30000	UKM	74500	Miscellaneous Expenses	8,000.00					
30000	UKM	71200	International Consultants	7,000.00					
30000	UKM	73200	Premises Alternations	13,900.00					
30000	UKM	72500	Supplies	6,000.00					
30000	UKM	75700	Training, Workshops and Confer	19,683.00					
30000	UKM	71300	Local Consultants	9,000.00					
Strengthening NHRC'capaci		1/1/10	31/12/13	NEP-National Human Rights Comr UNDP	30000	UKM	74200	Audio Visual&Print Prod Costs	18,673.00
					30000	UKM	72200	Equipment and Furniture	14,000.00
					30000	UKM	75100	Facilities & Administration	8,978.00



Annual Work Plan

Nepal - Kathmandu

Project: 00049651

Report Date: 13/5/2014

Project Title: Strengthening the Capacity of Human Rights Commission

Year: 2014

Output	Key Activities	Timeframe		Responsible Party	Planned Budget				
		Start	End		Fund	Donor	Budget Descr	Amount US\$	
	Strengthening NHRC'capaci	1/1/10	31/12/13	NEP-National Human Rights Comr	30000	UKM	73400	Rental & Maint of Other Equip	10,000.00
TOTAL									486,367.00
GRAND TOTAL									486,367.00

Annual Work Plan 2014
Country: Nepal

Project Title

Strengthening the Capacity of National Human Rights Commission Project (SCNHRC)

UNDAF Outcome(s):

(Those from UNDAF to which this project is linked)

Vulnerable groups benefit from strengthened legal and policy frameworks, and have improved access to security and rule of law institutions

CPAP

Output(s):

(Those from CPAP to which this project is linked)

Government and human rights institutions have increased capacity to monitor and report on human rights and on the status of the implementation of human rights obligations

Implementing Partner:

National Human Rights Commission of Nepal

Other Partners:

Brief Description

The Strengthening the Capacity of National Human Rights Commission Project (SCNHRC) project was signed on August 2009 and has the major goal of strengthening NHCR to carry out its constitutional mandate, mainly through the implementation of its long-term Strategic Plan. The project is jointly implemented by NHRC, UNDP and OHCHR. The SCNHRC project was reviewed and revised in 2013. The revised Annual Workplan 2014 covers the following areas of strategic focus based on the functions, duties and powers of the National Human Rights Commission, as set out in the Interim Constitution of Nepal 2007, National Human Rights Commission Act, 2011 and the Strategic Plan of NHRC.

The activities of the project are as follows :

- Support to NHRC to advice and monitor the Government of Nepal in relation to its implementation of the NHRAP, the UPR and international treaty obligations;
- Support to NHRC for effective monitoring and reporting of Human Rights violations;
- Support to NHRC to develop a credible action plan for a medium-term response to such violations;
- Support to NHRC to expand the field offices and develop human resources management policies;
- Support to NHRC to develop and conduct induction package of the commissioners and NHRC staff;
- Support to NHRC to manage existing backlog cases;
- Support to NHRC to enhance its institutional capacity and structures.

CPAP Period:	2013-2017
UNDP Strategic Plan Focus Area <i>(From CPAP)</i>	
Atlas Award ID:	0004961
Project Duration:	4 August 2009- 30 June 2014
Management Arrangement:	NEX

Total annual budget	US\$ <u> 486,367 </u>
Total allocated resources:	_____
• Government	_____
• UNDP	<u> 49,500 </u>
• Other:	
o Denmark (00329)	<u> -632 </u>
o UK (00248)	<u> 142,691 </u>
o Finland (00110)	<u> 90,987 </u>
o SDC (10282)	<u> 203,911 </u>
Unfunded budget:	_____

Agreed by (Implementing Partner):



Bed Prasad Bhattarai, NPD

Agreed by (UNDP):



Shoko Noda
Country Director

ANNUAL WORK PLAN (1st Revision)

2014

Project Title: Strengthening the Capacity of National Human Rights Commission Project

Duration (start month/year-end month/year): January 2014 to June 2014

UNDAF/CPAP Outcome statement: Vulnerable groups benefit from strengthened legal and policy frameworks, and have improved access to security and rule-of-law institutions (2013-2017 UNDAF outcome 4)

CPAP Output statement: Government and human rights institutions have increased capacity to monitor and report on human rights and on the status of the implementation of human rights obligations

Project ID: 00060718

Output 1: NHRC's capacity to ensure the respect, protection, promotion and effective implementation of human rights is increased.	PLANNED ACTIVITIES <i>(List key activities to be undertaken during the year which will contribute to the respective outputs)</i>	Targets for Planned Activities	TIME		Funding Source (code)	Donor	Budget Codes	Budget Description	Unit Cost	No. of Units	Amount	Unfund ed Amount	Revised Budget
			FRA	ME									
			Q 1	Q 2									
Activity Result 1: Strengthened capacity of the NHRC to support, advise and monitor the Government of Nepal in relation to its implementation of the NHRAP, the UPR and international treaty													
Result 1.1: NHRC staff have in-depth knowledge of HRBA and are able to independently develop and apply HRBA tools and methodologies.	Action: 1.1.1: Provide 4 training sessions for 50 NHRC staff members on HRBA, including relevant tools and methodologies (ex: reporting mechanisms, assessment of understanding of and compliance with HRBA, development of action plans, etc.).	50 NHRC Staffs trained on HRBA			04000	00012	71300	Consultant	3,000	3	9,000		1,00
Result 1.2: NHRC Secretariat is capacitated to advise and engage with Prime Minister's Office and line ministries on HRBA in relation to policy development, including the new NHRAP.	Action: 1.2.1: Conduct orientation workshop for the 5 commissioners and 20 NHRC staff on National Human Rights Action Plan (NHRAP).				04000	00012	71600	Local Travel	2,500	3	7,500		7,50
Result 1.3: No. of institutional structures in place to support the working relationship between NHRC and the Government of Nepal.	Action 1.2.2: Provide technical support to NHRC's investigation and monitoring division to develop checklist and monitoring tracker tool to monitor implementation of NHRAP. Action 1.3.1: Support NHRC to have at least 10 continued dialogues and engagement meetings with 30 government officials on policy development in compliance with HRBA and implementation of new NHRAP and UPR.				04000	00012	72500	Supplies	2,000	3	6,000		10,00
Result 1.4: NHRC is able to independently monitor and track implementation of NHRAP, UPR and international human rights treaty obligations.	Action 1.3.2 support 10 NHRC to development and facilitation of reporting mechanisms; policy level dialogues; working level meetings and engagements. Action 1.4.1: Support NHRC staff to conduct a gap analysis regarding the domestication of international human rights instruments and treaties.				04000	00012	74210	Printing & Publications	2,000	1	2,000		2,00
Result 1.5: NHRC have developed a comprehensive UPR checklist.	Action 1.5.1: Support NHRC staff to develop a comprehensive checklist tool to monitor the implementation status of UPR.				04000	00012	71300	Contra Servi-Local	2,000	2	4,000		1,00
Result 1.6: NHRC have produced a status report on UPR implementation.	Action 1.6.1: Support NHRC staff to conduct a midterm review of UPR outcomes and roadmap, and make an action plan for government performance.				04000	00012	74500	Misc.	1,500	2	3,000		4,00
					04000	00012	75700	Training workshop & conference	3,000	4	12,000		10,00
					04000	00012	74200	Communication & AV Prod./ Public'n	3,000	2	6,000		2,00

Output 1: NHRC's capacity to ensure the respect, protection, promotion and effective implementation of human rights is increased.	PLANNED ACTIVITIES (List key activities to be undertaken during the year which will contribute to the respective outputs)	Targets for Planned Activities	Responsible Party	PLANNED BUDGET (USD)								
				Funding Source (code)	Donor	Budget Codes	Budget Description	Unit Cost	No. of Units	Amount	Unfunded Amount	Revised Budget
				TIME FRAME	Q 1	Q 2	Q 1	Q 2	Q 1	Q 2	Q 1	Q 2
Sub Total Activity 1												
Activity Result 2: NHRC is capable of effective monitoring and reporting of human rights violations and of developing a credible action plan for a medium-term response to such violations.												
Result 2.1: No. and quality of reports produced by the NHRC HQ and field offices regarding human rights and constitution making process.	Action 2.1.1: Support the NHRCS promotion and communication department to develop, publish and disseminate PSAs, leaflets, public appeal and other awareness raising initiatives to enhance awareness of people regarding constitution making process and human rights.	3 Human Rights related Reports Published	UNDP, Human Rights, Treaty Monitoring Div., NHRC	30000	00110	71300	Consultant	3,000	3	9,000		9,000
				30000	00110	75700	Training workshop & conference	5,000	4	17,000		17,000
Result 2.2: Strengthening of the district-based network of NHRC affiliated human right defenders and CSOs.	Action 2.1.2: Support 10 NHRC staff to prepare the 10 report on election monitoring			30000	00110	72500	Supplies	1,500	2	3,000		3,000
				30000	00110	71300	Contra Servi-Local	4,000	1	4,000		4,000
Result 2.3: No. of dialogues and engagements between NHRC and local community representatives.	Action 2.3.1: Support NHRC to conduct 10 dialogues and consultations on the human rights situation at local level.			30000	00110	74500	Misc.	1,000	5	5,000		5,000
				30000	00110	72200	Furniture & equip.	1,000	7	7,000		7,000
Sub Total Activity Result 2	Facility & Administration			30000	00110	73400	Vehicle Maint. & fuel	5,000	2	10,000		10,000
				30000	00110	74200	Printing & Publications	5,000	2	10,000		10,000
Activity Result 3: Increased capacity of the NHRC to deal with existing case backlog.												
Result 3.1: % increase of cases investigated by NHRC divisions to a level sufficient to instigate further action.	Action 3.1.1: Support the capacity of the NHRC to investigate 200 cases and deploy minimum 5 investigation missions (through geographic and thematic clustering) in the field including finalization of backlog cases.	Investigation Manual Developed	UNDP, Investigation Div., Promotion and Advocacy Div., NHRC ROs and SROs	30000	10282	71300	Local consultant	3,000	3	9,000		9,000
				30000	10282	75700	Training workshop & conference	5,000	2	10,000		10,000
Result 3.3: Anti-human trafficking status report prepared and	Action: 3.3.1: Provide technical support to the Office of the Special Rapporteur on Trafficking (OSRT) to enable the	Human Trafficking	NHRCS/OS RT Div.	30000	10282	72500	Supplies	1,000	6	6,000		6,000
				30000	10282	71600	Travel	10,000	2	20,000		20,000
Sub Total Activity Result 3												
Total												
82,243												
85,441												

Output 1: NHRC's capacity to ensure the respect, protection, promotion and effective implementation of human rights is increased.	PLANNED ACTIVITIES <i>(List key activities to be undertaken during the year which will contribute to the respective outputs)</i>	Targets for Planned Activities	TIME		Responsible Party	PLANNED BUDGET (USD)									
			FRA	ME		Funding Source (code)	Donor	Budget Codes	Budget Description	Unit Cost	No. of Units	Amount	Unfund ed Amount	Revised Budget	
															Q 1
	Office to publish report on human training and disseminate it to government and media.	Report published				30000	10282	73400	Vehicle Maint. & fuel	4,000	2	8,000		8,000	
	Result 3.4: Establish and operate effective Media Centre	Media Centre Established			NHRC/Pro motion Div.	30000	10282	72200	Furniture & equip.	5,000	2	10,000			
						30000	10282	74500	Misc.	3,000	2	6,000		3,000	
						30000	10282	74200	Communication & AV	12,000	1	12,000		12,000	
	Facility & Administration					30000	10282	75100	Prod./Public'n	-	1	-		4,37	
									GMS (7 %)	-	1	-		12,00	
Sub Total Activity Result 3												81,000		66,94	
Activity Result 4: NHRC's institutional capacity and structures strengthened and mainstreamed.															
Result 4.1: A comprehensive induction package developed for new NHRC commissioners and staff-members.	Action 4.1.1: Support NHRC Secretariat to develop comprehensive induction package and organize induction for new 5 commissioners and 20 NHRC staff.	25 NHRC staffs oriented on NHRC's Policies			NHRC Administration Div.	30000	00248	71300	Local Consultant	3,000	3	9,000		9,00	
						30000	00248	72200	Furniture & equip.	7,000	2	14,000		14,00	
Result 4.2: M & E capacity developed and strengthened for implementation of NHRC strategic plan.	Action 4.2.1: Support NHRC Planning and Monitoring division to develop and streamline the NHRC's M&E framework.	M&E framework developed			Planning Div.	30000	00248	71200	Int'l Consultant	7,000	1	7,000		7,00	
						30000	00248	71600	Travel	2,000	5	10,000		7,00	
						30000	00248	73200	Rent&Maint. of Premises	3,000	1	3,000		8,00	
Result 4.3: CA Report recommendations implemented in NHRC	Action 4.2.2: Support to conduct Gender sensitive induction package the new NHRC staff.				LAD Div.				Premises Alteration	8,000	2	16,000			
						30000	00248	71600	Int'l Travel					5,90	
						30000	00248	73400	Int'l Travel					7,00	
Result 4.4: Field offices established in selected districts.	Action 4.3.1: Support NHRC Secretariat to organize Annual/Triester/BI annual Review and Planning Meetings.				Planning Div.	30000	00248	74500	Misc.	800	10	8,000		8,00	
						30000	00248	72500	Supplies	1,000	6	6,000		6,00	
Result 4.5: NHRC regional and sub-regional offices strengthened.	Action 4.3.2: Provide expert services to support the NHRC Secretariat/Planning division to implement the CA Report's recommendations.				NHRC /UNDP	30000	00248	73400	Rental & Maint. of other equip.	1,000	7	7,000		7,00	
						30000	00248	74200	Communication & AV Production	2,000	3	6,000		6,00	
Result 4.6: NHRC efforts to engage with Parliament, Judiciary and Government to enact human rights	Action 4.4.1: Support NHRC to expand field level outreach in 5 selected districts. districts procuring computers, furnitures, photocopy machines etc.				NHRC Admin Div. /RO/SRO	30000	00248	75700	Training, workshop & conference	2,000	7	11,673		19,68	
						30000	00248	72800	IT equip.	2,000	4	8,000		8,00	

Output 1: NHRC's capacity to ensure the respect, protection, promotion and effective implementation of human rights is increased.	PLANNED ACTIVITIES <i>(List key activities to be undertaken during the year which will contribute to the respective outputs)</i>	Targets for Planned Activities	TIME		Responsible Party	PLANNED BUDGET (USD)									
			FRA	MF		Donor	Budget Codes	Budget Description	Unit Cost	No. of Units	Amount	Unfund ed Amount	Revised Budget		
														Q 1	Q 2
						30000	10282	71200	Monitoring & Evaluation	5,000	1	5,000		5,000	
						30000	10282	71200	Project Evaluation Consultant-Int'l	10,000	1	10,000		23,000	
						30000	10282	71300	Project Evaluation Consultant-Local	3,000	1	3,000		3,000	
						30000	10282	72400	Communication & AV	4,000	2	8,000		4,000	
Sub Total Programme Management Cost 6												140,934		159,25	
Grand TOTAL												481,350		486,367	

Prepared by NPM
Sadhana Ghimire
National Project Manager
SCMHR
Date

Endorsed by NPD
Bed Prasad Bhattarai
National Project Director
Date

Approved by
Yam Nath Sharma
Assistant Country Director, Governance &
Rule of Law Unit, UNDP
Date

Donor	Budget Amount
00012	49,500.00
00248	133,000.00
10282	210,850.00
00110	88,000.00
00329	(632)
Total	481,350.00

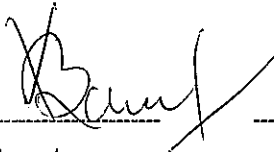
Revised
49,500
142,691
203,911
90,897
(632)
486,367

Strengthening the Capacity of National Human Right Commission, (SCNHRC)

Note to File

The Strengthening the Capacity of National Human Rights Commission (SCNHRC) organized 1st Project Executive Board (PEB) meeting on 24 March 2014.

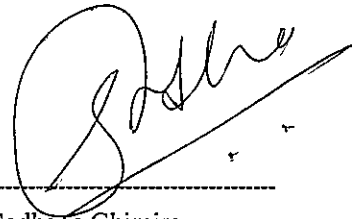
After the final CDR report which incorporates all the expenditure occurred during the year 2013, it is realized that the total amount which is balanced with the SCNHRC project is USD 486,367. Hence the AWP requires the additional adjustment though the last PEB meeting approved the Annual Work Plan (January to June) with total amount of USD 481,350. With the additional amount of USD 5,017 allocated in AWP 2014, the current Project Budget for the period of January to June 2014 is USD 486,367. (Updated AWP 2014 attached herewith.)



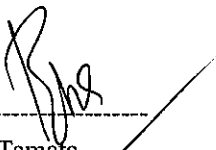
Amrit Basnet
Admi./Finance Officer



Arati Bista
Project Officer



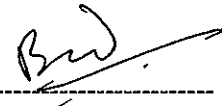
Sadhana Ghimire
National Program Manager



Tek Tamata
Program Analyst



Yam Nath Sharma
Assistant Country Director



Bed Prasad Bhattarai
National Project Director

Date: 7 May 2014

Strengthening the Capacity of National Human Rights Commission

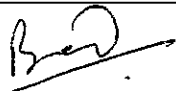
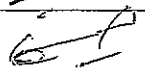
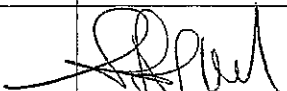
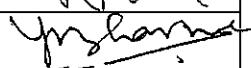

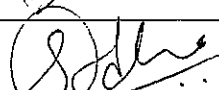
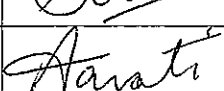
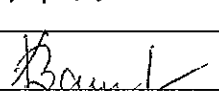
MINUTES OF THE PROJECT BOARD MEETING

Date: 26 March 2014

Time: 14:00 – 15:30 pm

Venue: Meeting Room, NHRC

List of Participants

S.N	Name	Designation	Organization	Signature
1	Mr. Bed Bhattarai	Secretary/Executive	NHRC/SC-NHRC	
2	Mr. Subarna Karmacharya	Director	NHRC	
3	Ms. Shoko Noda	Country Director	UNDP	
4	Mr. Yam Nath Sharma	Assistant Country Director, Governance	UNDP	
5	Mr. Tek Tamata	Programme Analyst (Justice and Human Rights)	UNDP	
6	Ms. Sadhana Ghimire	National Project Manager	SCNHRC	
7	Ms. Aarati Bista	Project Officer	SCNHRC	
8	Mr. Amrit Basnet	Admin/Finance Officer	SCNHRC	

Agenda

Opening of the meeting and brief description:

Mr. Bed Bhattarai, Secretary of NHRC and Executive of the Project Executive Board (PEB) of SC-NHRC, chaired the Project Board Meeting of 2014 of the Strengthening the Capacity of National Human Rights Commission (SCNHRC) Project.

Ms. Sadhana Ghimire, NPM, welcomed everyone to the PEB meeting and briefed about the activities plan for the following 3 months. She presented the Quarterly Progress (Activity-wise) Quarterly Progress (Financial), Progress towards results, second quarter priorities and financial projection and some of the first quarter highlights.

On her presentation, she highlighted the key achievements which includes HRBA and NHRAP related trainings, NHRC capacitated to advise and engage with the Prime Minister's Office and other relevant ministries on HRBA in relation to policy development, including the new NHRAP; strengthening NHRC's institutional capacity i.e. supporting NHRC to reform

organization and development of the NHRC, formulation of communication strategy being worked on, induction plans developed etc.

Ms. Ghimire presented some of the major priorities for next quarter which were Special Investigation Missions, induction package for NHRC's Commissioners' and staff, Human Rights related Publication, continuation of Media Centre strengthening, Development of NHRC's next Strategic plan, continuous collaboration with Justice sector, Project Extension/Formulation/Closure.

She further added on the task of Organization Development Advisor. OD advisor would support the planning division to develop NHRC strategic plan and also analyse some of the systems that are in place so that NHRC would have some organizational improvement in areas like human resource plan, performance and evaluation plan etc. Another priority would be to support NHRC to reduce backlog cases; the commission has already set up its priority sending different missions focusing on thematic issues. Similarly, continuous collaboration with justice sector institutions on the protection of human rights would be a joint programme with the Supreme Court and National Judicial Academy.

She informed the Board members regarding some of the changes made in the AWP 2014 mainly incorporating the budget spent on the training of NHRC Staff in Denmark and Secretary's Geneva visit to attend the ICC/NHRIs meeting to discuss on the accreditation status of NHRIs. The meeting was fruitful in updating the ICC members about the overall situation of NHRIs in relation to compliance of the human rights standards. She also said that the planning of establishing NHRC outreach offices has been postponed for the time being and some consultancy positions were removed from HR Plan, therefore; the budget allocation has some revision in AWP.

Discussions and Decisions:

PEB discussed and decided on the following points:

- Mr. Tamata suggested having the strong justification in regard to the payment to Danida Fellowship Center (DFC) and Danish Institute of the Human Rights (DIHR) for the Training. He also suggested developing an Induction package with comprehensive resource materials for Commissioners and as well as for new NHRC Staffs. On this, Mr. Yam Nath Sharma enquired whether recruiting new staff is taking place. Ms. Ghimire said that Supreme Court's recent decision on the human resource management of NHRC has been given the full authority to recruit new staff but the hiring process might take some time so we are preparing a comprehensive plan for Commissioners and as well as for the staff.
- Since the project is ending on June 2014, Ms. Shoko Noda reminded to focus on beyond June 2014 which is very important to get started the extension for 6 months of the project very soon. She instructed UNDP staff to proceed for extension procedure. The next most urgent thing is the formulation of the next phase of the project and it is necessary to have our development partners' inputs right from the beginning. The project should initiate to host meetings with development partners

and explain about the plans and the meeting like that should be chaired by NHRC Secretary.

- Ms. Noda also suggested inviting development partners to PEB meetings from now onwards so that they are also informed about the progress of the project. Regarding activities, she suggested ensuring that trainees have acquired knowledge and skills. For that, she suggested developing some monitoring mechanism to reinforce knowledge and thus we can claim capacity is built.
- She suggested the Project team to review and plan less activities and allocates the fund for the 6 months extension. On that, Mr. Bhattarai suggested to form a Committee to work on the extension the existing project and formulation of new one. . Ms. Noda also added that the project would be working on consultations, meetings in this extension phase and next year it should be working more on the activities. Mr. Bhattarai said in the next phase we may need to change the financial modality of UNDP since the Commission is an autonomous body and everyone is concern about its independency. Concerning on this issue, Ms. Noda clarified that new standard guideline called National Implementing Modality (NIM) which is common to all UNDP projects is going to be adopted soon and this guidellne ls prepared in consultation with the Ministry of Finance for all the UNDP's implementing partners.
- Ms. Ghimire informed and confirms the date of Project Advisory Meeting which is going to be held on 31 March 2014 where NPD will brief about the NHRC progress and Evaluator will be sharing his project evaluation findings.
- ~~Ms. Noda further confirms that Project will be extended for 6 months from 1 July to 31 December 2014 with less activities and no additional funding required from donors for this six months extension. The estimated budget for the extension would be approximately USD 170,000. During that period, project formulation will also take place and the project will automatically take over the existing project. .~~
- Ms. Ghimire enquired about the UNDP policy on annual performance appraisal and step increment of the project staff. On that, Mr. Tamata clarified that NEX guideline is silent on this issue and Ms. Noda assured that it will be incorporated in the new guideline and instructed Mr. Tamata to follow up with the UNDP Operation.

Ms. Shoko also mentioned about the revision of the annual work plan to adjust the NEX salary revisions and direct project costing (DPC).

The PEB decided to approve:

- Revised Annual Work Plan and Budget Revision for 2014
- 1st QPR (Jan– March 2014)
- 2nd QWP (April– June 2014) with the total amount of **USD 218,700**
- Revised Human Resource and Procurement Plan 2014.

- 38 items of assets (34 items equipments and 4 Unit of scooters) amounting to USD 23,641.86 (approx.) permanent handover to NHRC.
- Project extension for 6 months from 1 July to 31 December 2014 with cost approximately USD 170,000.

Closing:

Mr. Bhattarai thanked everyone for their participation in the meeting and valuable inputs for the effective implementation of the project hoping that UNDP and Development partners will continue to cooperate NHRC for the protection and promotion of human rights

CHECKLIST FOR APPROVAL OF PROJECT DOCUMENT / BUDGET REVISION

Approval of: Project Document
 Project Budget Revision (Regular/Substantive/Closure)

Award Title: [Strengthening the Capacity of National Human Rights Commission in Nepal]

PROJECT DEVELOPER/REQUESTING PROGRAM/UNIT

Please check the appropriate boxes.

For new project documents

Types of documents	Yes	No	N/A
Signed PAC minutes attached			
Project document applicable for CPAP country duly completed			
Implementation Modality and Implementing Partner clearly specified			
Project budget finalized and sources of funds duly identified			
Cost sharing agreements signed; for Joint Program, LOA with donors attached			
Funding gaps, if any, clearly indicated and resource mobilization strategy enclosed			
AWP and budget completed for all years (including Atlas AWP) for the total project budget			
LOA for support services attached and ready for signature			
Risk and issue logs established			
Procurement Plan (including HR) prepared			
For Joint Program, MOU with participation agencies attached			

For project budget revision

Minutes of the project board attached	X		
Signed cover page of the last budget revision attached	X		
Revised AWP and budget attached	X		
CDRs for 2013	x		
List of POs	x		
Project Resource Overview (PRO)	x		

The above documents are duly attached with the submission.

Program Officer: *[Signature]*

Date: 12 May 2014

ACD: *[Signature]*

Date: 12 May 2014

Review by Gender and Social Inclusion Specialist

(for new project documents)

	Yes	No	N/A
This project addresses the Gender and social inclusion issues			

Signed by (LO) _____

Review by MONITORING Team

(for new project documents)

	Yes	No	N/A
Cover Page accurately reflects UNDAF & CP/CPAP Results Framework			
M & E narrative section of the project document complies with UNDP Nepal guidance note			
A Project M & E Framework is annexed to the project document			
Baselines and targets have been established for key indicators in the project M & E framework			
If answer to c or D are no, the M & E narrative section spells out that the M & E framework, including indicators, baselines and targets will be established during the first quarter (or other time frame), and "preparing detailed M & E framework" is included as an activity in the first Annual Work Plan			

Signed by (Monitoring Team / HB or DS): _____

Final Review/Comments by PLANNING and RESOURCE MANAGEMENT Team

	Yes	No	N/A
Cost recovery is correctly captured in the AWP	✓		
Atlas Entry of Budget is correct	✓		

Checked and processed by (PA) GP *[Signature]*

	Yes	No	N/A
Project document format/Cover Page prepared according to POPP	✓		
Management Arrangement is adequate and clearly reflected	✓		
Project funding arrangement is adequate	✓		
Proposed Project Budget is within Authorized Spending Level (ASL) and in line with UNDP core results areas	✓		

Cleared/endorsed by : BL *[Signature]*