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Resilient nations.

**DevLIVE+ for Local Planning and SDG Monitoring**  
**2020 Annual Work Plan (revised December 2020)**  
**Project Initiation Plan**

**Implementing Partner:**

United Nations Development Programme

**Project Description**

With a wide variety of innovative analytical software and other platforms available that make information easily acquired and managed, there are now ways on enhancing local planning and programming methods and practices. It's simply a matter of using these tools to make an evidence-based and data-driven decisions that would better address local issues and facilitate service delivery. Moreover, this will enable the decision makers to make cost-effective and smart decisions in timely manner.

With the roll out of the DevLIVE+ in local government units, localized databases will be made available and competencies on data collection and management of data managers will be enhanced. This will ensure that administrative policies and decisions of the local chief executive for more inclusive development, poverty reduction, disaster risk reduction and crises prevention and management are guided by local evidence-based vulnerability and exposure data and information. This will further ensure that the most marginalized, vulnerable and at-risk people and groups benefit from inclusive and quality services and live in a supportive environment wherein their nutrition, food security, and health are ensured/protected.

Country Programme Period: 2019-2023

Project/Output ID: 00125762/00120035

Project Start Date: 04 September 2020

Project End Date : 28 February 2021

2020 AWP budget: USD 40,781.97

Total resources required USD 40,781.97

Total allocated resources: USD 40,781.97

- Donor
- Government USD 40,781.97

Agreed by UNDP:

  
**SELVA RAMACHANDRAN**, Resident Representative



Date:

15-Dec-2020

**PROGRAMME ALIGNMENT**

<b>A.1 2019-2023 PFSD/CPD Outcome alignment</b>	1: The most marginalized, vulnerable, and at-risk people and groups benefit from inclusive and quality services and live in a supportive environment wherein their nutrition, food security, and health are ensured/protected.
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<b>A.2 2019-2023 CPD Output Indicator alignment</b>	1.2.1 Number of UNDP-assisted NGAs and LGUs implementinbg reforms and innovations for delivery and monitoring of services, public finance management, or public procurement.															
	<table border="1"> <thead> <tr> <th colspan="2">Baseline</th> <th>Targets / Cumulative Results</th> <th colspan="2">End of Project Target</th> </tr> <tr> <th>Year</th> <th>Quantity/ Points /Rating</th> <th>2021</th> <th>Target</th> <th>Actual</th> </tr> </thead> <tbody> <tr> <td>2020</td> <td>0</td> <td>1</td> <td>1</td> <td></td> </tr> </tbody> </table>	Baseline		Targets / Cumulative Results	End of Project Target		Year	Quantity/ Points /Rating	2021	Target	Actual	2020	0	1	1	
Baseline		Targets / Cumulative Results	End of Project Target													
Year	Quantity/ Points /Rating	2021	Target	Actual												
2020	0	1	1													
	1.2.2 Number of NGAs and LGUs using the UNDP-assisted electronic-governance system [IRRF 2.2.1.1]															
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Year	Quantity/ Points /Rating	2021	Target	Actual												
2020	0	1	1													

<b>A.3 2018-2021 UNDP SP IRRF Output Indicator Alignment</b>	1.1.2 Marginalized groups, particularly the poor, women, people with disabilities and displaced are empowered to gain universal access to basic services and financial and non-financial assets to build productive capacities and benefit from sustainable livelihoods and jobs
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<b>A.4 Sustainable Development Goals Target Alignment</b>	SDG 1 No poverty, SDG 11 Sustainable cities and communities, and SDG 17 Partnerships for the goals (DevLIVE+ is platform to track the LGUs progress towards few other SDG indicators)
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<b>A.5 Project Document Outcome Indicators</b>	Capacity of the City Government of Vigan to make evidenced-based decisions improved through the use of locally managed data platform.				
	<b>Baseline</b>		<b>Targets / Cumulative Results</b>	<b>End of Project Target</b>	
	<b>Year</b>	<b>Quantity/ Points /Rating</b>	<b>2021</b>	<b>Target</b>	<b>Actual</b>
	2020	Not adequately (Level1) collecting data and managing database to make evidenced-based decisions, plans and programs	Partially adequately (Level2) collecting data and managing database to make evidenced-based decisions, plans and programs	Partially adequately (Level2) collecting data and managing database to make evidenced-based decisions, plans and programs	

## I. 2020 ANNUAL WORK PLAN

**Project Title: DevLIVE+ for Local Planning and SDG Monitoring**

**Project ID: 00125762**

**Output ID: 00120035**

**Implementing Partner:**

EXPECTED OUTPUTS					
<b>Output 1. LGUs have access to ICT and inclusive digital solutions targeting most vulnerable segments of society including women and PWDs.</b>					
<i>Guidance: Indicate output statement per Project Document</i>					
Project Output Indicator/s	Baseline		Annual Target (2020)	Cumulative Target (from Start Year)	End-of-Project Target
	2020	0	1	Start year: 2020	End year: 2021
<b>1.1 Number of digital platform developed and made available to the LGU</b>	2020	0	1	1	1
<b>1.2 Number of government officials trained on the use of the platform</b>	2020	0	10	10	10
<b>1.3 Percentage of the population covered by the data collection</b>	2020	0	50%	50%	80%

PLANNED ACTIVITIES (for Output No.1)							PLANNED BUDGET (for Output No.1)				
Activity/Sub-Activity Description <sup>1</sup>	Activity Target <sup>2</sup>	TIMEFRAME				RESPONSIBLE PARTY <sup>3</sup>	IA CODE	Funding Source/Donor	Budget		Amount
		Q1	Q2	Q3	Q4				Code	Description	US\$ (1=PhP49.19 Oct 2020 UNORE)
1.1.1 Development of the DevLIVE+ platform	Updates on the data collection app and data dashboard			x		UNDP	00195	LGU	72800	IT Equipment	8,000.00

<sup>1</sup> For UPL/LPL rates, please refer to the latest UPL/LPL rate issuance and ensure that the support service is specified in the LOA with UNDP (reviewed annually).

<sup>2</sup> Specify units, e.g., number of trainings, number of participants, number of representations, etc.

<sup>3</sup> Indicate who will deliver the activity, e.g., UNDP, IP, or Responsible Parties (indicate name of RP)

PLANNED ACTIVITIES (for Output No.1)							PLANNED BUDGET (for Output No.1)				
Activity/Sub-Activity Description <sup>1</sup>	Activity Target <sup>2</sup>	TIMEFRAME				RESPONSIBLE PARTY <sup>3</sup>	IA CODE	Funding Source/Donor	Budget		Amount
		Q1	Q2	Q3	Q4				Code	Description	US\$ (1=PhP49.19 Oct 2020 UNORE)
1.2 Development of localized training modules for data collection and data visualization	Updates on the training manuals			X		UNDP	00195	LGU	71300	Local Consultant	25,991.48
1.3 Procurement and deployment of ICT equipment and data analytics software	Procurement of 32 tablets, 1 desktop computer, 7 GPS devices and 15000 enumeration stickers				x	UNDP	00195	LGU	71600	Travel	1,500.00
1.4 Conduct of workshops for data collection, data cleansing and validation and data management and visualization	At least 10 LGU personnel trained on different training workshops				X	UNDP	00195	LGU	63300	Medical Tests (for travel Clearances)	500.00
1.5 Data collection	80% of the population covered by the survey				x	LGU	00195	LGU	72500	Publications (stickers)	602.67
1.6 Data cleaning and validation	At least 20% of the data validated At least 2 barangays that participated in the community validation					LGU					
<b>OUTPUT 1 Sub TOTAL</b>											<b>36,594.15</b>

**EXPECTED OUTPUTS****Output 2. LGUs have increased awareness on the use of disaggregated data for development planning and SDG monitoring.***Guidance: Indicate output statement per Project Document*

Project Output Indicator/s	Baseline		Annual Target (2020)	Cumulative Target (from Start Year) Start year: 2020	End-of-Project Target End year: 2021
	<b>2.1 Number of local government officials participated in orientations and trainings on evidenced-based planning and SDG monitoring</b>	2020	0	0	0

PLANNED ACTIVITIES (for Output No.2)							PLANNED BUDGET (for Output No.2)				
Activity/Sub-Activity Description <sup>4</sup>	Activity Target <sup>5</sup>	TIMEFRAME				RESPONSIBLE PARTY <sup>6</sup>	IA CODE	Funding Source/Donor	Budget		Amount
		Q1	Q2	Q3	Q4				Code	Description	US\$ (1=PhP49.19 Oct 2020 UNORE)
2.1 Mapping of available datasets	List of available datasets				x	UNDP	00195			<i>Part of the cost of Local Consultant in Output1</i>	
2.2 Conduct of orientation on the use of the platform for development planning and programming	At least 10 LGU personnel attended the orientation activities					UNDP	00195				
<b>OUTPUT 2 Sub TOTAL</b>											

<sup>4</sup> For UPL/LPL rates, please refer to the latest UPL/LPL rate issuance and ensure that the support service is specified in the LOA with UNDP (reviewed annually).

<sup>5</sup> Specify units, e.g., number of trainings, number of participants, number of representations, etc.

<sup>6</sup> Indicate who will deliver the activity, e.g., UNDP, IP, or Responsible Parties (indicate name of RP)

PLANNED ACTIVITIES							PLANNED BUDGET (for Admin Cost)				
Activity/Sub-Activity Description <sup>7</sup>	Activity Target <sup>8</sup>	TIMEFRAME				RESPONSIBLE PARTY <sup>9</sup>	IA CODE	Funding Source/Donor	Budget		Amount
		Q1	Q2	Q3	Q4				Code	Description	US\$ (1=PhP49.19 Oct 2020 UNORE)
Direct Project Cost				x	x	UNDP	00195	LGU	75100	Facilities and administration	3,000.00
<b>Admin Sub TOTAL</b>										<b>3,000.00</b>	
<b>Sub Total (Output 1, 2, and Admin)</b>										<b>39,594.15</b>	
<b>GMS (3%)</b>										<b>1,187.82</b>	
<b>GRAND TOTAL</b>										<b>40,781.97</b>	

**Prior Year Commitments<sup>10</sup>:**

Activity/Sub-Activity Description	Year of commitment	RESPONSIBLE PARTY	IA CODE	Funding Source/Donor	Budget		Amount
					Code	Description	US\$ (1=XX)
<b>TOTAL</b>							

<sup>7</sup> For UPL/LPL rates, please refer to the latest UPL/LPL rate issuance and ensure that the support service is specified in the LOA with UNDP (reviewed annually).

<sup>8</sup> Specify units, e.g., number of trainings, number of participants, number of representations, etc.

<sup>9</sup> Indicate who will deliver the activity, e.g., UNDP, IP, or Responsible Parties (indicate name of RP)

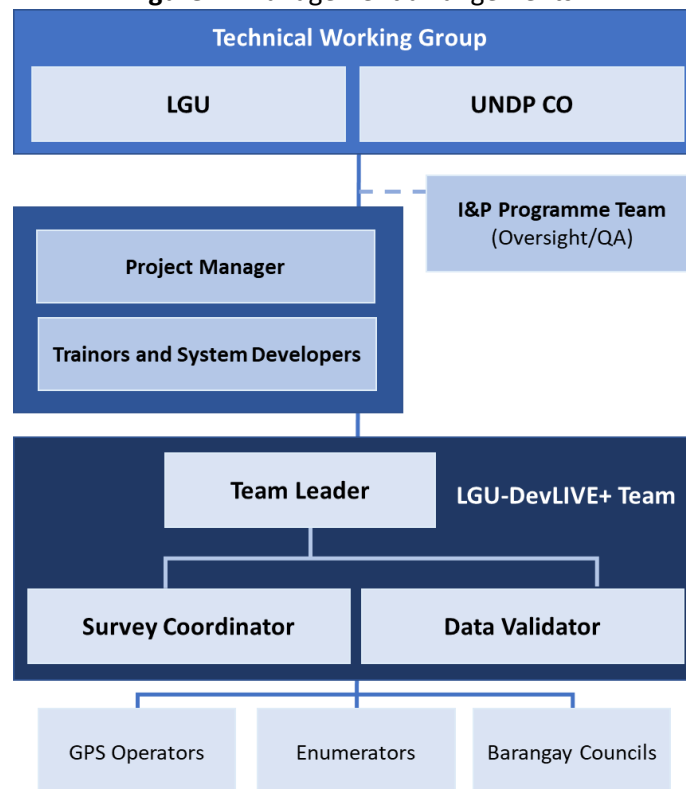
<sup>10</sup> Purchase Orders issued in prior years that are not yet received and paid in Combined Delivery Report

## II. MANAGEMENT ARRANGEMENTS

This initial phase of the Project shall be implemented by UNDP (as “Implementing Partner”) via a Direct Implementation Modality (DIM), and in accordance with the Financial Regulations and Rules of the UNDP.

For the purpose of effective project governance and management oversight, a Technical Working Group (TWG) shall be established with the LGU partner and UNDP. The TWG, as needed, shall provide strategic guidance and direction regarding the implementation of the project. Any changes deemed necessary to the strategy and 6-month workplan, including the revision of outputs and any budget allocation, realignment, and/or reallocation, shall be discussed and approved by the TWG, prior to initiating amendment of the project initiation plan, 6-month work plan, and/or Project line item budget. These amendments shall be formalized via an exchange of letters between the partner LGU and UNDP.

**Figure 1. Management arrangements**



The Project Manager will be in charge of coordination with the LGU Core Team, as well as of progress monitoring and reporting. The DevLIVE+ System Developers and Trainors will facilitate the onsite workshops, coaching and mentoring for the key implementation stages of the DevLIVE+. While the Institutions and Partnerships Programme Team will mainly provide oversight and quality assurance of the outputs, the Team will also provide the necessary technical assistance, specially on the SDG workshop.

The main role of UNDP in this partnership is to strengthen the local capacities in data collection and visualization through trainings, coaching and mentoring. With this, the LGU-DevLIVE+ team will be organized and will be working closely with the Project Manager. The assigned Team Leader will be in-charge with the supervision of the different activities in completing the implementation cycle. The team leader will be assisted by the survey coordinators and validators in managing the course of data collection, visualization and processing. These technical staff would be sourced from within the planning unit and/or other departments. The locally sourced GPS operators and enumerators, which could be the barangay health workers and out-of-school youths, are engaged to specifically collect field data. Prior to the actual data collection, a series of training activities are conducted. The typical DevLIVE+ core team are composed of one (1) Team Leader, three (3) Survey Coordinators, three (3) Validators, 10 GPS Operators, and 30 Enumerators.



### III. MONITORING AND EVALUATION PLAN

#### Monitoring Plan

<b>Expected Results</b>  <b>(Outcome &amp; Output)</b>  <i>Obtained from AWP results framework</i>	<b>Indicators</b>  <i>With what indicators the quality of the result will be measured?</i>  <i>With Baselines and indicative targets</i>	<b>Data Collection Methods</b>  <i>How will the data be obtained?</i>	<b>Time or Schedule and Frequency</b>	<b>Means of Verification: Data Source and Type</b>  <i>What method will be used to determine if the indicator target has been met?</i>	<b>Responsibilities</b>  <i>Who is responsible for organizing the data collection and verifying data quality and source?</i>	<b>Resources</b>  <i>What are the resources required and committed for carrying out planned monitoring activities?</i>	<b>Risks and assumptions</b>  <i>What are the risks and assumptions? How will it affect the planned monitoring events and quality of data?</i>
<b>Output 1:</b> LGUs have access to ICT and inclusive digital solutions targeting most vulnerable segments of society including women and PWDs.	Indicator 1.1: Number of digital platform developed and made available to the LGU Baseline: 0 Target: 1  Indicator 1.2: Number of government officials trained on the use of the platform Baseline: 0 Targets: 10	Assessment and monitoring reports  Data dashboard	Start and end of project	Final report	Training specialist/consultant Project manager	Embedded with the consultant tasks	Completion of the actual data collection highly dependent on the LGU staff.

	Indicator 1.3: Percentage of the population covered by the data collection Baseline: 0 Targets: 80% of the population						
<b>Output 2:</b> LGUs have increased awareness on the use of disaggregated data for development planning and SDG monitoring.	Indicator 2.1: Number of local government officials participated in orientations and trainings on evidenced-based planning and SDG monitoring Baseline: 0 Target: 10	Assessment and monitoring reports	Start and end of project	Final report	Training specialist/ consultant Project manager	Embedded with the consultant tasks	Completion of the actual data collection highly dependent on the LGU staff.

**IV. ANNUAL PROCUREMENT PLAN (SEE SEPARATE WORKSHEET) - INDICATE FIELDS / INFORMATION NEEDED**

Atlas Project ID	Category (Identify if Goods, IC, Civil Works, Recurring Cost, Consulting services)	Brief description of goods, services and works required	Unit of measure	Quantity	Estimated Unit Price in USD	Estimated Total Price in USD	Requested delivery date (for goods and works) or start of services if services	Target date for the submission of TOR/Specs/SOWs to Procurement Team	Delivery location for goods	Home-based (Yes or No, if consulting services)	Duty Station (if consulting services)	Value in USD Estimated Contract Value
120035	IC	Training specialist	Individual	1	26,000	26,000		15 Sep 2020		No	Manila	26,000
120035	Goods	Tablets	Pc	32	160	5,120	15 Oct 2020	15 Sep 2020	Office			5,120
120035	Goods	GPS devices	Pc	7	400	2,800	15 Oct 2020	15 Sep 2020	Office			2,800
120035	Goods	Desktop computers	Pc	1	1,200	1,200	30 Oct 2020	15 Sep 2020	Office			1,200
120035	Goods	Enumeration stickers	Set	1	650	650	15 Oct 2020	15 Sep 2020	Office			650

**V. RISK LOG (UPLOAD IN ATLAS: GRANTS > PROJECT MANAGEMENT > APPROVED PROJECTS > RISKS)**

#	Event	Cause	Impact(s)	Risk Category	Impact and Likelihood = Risk Level	Risk Treatment / Management Measures	Risk Owner	Risk Valid From/To
1	Local government staff unwilling to work in data collection and field oversight	Local governments staff lack the capacity to manage the field activities and local data.	Project implementation will be delayed, and data will be of poor quality.	Political	Low P = 1 I = 3	<ul style="list-style-type: none"> <li>Conduct series of training activities and coaching and mentoring with the field staff and core team.</li> <li>Foster good relationship between LGU and its core team throughout the implementation.</li> </ul>	LGU	Did not materialize yet but still identified as possible risk as of December 2020.
2	Imposition of lockdown, strict, inconsistent, and conflicting health protocols limiting mobility of data collectors to deploy due to pandemic	Due to community quarantine/lockdown and local protocols to contain Covid19	Project implementation will be delayed	Others	Moderate P = 2 I = 3	<ul style="list-style-type: none"> <li>Develop implementation strategy with Core Team to facilitate the data collection while adhering to local protocols</li> </ul>	LGU	Did not materialize yet but still identified as possible risk as of December 2020.
3	Delays in procurement of the needed equipment due to restrictions	Suppliers might find it difficult to transport the equipment	Disrupt roll-out of data collection	Organizational	Moderate P = 2 I = 3	<ul style="list-style-type: none"> <li>Procurement in advance of the implementation schedule</li> </ul>	UNDP	Resolved; but still identified as possible risk in the procurement.