

Project Title: Prepare the Public Administration for State Reform (PREPARE)

Project ID: 00085404

Award ID: 72255

Year: April - June 2015

UNDAF/CPAP Outcome: Outcome 3: Vulnerable groups experience greater self-confidence, respect and dignity.

UNDAF/CPAP Outcome: Outcome 6: Tiers of government are established and function to meet the provisions of the new federal constitution.

UNDAF Output: 3.3: Political participation of vulnerable groups in institutions and society and their capacity to organize and mobilize themselves are progressively strengthened

UNDP country program output 3.3.1: Ministry of General Administration, Public Service Commission and other relevant government institutions have appropriate institutional capacity to design and implement necessary policies for the representation of vulnerable groups.

UNDAF Output 6.2: Civil service has the capacity to meet the needs of the inclusive federal constitution and government structures.

Output 6.3: National and provincial legislatures, executives and other state bodies have necessary capacities to fulfill their accountabilities to vulnerable groups.

CPAP output 6.3.1 National and provincial legislatures, executives and other state bodies have necessary capacities to fulfill their accountabilities to vulnerable groups.

EXPECTED OUTPUTS (Please include baseline, associated indicators and annual targets)	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								
				Funding Source (code)	Donor name and code	Budget Codes	Budget Description	Unit Cost USD	No. of Units	Amount USD	Direct Payment USD	Cash Advance Request USD
<b>UNDAF Output 6.2: Civil service has the capacity to meet the needs of the inclusive federal constitution and government structures.</b>												
<b>Project output 1: 1. Government-led public service reform strategy for shift to federal structures and capacity building of government institutions and parliamentarians</b>												
Activity result 1.1: Generate inputs for Consultation with PMO, ministerial, legislatures and other partners on options, scenarios etc. based on political process. Research and analysis on local level administrative structure	Activity 1.1.1: Studies on administrative restructuring at different levels in federal context including organizational inter linkages		MOGA	26921	00012 UNDP	71300	National Consultant	24,000.00	6	7,200.00		7,200.00
<b>Sub-Total/Activity Result-1.1</b>												
Activity result 1.2: Provide TA support for strengthening of OMP/CM	Activity 1.2.1: Provide support for functional analysis of government covering sectors that were not covered in 2014			26921	00012 UNDP	71300	National Consultant	23,500.00	1	6,500.00		6,500.00
				04000	00012 UNDP	71300	National Consultant	20,000.00	1	6,000.00		6,000.00
				26921	00012 UNDP	75700	Trainings, Seminars/Workshops	2,500.00	1	1,000.00		1,000.00
<b>Sub Total/Activity Result 1.2</b>												
										13,500.00		13,500.00
Activity result 1.3: Capacity building of Public Service Commission on setting out standard and merit based recruitment	Activity 1.3.1: Support for institutional strengthening of public service commission based on the need assessment and strategy (including assessment center and course curriculum development/amendment and other emerging needs)		MOGA	26921	00012 UNDP	75700	Trainings, Seminars/Workshops	13,000.00	1	1,000.00		1,000.00
<b>Sub Total/Activity Result 1.3</b>												
										1,000.00		1,000.00
Activity result 1.4: Deliver technical inputs/sub-projects with MOGA, LP etc	Activity 1.4.1: Support to institutional strengthening of MOGA, including execution of its institutional development plan, for making the public administration efficient, responsive, transparent, and accountable. (Management audit manual development and training, HRD planning, gender policy and other emerging needs)		MOGA	26921	00012 UNDP	72100	Contractual company	10,000.00	1	8,500.00		8,500.00
				26921	00012 UNDP	75700	Trainings, Seminars/Workshops	10,000.00	1	1,500.00		1,500.00
<b>Sub Total/Activity Result 1.4</b>												
										10,000.00		10,000.00
<b>Total of Activity Result 1</b>												
										31,700.00		31,700.00
<b>UNDAF Output 6.2: Civil service has the capacity to meet the needs of the inclusive federal constitution and government structures.</b>												
<b>Project output 2: 2. Core government functions supported to ensure smooth transition of staff and services</b>												
Activity result 2.1: Risk analysis and plan to minimize disruptions to	Activity 2.1.1: Development of transition planning including risk analysis and scenario planning to minimize disruption of service delivery including staff transfer plan and institutional capacity assessment		MOGA	26921	00012 UNDP	71300	National Consultant	17,000.00	1	8,300.00		8,300.00
			MOGA	26921	00012 UNDP	75700	Trainings, Seminars/Workshops	13,000.00	1	1,000.00		1,000.00
<b>Sub Total/Activity Result 2.1</b>												
										10,000.00		10,000.00
<b>Total of Activity Result 2</b>												
										31,700.00		31,700.00

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<b>Total of Activity Result 2</b>												
<b>CEAP output 3.3.1: Ministry of General Administration, Public Service Commission and other relevant government institutions have appropriate institutional capacity to design and implement necessary</b>												
<b>Project Output 3: Consultations between political and administrative actors on key public administration transition issues in the state restructuring process at federal and provincial level;</b>												
Activity result 3.4: Conduct sensitization and orientation programme with executives and legislators on corruption issues	Activity 3.4.1: Dialogue and interaction program with executives and legislators on corruption issues (including UNCAI)		MoGA	26921	00012 UNDP	71300	National Consultant	500.00	1	500.00		500.00
			MoGA	26921	00012 UNDP	75700	Trainings, Seminars/Workshops	1,900.00	1	1,900.00		1,900.00
				26921	00012 UNDP	71600	Travel	700.00	1	700.00		700.00
<b>Total cost of activity 3.4</b>										3,100.00		3,100.00
<b>Total of Activity Result 3</b>												
<b>CEAP output 6.3.1: National and provincial legislatures, executives and other state bodies have necessary capacities to fulfill their accountabilitys to vulnerable groups.</b>												
<b>Project output 5: Ensure accountability, transparency and responsiveness of the civil servants and the legislative bodies</b>												
Activity result 5.2: Support to CIAA	Activity 5.2.2: Support to address capacity development issues of CIAA through workshops/seminar/interaction		MoGA	04000	00012 UNDP	74210	Printing and publishing	4,000.00	1	4,000.00		4,000.00
<b>Total cost of activity 5.2</b>										4,000.00		4,000.00
<b>Total of Activity Result 5</b>												
<b>Activity result 7.1: Programme Support and Management</b>												
			MoGA	04000	00012 UNDP	71400	Personnel cost	12,900	3	38,700		38,700.00
			MoGA	04000	00012 UNDP	72500	Supplies	400	3	1,200		1,200.00
			MoGA	04000	00012 UNDP	74210	Printing and publishing	2,500	1	1,000		1,000.00
			MoGA	04000	00012 UNDP	75700	Review and Planning Meeting	1,500	1	500		500.00
			MoGA	04000	00012 UNDP	72400	Communication	300	3	900		900.00
			MoGA	04000	00012 UNDP	72200	Equipment/Furniture	44,836	1	1,250		1,250.00
			MoGA	04000	00012 UNDP	73400	Vehicle Rental, operation & maintenance of other equipment	600	3	1,800		1,800.00
			MoGA	04000	00012 UNDP	74500	Miscellaneous	400	3	1,200		1,200.00
<b>GRAND-TOTAL</b>										94,650.00		94,650.00

Prepared by NPM  
Name: Shalini Tripathi  
Date: 11 June 2015

Approved by NPP  
Name: Suresh Adhikari  
Date: 11 June 2015

Endorsed by ACD/Unit Head, UNDP  
Name: Yam Nath Sharma  
Date: 11 June 2015

Note: The project had requested USD 103,550 as an advance for quarter 2 of 2015 out of USD 167,353 endorsed by PEB. The difference amount USD 63,803 consists of the following reasons:

1. One activity under ~~7.1~~ 7.1 Act, USD 60,000 has been shifted to quarter 3 of 2015.
2. The amount equivalent to USD 3,803 has been reflected in the new HQ project "00083493".

# QUARTERLY WORK PLAN (QWP)

Prepare the Public Administration for State Reform (PREPARE)

Project Title:  
Project ID:  
Award ID:

00088433  
72255

Year:

April - June 2015

UNDAF/CPAP Outcome: Outcome 3: Vulnerable groups experience greater self-confidence, respect and dignity.  
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Output 6.3: National and provincial legislatures, executives and other state bodies have necessary capacities to fulfill their accountabilities to vulnerable groups.

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<b>CPAP output 3.3.1: Ministry of General Administration, Public Service Commission and other relevant government institutions have appropriate institutional capacity to design and implement</b>													
Activity result 1.1: Provide TA support to draft the legal framework of HR related laws and regulations													
Activity 1.1.1: Support to GESI Policy Formulation of MoGA													
<b>Total of Activity Result 1</b>													
Activity result 3.1: Affirmative action promoted in the Civil Service				<b>1,500,000</b>									
10 Programs covering 5 regions held for aspiring women civil servants and for those from excluded groups for PSC exams													
Activity 3.1.1: Support MoGA in collaboration with PSC in developing and conducting training, coaching, and career counseling, enhancing interviewing skills and building awareness to aspiring public servants from remote areas, women and excluded groups for the PSC entrance examination (at least 50% women targeted in training) - Covering 5 regions				MoGA	26921	00012 UNDP	71300	National Consultant	5,000.00	1	1,500.00	-	1,500.00
Activity 3.1.3: TOT conducted with the key training institutes, including NASC, PFA, IDTA etc, on the training module developed for promotion of affirmative action in work place (on issues relating to work ethics, inclusion and diversity management)				MoGA	26921	00012 UNDP	71600	Trainings, Seminars/Workshops	20,000.00	1	3,500.00	-	3,500.00
Activity 3.1.3: TOT conducted with the key training institutes, including NASC, PFA, IDTA etc, on the training module developed for promotion of affirmative action in work place (on issues relating to work ethics, inclusion and diversity management)				MoGA	26921	00012 UNDP	72100	Contractual Company	1,500.00	1	250.00	-	250.00
<b>Total of Activity Result 3</b>				<b>7,400,000</b>									
<b>GRAND-TOTAL</b>				<b>8,900,000</b>									

*Shalin*

*Suresh*

*Yam Nath*

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