

DGU



United Nations Development Programme

TRACKING SHEET

1. Action Required: <input type="checkbox"/> Recruitment <input type="checkbox"/> Extension <input type="checkbox"/> Within Grade Increment <input type="checkbox"/> Separation / Completion <input checked="" type="checkbox"/> Other AWP revision		2. Type of Contract: <input type="checkbox"/> Fixed Term Appointment: <input type="checkbox"/> Grade / Level <input type="checkbox"/> Temporary Appointment <input type="checkbox"/> Service Contract <input type="checkbox"/> Individual Contract		3. UNDP Staff Name: <input type="checkbox"/> UNV National <input type="checkbox"/> UNV International <input type="checkbox"/> Invoice Based (< \$2,500) Job Title: Position Number: (New/Existing) Place of Recruitment:	
4. Budget <input checked="" type="checkbox"/> Project Name: Decentralization & Local Governance - D&LG <input checked="" type="checkbox"/> Project ID & Expiry: 00084531- 31-12-2017 <input checked="" type="checkbox"/> Unit / Agency: DGU - UNDP <input checked="" type="checkbox"/> Administration / Office UNDP		5. Sourcing For IC Only <input checked="" type="checkbox"/> IC Value < USD 5,000 <input checked="" type="checkbox"/> Requires no competition <input type="checkbox"/> IC Value USD 5,000 - 100,000 <input type="checkbox"/> Head Hunting <input type="checkbox"/> IC Value USD above 100,000 <input type="checkbox"/> Newspaper <input type="checkbox"/> Competition * In the case of competition please choose the sourcing strategy. <input type="checkbox"/> Agreements (Max 13 W Days) <input type="checkbox"/> FINAL DONOR REPORTS (MAX 13 W DAYS) <input type="checkbox"/> LETTERS (MAX 7 W DAYS) <input type="checkbox"/> HR & PROCUREMENT (MAX 15 W DAYS)			

TITLE/NAME	DATE IN	DATE OUT	SIGNATURE
PROJECT MANAGER/ CTA (BUDGET OWNER)		3/8/17	[Signature]
ACD (QUALITY ASSURANCE)			[Signature]
HEAD OF HUMAN RESOURCES	7/8	18/8	[Signature]
HEAD OF FINANCE	7/8	7/8	[Signature]
HEAD OF PROCUREMENT			[Signature]
STRATEGIC MANAGEMENT UNIT (SMU)	7.8.17	7.8.17	[Signature]
DCD (O)		18/08/17	[Signature]
DCD (P) <i>Avr</i>	18/8	18/8	[Signature]

Remarks (please provide any comments on objections/ notes):

Revision AWP to incorporate USAID funds for 2017 (\$102,500), revise SDC programme & operations budget by (102,500) Overall D&LG budget remains the same 1,466,302 *No change structure not discussed/ approved by HR. Please revise & present - Avr*

8 amv: Please fix the dates in section VI of the AWP.

FRMV. Cash available for the donor. in the AWP.

HR - Please add positions planned/ revised in 2017. There were no new positions to be filled this year. Recruitment process for Capacity Development Officer was completed this year but that was part of 2016 workplan & also, process was initiated last year. Thanks 10/08/17.



Project Title:	Decentralization and Local Governance
OP/Country Programme Outcome:	Outcome 4.4: Strengthened decentralized governance
Country Programme Output: <i>(Those linked to the project and extracted from the CPAP)</i>	Output 4.4.2: Capacities of provincial authorities strengthened to implement 18 th Constitutional Amendment with focus on development planning, public finance and local governance
Project Outputs: <i>(Those that will result from the project and are taken from the Project Strategy)</i>	<ol style="list-style-type: none"> 1. Constitutional Federal organs are successfully established to conduct devolution related duties and are supported on policy, regulatory and supervisory roles. 2. Provincial Governments are technically supported to develop legislative, institutional and policy frameworks on devolved subjects 3. Local Governments incorporate and use methodologies of participatory development planning, implementation and monitoring 4. Decentralization and local governance is integrated in advocacy and civil society agenda
Implementing Partner:	UNDP
Responsible Parties:	UNDP

Agreed by [Implementing Partner – NPD - NIM projects only]:

Project Brief Description

Decentralization & Local Governance is a multi-year, multi-tier, multi sector and multi-stakeholder project launched by UNDP Pakistan to strengthen participatory federalism and decentralization against the backdrop of 18th Constitutional Amendment (2010). The Project views the 18th Amendment through a governance, development and public policy lens and identifies strategic areas of intervention to transition management of democratic devolution at federal, provincial and local levels. The core objective of the project is to assist institutional mechanisms to strengthen effective service delivery for peace and development and ultimately contribute to the Sustainable Development Goals.

<p>Programme Period: 2013-2017</p> <p>Atlas Award ID: 00070684</p> <p>Atlas Project ID: 00084531</p> <p>Start date: March 2013</p> <p>End Date: December 2017</p> <p>PAC Meeting Date: 24 December 2012</p> <p>Project Board Meeting Date: 1st December 2016</p>	<p>2016 AWP budget:</p> <table style="width: 100%;"> <tr> <td>Total resources required</td> <td style="text-align: right;">1,466,302</td> <td style="text-align: right;">✓</td> </tr> <tr> <td>Total allocated resources:</td> <td colspan="2" style="text-align: right;">1,466,302</td> </tr> <tr> <td>• Regular (UNDP)</td> <td colspan="2" style="text-align: right;">30,000</td> </tr> <tr> <td>• Other:</td> <td colspan="2"></td> </tr> <tr> <td> o SDC</td> <td style="text-align: right;">593,367</td> <td></td> </tr> <tr> <td> o FCO</td> <td style="text-align: right;">112,594</td> <td></td> </tr> <tr> <td> o German:</td> <td style="text-align: right;">627,841</td> <td></td> </tr> <tr> <td> o USAID</td> <td style="text-align: right;">102,500</td> <td></td> </tr> <tr> <td>In-kind Contributions</td> <td colspan="2"></td> </tr> </table>	Total resources required	1,466,302	✓	Total allocated resources:	1,466,302		• Regular (UNDP)	30,000		• Other:			o SDC	593,367		o FCO	112,594		o German:	627,841		o USAID	102,500		In-kind Contributions		
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In-kind Contributions																												

Agreed by UNDP (CD / DCD-P):

G. Ahmed
18/08/17

Annual Work Plan 2017

Project ID: 70684

Project Title: Decentralization and Local Governance

EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	Quarterly Timeframe				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Funding Source	Budget Description	Total Amount (USD)
<p>Output 1: Constitutional Federal organs are successfully established to conduct devolution related duties and are supported on policy, regulatory and supervisory roles.</p> <p>Indicator 1.1: Extent to which an independent secretariat of CCI is established and functional</p> <p>Scale: 1= Not established 2= CCI established but not functional 3= CCI established but partially functional 4= CCI established and well functional</p> <p>Baseline 1.1: 1= No independent secretariat established</p> <p>Targets 1.1: 1= No independent secretariat established</p>	<p>No funded activities for 2017</p>								
<p>Output 2: Provincial Governments are technically supported to develop legislative, institutional and policy frameworks on devolved subjects</p> <p>Indicator 2.1: Extent to which technical capacity of provincial departments & institutions on decentralized governance is enhanced</p> <p>Scale: 1= No capacity 2= Very partial capacity 3= Partial capacity 4= Capacity largely in place</p> <p>Baseline 2.1: 1= No capacity (Technical support provided to KP Law Dept. workshops & trainings on HR protection mechanisms</p>	<p>Activity Result 2.1.1 Rights based upfront promotion & protection mechanisms in KP are institutionalized</p>								
	<p>Action 2.1.1.a: Technical support (human rights policy development, at least 5 trainings, 4 workshops, MIS development) to HR Departments and institutions on HR promotion & protection</p>	X	X	X	X	UNDP	SDC	75700 WKSP	376,062
	<p>Action 2.1.1.b: Organize 4 trainings for provincial treaty implementation cells on oversight and data collection strategy</p>		X	X	X	UNDP	FCO	75700 WKSP	22,369

<p>Targets 2.1: 2= Very partial capacity (HR policy development, trainings & technical assistance to HR institutions, policy recommendations to ensure TGs have access to fundamental rights)</p> <p>Indicator 2.2: Extent to which inter-provincial coordination is improved</p> <p>Scale: 1= Not at all 2= to a very partial extent 3= to some extent 4= to a significant extent 5= to full extent</p> <p>Baseline 2.2: 2= to a very partial extent (4 inter-provincial meetings held, none institutionalized yet)</p> <p>Target 2.2: 2= to a very partial extent (2 interprovincial meetings organized and at least 1 institutionalized in departments)</p>	<p>Action 2.1.1.c: Technical assistance to national and sub-national institutions to develop their operational capacity</p>						<p>22,341</p>
<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>UNDP</p>	<p>FCO</p>	<p>71300 LCL CNSLTS 71200 INTL CNSLT</p>	<p>515,072</p>
<p>Activity Result 2.1.2: Rights mapping of vulnerable and marginalized populations of Pakistan to ensure their access to fundamental rights</p>							
<p>Action 2.1.2. a: Engage three experts (social, political & survey specialist/firm) in order to analyze root causes for discrimination of Pakistan's third gender population</p>							
<p>X</p>	<p>X</p>	<p>UNDP</p>	<p>USAID</p>	<p>71300 LCL CNSLTS</p>	<p>94,300</p>	<p>Sub Total</p>	

Activity Result 3.1.1 : Build resilience in communities, especially in the vulnerable and at risk-segments of population in 1 district in KP										
Output 3: Local Governments incorporate and use methodologies of participatory development planning, implementation & monitoring										
Indicator 3.1: Extent to which participatory development planning, implementation & monitoring is effectively incorporated in LGs										
Scale: 1= Not at all 2= to a very partial extent 3= to some extent 4= to a significant extent 5= to full extent										
Baseline 3.1: 2= to a very partial extent (10 VC/NCs in KP provided technical support & trainings, build resilience amongst vulnerable communities in one district in KP)										
Targets 3.1: 3= to some extent (10 VC/NCs supported last year pass their budgets and start implementation, in partnership with LG Department roll out support to other districts and provide specialized trainings to youth, women and minority councilors)										
Sub Total:										134,954

Activity Result 3.2.1: LG Departments in KP are supported in devolution & transition management						
Indicator 3.2: Extent to which capacity of LG Departments is enhanced on managing their roles & responsibilities Scale 1= No capacity 2= Very partial capacity 3= Partial capacity 4= Capacity largely in place Baseline 3.2: 1= No capacity (Cells established in KP & Balochistan only but LGs not operationalized) Target 3.2: 3= Partial Capacity (LG Cells in KP supported to operationalize LGs and act as liaison)	X			TRAC	71300 LCL CNSLTS	30,000
Sub Total						30,000
Activity Result 4.1: Strengthen RTI processes in KP & Punjab through the creation of Citizens Information & Accountability Forums						
Output 4: Decentralization and local governance is integrated in advocacy and civil society agenda Indicator 4.1: Extent to which awareness on decentralization & local governance is improved Scale: 1= Not at all 2= To a very partial extent 3= To some extent 4= To a significant extent 5= to full extent Baseline 4.1: 2= Not at all (1 seminar on civic engagement in LGs held, advocacy lectures through Pak study group, Citizens information & accountability forum established on RTI, 400 media practitioners trained on D&LG, devolution diary for public awareness, scoping study on extractives sector governance) Target 4.1: 2= to a very partial extent (RTI Forums established in Punjab and information requests filed for government accountability)	X	X		FCO	72100 CONTR-CMPY	40,742
Sub Total						40,742
TOTAL						720,768

Operations Programme Technical Cost	Description	Quarterly Timeframe				Responsible Party	Funding Source	Budget Code	Total Amount (USD)
5.1 - Salaries	Salaries technical staff – 1 International and 4 National staff		x	x	x	UNDP	GMFA	61300 71400	163,461 132,308
		x	x	x					
5.2 - Management support	Direct Project Cost	x	x	x	x	UNDP	GMFA SDC	64300	44,050 44,050
Sub Total Technical Support Costs						GMFA SDC			339,819 117,567
Operations cost									
5.3 - Salaries	Salaries of project operations staff	x	x	x	x	UNDP	GMFA FCO	71400 71400	87,846 8,439
5.4 – Operations & Maintenance	Repair & Maintenance Vehicle ,POL	x	x	x	x	UNDP	SDC	73400 RNTL & MAINT	3,600
5.5 - Equipment & Furniture	IT Equipment	x	x	x	x	UNDP	SDC	BA007 ITC_BUD	14,000
5.6 - Rent Building	Rent Office & Fit out cost	x	x	x	x	UNDP	GMFA SDC	73100 RNTL & MAINT	18,715 30,000
5.7 Communication, Stationery & Office Supplies	Communications, printing cards, brochures & reports	x	x	x	x	UNDP	SDC	72400 COMM & AV	1,800

	Stationery & Office supplies	x	x	x	x	UNDP	SDC	72500 SUPPLIES	
5.8 - Travel	Travel	x	x	x	x	UNDP	SDC FCO	71600	1,800 10,363
GMS 8%							SDC GMFA FCO USAID	75100	44,938 46,507 8,340 8,200
Sub Total Operations Support cost							GMFA SDC FCO USAID		153,068 99,738 18,802 8,200
Total - Technical and Operations Support							GMFA SDC FCO USAID		492,887 217,305 27,142 8,200
Total									1,466,302

II. Monitoring Plan 2017
(Include all monitoring and evaluation activities/events
Project ID: 70684 **Project Title: Decentralization and Local Governance**

Expected Results (Outcomes & Outputs)	Indicators	Baseline	Targets	Data Collection Plan				Risks Assumptions and
				Source/Method of Collection	Schedule/Frequency	Responsible Staff	Resources (\$)	
Obtained from the CPAP and project Results Frameworks)	Obtained from the CPAP and project Results Frameworks)	At the project start date	At the project end date	Specific publication, survey, field observation, interviews, etc	Monthly, quarterly, annually, etc	Staff member responsible for collecting and reporting data	Estimated cost of collecting and reporting data	Any risks or assumptions concerning data collection
CPAP Outcome: Strengthened Decentralized Governance								
CPAP Output: Capacities of provincial authorities strengthened to implement the 18th Amendment with focus on development planning, public finance, and local Governance	Number of legislative reforms and capacity-building initiatives implemented that facilitate implementation of the 18th Constitutional Amendment	18th Amendment passed in 2010 and provinces to pass necessary legislation and reorganization to complete the process	Capacity assessment and reorganization of selected provincial departments supported; Research and advocacy for administrative and fiscal decentralization to local governments	1) Quarterly Progress Reports 2) Annual Progress Reports	Quarterly & Annually	M&R Officer	500	1) Security Situation in the country is feasible for project implementation 2) Consensus amongst stakeholders 3) political will in implementation of 18 th amendment
Project Output 2: Provincial Governments are technically supported to develop legislative, institutional and policy frameworks on devolved subjects	Extent to which technical capacity of provincial governments on decentralized governance is enhanced	1= No capacity (Technical support provided to KP Law Dept., workshops & trainings on HR protection & mechanisms, build resilience in vulnerable populations through youth councilors and carry out research	2= Very partial capacity (HR policy development, trainings & technical assistance to HR institutions)	1) Monthly reports of local consultants 2) Training reports 3) Draft HR policy document	Monthly reports, training reports annually	M&R Officer	5000	1) Provincial Departments are on board for project implementation 2) Security situation in KP does not hamper project implementation

<p>Project Output 3: Local Governments incorporate & uses methodologies of participatory development planning, implementation & monitoring</p>	<p>Extent to which capacity of LG Departments is enhanced on managing their roles & responsibilities</p> <p>Extent to which participatory development planning, implementation & monitoring is effectively incorporated in LGs</p>	<p>study on TGs</p> <p>1= No capacity (Cells established in KP & Baluchistan only but LGs not operationalized)</p> <p>2= to a very partial extent (10 VC/NCs in KP provided technical support & trainings)</p>	<p>3= Partial capacity (LG cells in KP supported to operationalize LGs and act as liaison)</p> <p>2= to a very partial extent (build resilience through youth councilors in 1 district in KP)</p>	<p>1) Local Consultants monthly reports</p> <p>1) Trainings reports 2) Monthly reports</p> <p>1) Training Report 2) District accountability report</p>	<p>Local Consultants report monthly</p> <p>Quarterly</p> <p>Annually</p>	<p>M&R Officer</p> <p>M&R Officer</p> <p>M&R Officer</p>	<p>2000</p> <p>6000</p> <p>500</p>	<p>1) Financial resources are available to continue implementation</p> <p>1) LG Department is onboard for project implementation 2) Youth councilors are willing to engage with UNDP</p> <p>1) Federal & provincial government's willingness to operationalize RTI legislation</p>
<p>Project Output 4: Decentralization & local governance is integrated in advocacy & civil society agenda</p>	<p>Extent to which awareness on decentralization & local governance is improved</p>	<p>2= Not at all (1 seminar on civic engagement in LGs held, advocacy lectures through Pak study group, CIAF established on RTI, 400 media practitioners trained on D&LG, devolution diary for public awareness, scoping study on extractives sector governance)</p>	<p>2= to a very partial extent (establish CIAF in one district in Punjab)</p>					

III. Recruitment Plan 2017

(Include all the recruitments envisaged by the project in AWP 2017 - including national and international staff positions that are vacant or newly created)

Project ID: 70684 Project Title: Decentralization and Local Governance

#	Post Title	National/ International	Level of Post	Proforma Cost per year (US\$)	Responsible party (UNDP/EAD/ IP/PMU etc)	Contract Modality (TA/FTA/SC/ NIMU/Govt)	Reporting to/ Supervisor	Duty Station	Contract Start Date	Contract End Date
1.	Capacity Development Officer	National	SB-4/1	24,908	PMU	SC	CTS/NTA	Islamabad	July-17	Dec-17
2.										
3.										

IV. Procurement Plan 2017

(Include all local and international procurements valued at or above \$ 2,500 envisaged in AWP 2016– including goods, assets, services and works)

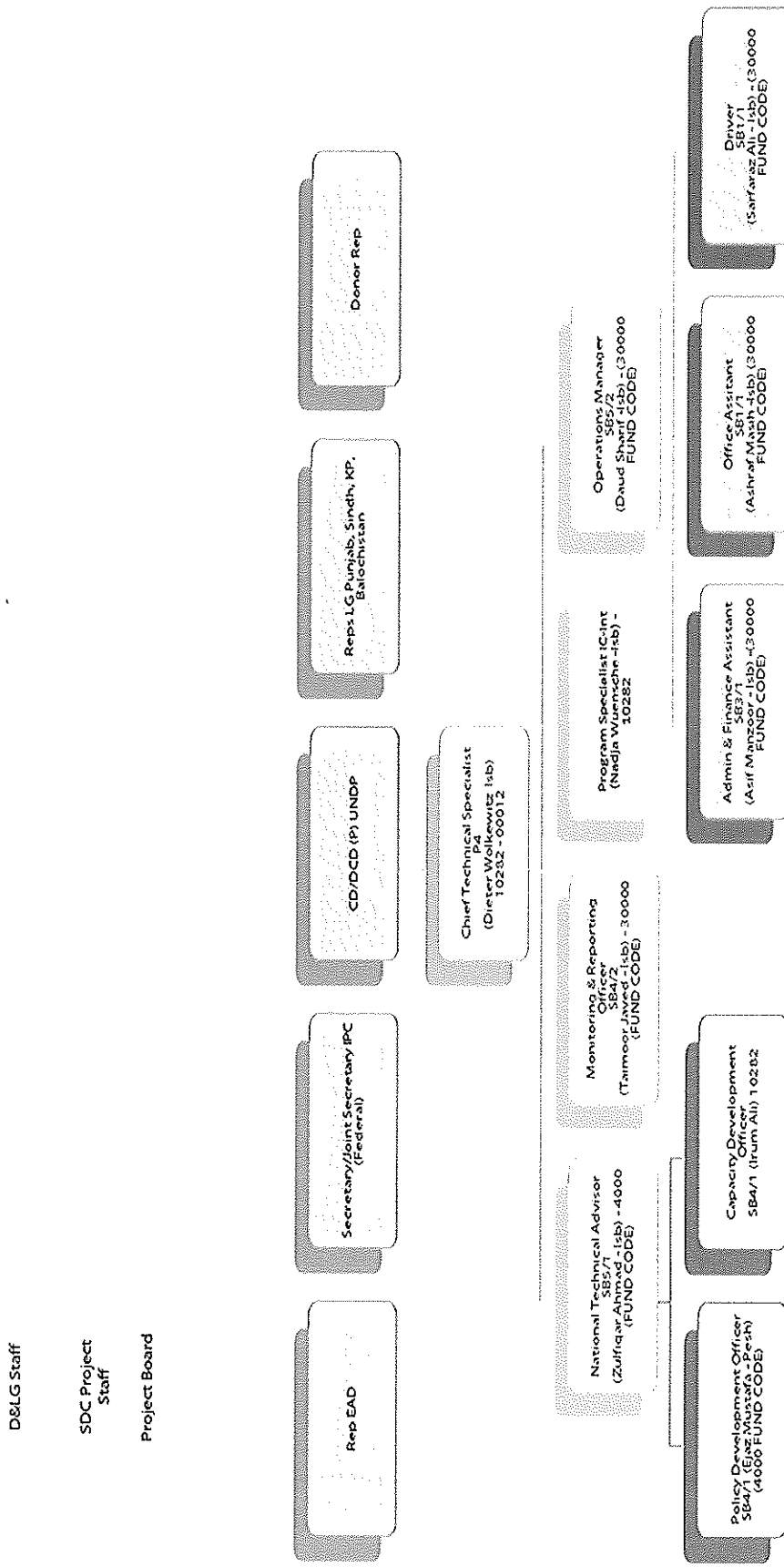
Project ID: 70684 Project Title: Decentralization and Local Governance

#	Description	Type (good, service, works)	Estimated Budget (\$)	Responsible party (UNDP/EAD/IP/PMU etc)	Invitation Type (EFP, RFA, ITB, etc)	Announcement Target Date	Evaluation Target Date	Committee Review (CAP, RACP, etc)	Committee Review Target Date	Contract Start Date	Contract End Date	Responsible project staff
1.	IC for national Human Rights Advisor-Action 2.1.1.a, 2.1.1.b, 2.1.1.c	Services	58,000	PMU	IC	Middle of February 2017	Last Week of February 2017	1 st Week of March 2017	1 st Week of March 2017	2 nd Week of March 2017	1 st Week of August 2017	Operations Manager/ Admin & Fin
2.	IC for 4 trainings to provincial TICs- 2.1.1.b	Services	20,000	PMU	IC	1 st Week of April 2017	Last Week of April 2017	1 st Week May, 2017	1 st Week May, 2017	1 st Week May, 2017	Last Week of August 2017	Operations Manager/ Admin & Fin
3.	IC for technical assistance to NCHR 2.1.1.c	Services	20,000	PMU	IC	1 st Week of April 2017	Last Week of April 2017	1 st Week May, 2017	1 st Week May, 2017	1 st Week May, 2017	Last Week of August 2017	Operations Manager/ Admin & Fin
4.	RFP for establishing CIAF forums in one district in Punjab 4.1.1.a	Services	30,000	PMU	RFP	1 st Week of April 2017	Last Week of April 2017	1 st Week May, 2017	1 st Week May, 2017	1 st Week May, 2017	Last Week of December 2017	Operations Manager/ Admin & Fin
5	RFP for technical support to build resilience in communities especially vulnerable groups 3.1.1.a, 3.1.1.b	Services	250,000	PMU	RFP	1 st Week of February 2017	Last Week of February 2017	Last Week of February 2017	Last Week of February 2017	1 st Week of March 2017	Last Week of December 2017	Operations Manager/ Admin & Fin
6	IC for Social Protection & HR Government Liaison 2.1.2a	Services	55,000	PMU	IC	Last Week of July 2017	2 nd Week of August 2017	2 nd Week of August 2017	2 nd Week of August 2017	Last week of August 2017	End of May 2018	Operations Manager/ Admin & Fin
7	IC for Political Mapping & HR Policy & Outreach Expert 2.1.2a	Services	58,000	PMU	IC	Last Week of July 2017	2 nd Week of August 2017	2 nd Week of August 2017	2 nd Week of August 2017	Last week of August 2017	End of May 2018	Operations Manager/ Admin & Fin
8	IC for Survey Firm 2.1.2a	Services	60,000	PMU	IC	Last Week of July 2017	2 nd Week of August 2017	2 nd Week of August 2017	2 nd Week of August 2017	Last week of August 2017	End of May 2018	Operations Manager/ Admin & Fin
9	IC for Jr Legal Officer 2.1.2a	Services	10,000	PMU	IC	Last Week of July 2017	2 nd Week of August 2017	2 nd Week of August 2017	2 nd Week of August 2017	Last week of August 2017	End of May 2018	Operations Manager/ Admin & Fin

10	RFP for Data Collection and Mapping Platform 2.1.1a	Services	150,000	PMU	RFP	Last Week of July 2017	2 nd Week of August 2017	2 nd Week of August 2017	2 nd Week of August 2017	Last week of August 2017	End of May 2018	Operations Manager/ Admin & Fin
11	IC for Program Specialist 2.1.1a	Services	19,800	PMU	IC	Last Week of July 2017	2 nd Week of August 2017	2 nd Week of August 2017	2 nd Week of August 2017	Last week of August 2017	End of May 2018	Operations Manager/ Admin & Fin

V. Management Arrangements

Explain the roles and responsibilities of the parties involved in managing the project. Please refer to the Project Document – Deliverable Description to complete this component of the template. Use the diagram below for the composition of the Project Board.



VI. Planning, Monitoring and Reporting

The project will follow the following planning, monitoring and reporting cycle during the year. As necessary, add the target dates monitoring visits, spot checks, evaluations and other missions by donors or other stakeholders.

Timeline /Target Date	Activity	Primary Responsibility
28 October 2016	Prepare draft Annual Work Plan 2017 and budget	Project Manager
Oct 31-07 Nov. 2016	Review of AWP (quality assurance, results orientation and focus, alignment with CCPAP/UNDP priorities, relevance to project objectives, and resource availability)	ACD UNDP and Program Officer
08 – 15 November 2016	Final Review of AWP (quality assurance, results orientation and focus, alignment with CCPAP/UNDP priorities, relevance to project objectives, and resource availability)	SMU - DCD-P
16 November- 30 November 2016	Organize Project Steering Committee to: a) Review of project contribution to results and financial delivery 2016; b) Review and endorsement of AWP 2017	Project Director/ Project Manager
1 December 2016	Submit signed AWP and, where applicable in NIM projects, Letter of Service, to UNDP for final review and signature by UNDP	Project Director/ Project Manager
12 December 2016	All budgets uploaded in ATLAS and KK'd	
15 December 2016	Submit final Annual Progress Report 2016:	Programme Units
28 February 2017	Annual audit of the project	SMU-UNDP
30 April 2017 31 July 2017 31 October 2017	Quarterly Progress Reports, including: a) Report on project progress and financial delivery b) Update of Issue Log in Atlas (tracking and resolution of potential problems or requests for change) c) Update of Risk Log (Reviewing of external environment that may affect project implementation)	Project Manager

VII. Legal Context

This document together with the CPAP signed by the Government and UNDP which is incorporated by reference, constitute together the instrument envisaged and defined in the Supplemental Provisions to the Project attached hereto and forming an integral part hereof, as "the Project Document"

Alternative A [where the Implementing Partner is a government agency (NIM) or an NGO/IGO]

Consistent with the above Supplemental Provisions, 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. To this end, 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 the Implementing Partner's obligations under this Project Document [and the Project Cooperation Agreement between UNDP and the implementing Partner]¹.

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/aa_sanctions_list.shtml. This provision must be included in all sub-contracts or sub-agreements entered into under/further to this Project Document.

Alternative B [where the Implementing Partner is UNDP (DIM), the UN, a fund/programme of the UN, or a UN agency]

[UNDP] [Name of UN Agency] as the Implementing Partner shall comply with the policies, procedures and practices of the United Nations safety and security management system.

[UNDP] [Name of UN Agency] agrees to undertake all reasonable efforts to ensure that none of the [project funds]² [UNDP funds received pursuant to the Project Document]³ 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/aa_sanctions_list.shtml. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document.

¹ Use bracketed text only when IP is an NGO/IGO

² To be used where UNDP is the Implementing Partner

³ To be used where the UN, a UN fund/programme or a specialized agency is the Implementing Partner.

ANNEXES

- Annex 1: Risk log matrix (An assessment of risks that may affect the project implementation and achievement of results)
- Annex 2: Letter of Service signed between UNDP and the Implementing Partner where UNDP Country Office will provide Implementation Support Services to a NIM project
- Annex 3: Results of capacity assessments of Implementing Partner (including HACT Micro Assessment)
- Annex 4: Cost sharing agreements signed with donors/government (if any)
- Annex 5: Project cooperation agreement signed with NGOs (if any)
- Annex 6: Agreements between the Implementing Partner and Responsible Parties (Government entities, NGOs, etc)
- Annex 7: Terms of Reference for key project personnel should be developed and attached