

United Nations Development Programme

Country: PAPUA NEW GUINEA

Annual Work Plan

Project Title	<i>PNG Business Plan Competition (00092340)</i>
UNDAF/Expected CP Outcome:	<i>By 2015, elected representatives and key GoPNG bodies implement good governance practices grounded in accountability, transparency, inclusive participation and equity</i>
UNDAF Outputs:	<ul style="list-style-type: none"><i>Elected bodies function in a way that reflects the needs of the public in policy making, legislation and administration</i><i>National and sub-national levels of GoPNG have increased financial management capacity to manage the equitable delivery of public services</i><i>National bodies have the capacity to implement anti-corruption initiatives</i><i>GoPNG, development partners and private sector have the capacity to manage financial inclusion initiatives started by PFIP</i>
Implementing Agencies:	<i>Department of Prime Minister and NEC</i>


Brief Description

The PNG Business Plan Competition aims to recognize and support innovative, sustainable, high-impact local businesses. Anchored around the Challenge, UNDP aims to build an enabling ecosystem for ideas or early-stage businesses, help channel investments, and engage stakeholders through collaborative year-round initiatives. It aims to mobilize a community of entrepreneurs, investors, enablers and policy-makers to encourage innovation, facilitate scalability, and drive consensus on matters that aid private sector development. UNDP is planning to involve a recognized and experienced civil society organization in order to help in facilitation of the process.

Programme Period:	2014 - 2016
Key Result Area	Governance for Equitable Development
Atlas Award ID:	00084209
Start date:	1 Jan 2015
End Date	31 Dec 2015
Management Arrangements	National Implementation Modality

Total resources required	345,453
Total allocated resources:	345,453
• Regular	0.00
• Non-Core (DFAT)	345,453

Agreed by (Government), Mr. Trevor Meauri, Deputy Secretary, Department of Prime Minister and NEC



Agreed by (UNDP): Mr. Sukhrob Khoshmukhamedov, DRR, UNDP



15.03.15

I. ANNUAL WORK PLAN

Year: 2015

EXPECTED OUTPUTS And baseline, indicators including annual targets	PLANNED ACTIVITIES List activity results and associated actions	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Funding Source	Budget Description	Amount in USD
PNG Business Plan Competition (00084209) Baseline: - Social Entrepreneurship and Market Opportunities research in progress - Business Plan Competition launched - Enhanced awareness of social entrepreneurship within PNG Indicators: - Research report on social entrepreneurship opportunities in PNG undertaken.	Business Plan Competition development and development of entrepreneurs <ul style="list-style-type: none"> Disbursement of small grants to selected beneficiary organization Implementation of Business Plan Competition nationwide Entrepreneurship training for selected entrepreneurs Knowledge Product on Social Entrepreneurship in PNG <ul style="list-style-type: none"> Conduct research on social entrepreneurship and market opportunities in PNG 	X	X	X		UNDP/The Kumul Foundation	DFAT	Grant Payments	150,000
		X	X			UNDP/Selected Company	DFAT	Contractual Services	60,000

<ul style="list-style-type: none"> - Number of social entrepreneurs selected and trained - Number of pitch books on business plans formulated and presented to investor and private sector. 										
<p>Milestones:</p> <ul style="list-style-type: none"> - At least 3 social entrepreneurship opportunities identified from the research. - At least 10 entrepreneurs selected and trained. - At least 10 innovative ideas selected through presentation of pitch book for investor support. 										
	<p>Project Administration and Operational Costs</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>UNDP</p>	<p>DFAT</p>	<p>Travel, Operational costs (direct project costs), M&E and Communications Support</p>	<p>135,453</p>
<p>TOTAL</p>										<p>345,453</p>

Annex 1: Management Arrangements

This AWP is an integral part of the overall United Nations Development Assistance Framework (UNDAF) Action Plan and is developed to contribute to the achievement of the following Interagency Outcome: *“By 2015, elected representatives and key GoPNG bodies implement good governance practices grounded in accountability, transparency, inclusive participation and equity”*. This AWP supports the activities required to achieve the following outputs:

- *Elected bodies function in a way that reflects the needs of the public in policy making, legislation and administration*
- *National and sub-national levels of GoPNG have increased financial management capacity to manage the equitable delivery of public services*
- *National bodies have the capacity to implement anti-corruption initiatives*
- *GoPNG, development partners and private sector have the capacity to manage financial inclusion initiatives started by PFIP*

The UNDAF Action Plan provides the overall legal framework and the relevant management arrangements, which apply unaltered to this Annual Work Plan (AWP). The Department of Prime Minister and National Executive Council (DPMNEC) as the Implementing Partner for this AWP take on the responsibility to achieve the defined output and appropriately use all resources that are made available. To do so, the DPMNEC obtains guidance and support from the AWP Steering Committee.

The AWP Steering Committee comprises of senior representatives of DPMNEC and the UN System. The decision making governing body of this AWP is the AWP steering committee. It is anticipated that in due course, beneficiaries like other Ministries and Departments that benefit from External Assistance, Central Government Units, as well as donors, may join this committee as key stakeholders. Coordination and advice on initiatives submitted for funding will be done through the UNDAF Coordination Committee and relevant Technical Working Groups.

The DPMNEC prepares substantive progress reports on a bi-annual basis and submit these for review and approval to the AWP Steering Committee. Within the context of the Harmonized Approach to Cash Transfers (HACT), DPMNEC will manage the implementation of this AWP and, in accordance with the UNCP Action Plan, ensure appropriate agreements are prepared and signed with the Responsible (third) Party if necessary. The DPMNEC will use the form called Funds Authorization and Credit Expenditures (FACE) to financially report on the AWP, also on a quarterly basis. Depending on the cash transfer modality, this quarterly financial report includes the request for funds for the next quarter. Also, the achievement of the results envisaged by the outsourced activities and the appropriate use of resources, remain the responsibility of the DPMNEC.

By signing this AWP, DPMNEC reaffirms its commitment to HACT, including decisions pertaining to the appropriate cash transfer modality and assurance activities.

Where deemed appropriate, DPMNEC as the Implementing Partner can request UNDP to provide support services for the AWP, for which relevant details are described in the attached ‘Standard Letter of Agreement for Provision of Support Services’ (Annex 2). The cost of these services will be charged to the AWP budget according to the Universal and Local Price List for Support Services (Annex 3).

Annex 2: Standard Letter of Agreement for Provision of Support Services

LETTER OF AGREEMENT BETWEEN UNDP AND THE GOVERNMENT OF PAPUA NEW GUINEA FOR THE 'PNG BUSINESS PLAN COMPETITION PROJECT 2014 – 2016'

Dear Deputy Secretary,

1. Reference is made to consultations between officials of the Government of Papua New Guinea (hereinafter referred to as "the Government") and officials of UNDP with respect to the provision of support services by the UNDP country office for PNG Business Plan Competition Project. UNDP and the Government hereby agree that the UNDP country office may provide such support services for the duration of this project (1 June 2014 – 31 December 2016) at the request of the Government through its institution designated in the relevant project document, as described.

2. The UNDP country office may provide support services for assistance with reporting requirements and direct payment. In providing such support services, the UNDP country office shall ensure that the capacity of the Government-designated institution is strengthened to enable it to carry out such activities directly.

3. In addition, the UNDP country office may provide, at the request of the designated institution/Implementing Agent, the following support services for implementation activities:

- (a) Identification and assistance with and/or recruitment of project personnel;
- (b) Procurement of goods and services;
- (c) Access to UNDP-managed global information systems, including rosters of consultants and providers of development services

4. The procurement of goods and services and the recruitment of project and programme personnel by the UNDP country office shall be in accordance with the UNDP regulations, rules, policies and procedures. If the requirements for support services by the country office change during the life of this project, the annex to the project document is revised with the mutual agreement of the UNDP resident representative and the designated institution.

5. The relevant provisions of Article 1 of the SBAA between the Government of Papua New Guinea and UNDP signed on the 7th April 1981 (the "SBAA"), including the provisions on liability and privileges and immunities, shall apply to the provision of such support services. The Government shall retain overall responsibility for the nationally executed project or programme through its designated institution/Implementing Agent.

6. Any claim or dispute arising under or in connection with the provision of support services by the UNDP country office in accordance with this letter shall be handled pursuant to the relevant provisions of the SBAA.

7. The manner and method of cost-recovery by the UNDP country office in providing the support services described in paragraph 3 above shall be in accordance with UNDP corporate rules and price lists as they apply.

8. The UNDP country office shall submit progress reports on the support services provided and shall report on the costs reimbursed in providing such services, as may be required.

9. Any modification of the present arrangements shall be effected by mutual written agreement of the parties hereto.

10. If you are in agreement with the provisions set forth above, please sign and return to this office two signed copies of this letter. Upon your signature, this letter shall constitute an agreement between your Government and UNDP on the terms and conditions for the provision of support services by the UNDP country office for this project.

Yours sincerely,



Signed on behalf of UNDP
Sukhrob Khoshmukhamedov
Deputy Resident Representative



Signed on behalf of Department of Prime Minister and National Executive Council
Trevor Meaurio
Deputy Secretary

Annex 3: Universal and Local Price List of the provision of support services by the UNDP Country Office (PNG=mid-low cost)

Valid as of 1 October 2011

UNDP 2011 Universal Price List For Services to UN Agencies Provided by General Development Situation Country Offices



(For Country Office Cost Bands, refer to page 4 of this document)

Service ^{1,2,3,4} (see service notes overleaf)	High Cost	Mid-High Cost	Mid-Low Cost	Low Cost
Payment Process ⁵	36.39	27.39	23.59	19.20
Issue check only (Atlas Agencies)	16.32	13.68	12.69	11.49
Vendor profile only (Atlas Agencies only)	20.32	14.65	12.17	9.40
Staff selection and recruitment process for resident agencies ^{6,7}	674.64	463.21	371.37	268.14
Advertising (20%)	134.93	92.64	74.27	53.63
Short-listing (40%)	269.85	185.28	148.55	107.26
Interviewing (40%)	269.85	185.28	148.55	107.26
Staff HR & Benefits Administration & Management ⁸ (one time fee, per staff. Service incl. contract issuance, UNJPFMIP enrollment, payroll setup - Starting 2006 this price applies to the separation process as well)	215.73	154.73	128.77	99.01
Recurrent personnel management services: Staff Payroll & Banking Administration & Management ⁹ (per staff, per calendar year)	478.48	344.43	288.75	226.17
Payroll validation, disbursement (35%)	167.47	120.55	101.06	79.16
Performance evaluation (30%)	143.55	103.33	86.63	67.85
Extension, promotion, entitlements (30%)	143.55	103.33	86.63	67.85
Leave monitoring (5%)	23.92	17.22	14.41	11.31
Consultant recruitment	260.53	180.07	145.21	105.83
Advertising (20%)	52.11	36.01	29.04	21.18
Short-listing & selection (40%)	104.21	72.03	58.09	42.36
Contract issuance (40%)	104.21	72.03	58.09	42.36
Interns management	78.87	54.28	43.38	30.89
Issue/Renew IDs (UN LP, UN ID, etc.)	39.32	28.47	23.86	18.53
Travel authorization	35.74	25.90	21.75	16.98
F10 settlement	32.45	23.64	19.94	15.69
Procurement process involving local CAP (and/or ITB, RFP requirements) ^{10,11}	599.94	414.42	333.79	242.67
Identification & selection (50%)	299.97	207.21	166.90	121.34
Contracting/issue purchase order (25%)	149.98	103.61	83.45	60.67
Follow-up (25%)	149.98	103.61	83.45	60.67
Procurement not involving local CAP ^{10,11} (low value procurement)	232.74	163.31	133.07	98.41
Identification & selection (50%)	116.37	81.65	66.54	49.21
Issue purchase order (25%)	58.18	40.83	33.27	24.60
Follow-up (25%)	58.18	40.83	33.27	24.60
Disposal of equipment	305.94	211.12	169.90	123.37
AR Management Process (create/apply receivable pending item- Atlas Agencies Only)	37.64	26.31	21.35	15.80

2013 Local Price List (LPL)

Finance	16	Payment cancellation for EFT	Per transaction	51.91
	17	Payment cancellation for CHK	Per transaction	26.84
Admin	18	Import Custom Clearance (non-cars)	Per case	356.21
	19	Export Shipment	Per case	307.64
	20	Import Customs Clearance (Cars)	Per case	420.98
	21	Annual Vehicle Registration & Tax Exemption	Per case	97.15
	22	Car Maintenance for UNDP	Per case	129.55
	23	Local Driving Licence	Per case	426.38
	24	New Visa/extension/correction for PNG	Per case	577.50
	25	Hotel Reservation	Per case	37.78
	26	Hotel Reservation (Conference)	Per case	690.84
	27	Access card to the office entrance door's	Per case	37.78
	28	Vehicle Transfer- buying excluding vehicle registration	Per case	620.67
	29	Facilitation for import car registration	Per case	437.17
	30	VAT/GST Exemption Certificate Application	Per case	1727.1
	31	Quotation for flight booking	Per case	37.78
Registry	32	Incoming correspondence and mail	Per Item	129.53
	33	Incoming FAX Message	Per Item	23.75
	34	Outgoing Mail	Per Item	71.24
	35	Incoming pouch	Per Item	7.56
	36	Outgoing pouch	Per Item	9.45
	37	Messenger Service	Per Item	61.53
	Information Technology	38	Servers and Network Maintenance	Per month
39		WEB Site Hosting - Setup (one-time)	Per Item	430.44

UNDP 2015 Universal Price List (UPL) - Part 1 of 2
For Services to UN Agencies Provided by Special Development Situation Country Offices



Service ^{1,2,3,4} (see service notes overhead)	Central													
	Afghanistan	African Republic	Chad	Cote D'Ivoire	Congo, DR	Fiji	Georgia	Guinea	Haiti	Iraq	Korea, DPR	Liberia	Libya	
Payment Process ⁵	54.58	43.02	34.15	34.43	53.44	30.54	35.58	31.07	36.54	46.13	21.15	36.81	47.97	
Issue check only (Atlas Agencies)	19.14	15.87	13.27	13.20	18.92	12.07	12.90	12.29	14.49	16.60	9.37	13.97	17.09	
Vendor profile only (Atlas Agencies only)	48.85	42.86	35.79	32.56	50.41	29.22	30.93	31.89	37.75	40.95	23.95	36.09	41.18	
Staff selection and recruitment process for resident agencies ^{6,7}	1,595.60	1,466.31	1,115.89	1,016.73	1,648.11	893.96	698.56	580.67	1,193.20	1,320.86	693.64	1,134.39	1,334.29	
Advertising (20%)	319.12	273.06	223.18	203.35	329.62	178.79	191.71	196.13	238.64	264.17	138.73	226.88	266.86	
Short-listing (40%)	636.24	546.13	446.36	406.69	659.24	357.59	383.42	392.27	477.28	528.95	277.46	453.75	533.72	
Interviewing (40%)	638.24	546.13	446.36	406.69	659.24	357.59	383.42	392.27	477.28	528.95	277.46	453.75	533.72	
Staff HR & Benefits Administration & Management ⁸ (one time fee, per staff at the issuance of a contract, and again at separation)	382.02	307.73	243.63	235.26	381.99	206.31	225.78	216.66	270.87	317.35	144.21	257.39	326.93	
Recurrent personnel management services: Staff Payroll & Banking Administration & Management ⁹ (annual fee per staff, per calendar year)	1,292.41	1,177.60	992.48	865.32	1,391.60	754.57	791.83	863.23	1,022.48	1,066.47	645.32	972.76	1,053.66	
Payroll validation, disbursement (35%)	452.94	412.16	347.37	299.35	483.56	264.10	277.14	302.13	357.87	373.26	225.66	340.46	369.78	
Performance evaluation (30%)	367.72	353.28	297.74	256.60	414.49	226.37	237.55	258.97	306.74	319.94	193.59	291.83	316.10	
Extension, promotion, entitlements (30%)	387.72	353.28	297.74	256.60	414.48	226.37	237.55	258.97	306.74	319.94	193.59	291.83	316.10	
Leave monitoring (5%)	64.62	58.88	49.62	42.77	69.08	37.73	39.59	43.16	51.12	53.32	32.27	48.64	52.68	
Consultant recruitment	688.00	488.40	405.40	372.66	604.24	327.83	352.33	356.91	436.05	487.03	250.21	414.83	493.56	
Advertising (20%)	117.60	99.68	81.08	74.53	120.85	65.51	70.47	71.38	87.21	97.41	50.04	82.91	98.71	
Short-listing & selection (40%)	235.20	199.36	162.16	149.06	241.70	131.01	140.93	142.76	174.42	194.81	100.08	165.91	197.42	
Contract issuance (40%)	235.20	199.36	162.16	149.06	241.70	131.01	140.93	142.76	174.42	194.81	100.08	165.91	197.42	
Interns management	106.52	70.23	49.11	58.72	95.86	61.05	69.55	46.85	63.42	86.60	22.92	60.15	96.19	
Issue/Renew IDs (UN, LP, UN ID, etc.)	58.45	44.23	33.78	34.78	56.57	30.42	33.99	30.45	39.24	48.72	18.81	37.27	51.13	
Travel authorization	62.20	50.31	39.92	38.39	62.33	33.68	36.80	35.47	44.26	51.66	23.72	42.06	53.15	
F10 settlement	57.80	47.39	37.08	35.95	58.34	31.65	34.32	33.56	41.62	47.97	22.76	39.56	49.15	
Procurement process involving local CAP (and/or ITB, RFP requirements) ^{10,11}	1,281.83	1,067.04	869.91	804.04	1,304.33	706.11	764.20	769.66	935.52	1,052.67	523.34	889.21	1,083.30	
Identification & selection (50%)	640.92	533.52	428.96	402.92	652.16	353.05	382.10	379.83	467.76	531.34	261.67	444.60	541.65	
Contracting/issue purchase order (25%)	320.41	266.76	214.98	201.01	326.08	176.53	191.05	189.91	233.88	265.67	130.84	222.90	270.83	
Follow-up (25%)	320.41	266.76	214.98	201.01	326.08	176.53	191.05	189.91	233.88	265.67	130.84	222.90	270.83	
Procurement not involving local CAP ^{7,10,11} (low value procurement)	358.25	265.07	189.58	210.60	342.76	183.69	207.18	180.92	246.84	298.96	108.40	223.94	316.76	
Identification & selection (50%)	179.12	132.53	99.79	105.30	171.38	91.99	103.69	90.46	117.92	149.48	54.20	111.97	157.88	
Issue purchase order (25%)	89.56	66.27	49.89	52.65	85.69	46.00	51.79	45.23	58.95	74.74	27.10	55.99	78.94	
Follow-up (25%)	89.56	66.27	49.89	52.65	85.69	46.00	51.79	45.23	58.95	74.74	27.10	55.99	78.94	
Disposal of equipment	666.93	657.38	450.43	419.04	679.67	368.08	397.65	397.51	488.37	551.99	276.29	484.22	664.73	
AR Management Process (create/apply receivable pending item- Atlas Agencies Only)	93.25	81.27	67.63	61.27	96.77	64.39	67.81	69.72	71.44	77.84	43.85	68.13	78.30	
Issue/Apply Deposit only	56.22	49.03	40.79	37.03	58.33	32.80	34.96	36.10	43.14	46.98	26.58	41.15	47.25	

Principles of the Universal Price List

The UPL consists of a set of standard services, with reasonable cost estimates, that can be provided by UNDP country offices to UN agencies. Note, the UPL is only intended to price specified standard services to UN agencies – not inputs to UNDP projects & programmes. The pricing of inputs to UNDP projects & programmes should be based on actual costs for clearly identifiable transactions. When this is not possible, country offices may use the UPL.

If a country office assesses that it lacks sufficient capacity to provide individual services to UN agencies, they are not required to do so. Alternatively, if a country office assesses that the UPL does not fully cover the total costs for providing services, they can establish locally negotiated prices using transparent, prevailing market rates. These rates should be communicated to the agencies prior to implementation.

The UPL does not cover specialized or locally provided *ad-hoc* services. The UPL also does not cover local security-related services that might be necessary in certain countries without banking facilities. Both *ad-hoc* and local security services, and their estimated costs, should be covered through locally negotiated agreements between UNDP country offices and concerned UN agencies.

- ¹ Not all UN agencies require all services. In particular, Atlas partner agencies and resident UN agencies may carry out several UPL sub-transactions, thus reducing the overall cost of the service. Each standard service in the UPL takes this into consideration.
- ² A certain number of services which were previously categorized as standard administrative services (local driver's licenses, visa requests, customs clearance, etc.) have now been eliminated from the UPL. Any standard service not listed on the UPL is to be considered *ad-hoc*/non-standard service subject to full cost recovery per locally negotiated prices using transparent prevailing market rates.
- ³ The request for services under the following exceptional circumstances are subject to a 25% surcharge on top of the regularly accepted cost/price:
 - Urgent requests requiring a turnaround of less than 3 business days.
 - Requests for services before/after normal working hours.
- ⁴ Requests for prior year UPL services should always use the latest applicable published rates (not UPLs from prior years) without exception.
- ⁵ **Payment Process:** the process includes disbursement only, and requires a written instruction by the budget owner agency. UNDP does not review procurement process supporting documentation other than vendor banking information, unless otherwise stipulated locally. Note that UNDP does not charge fellow Atlas partner agencies for running a fully automated pay cycle.
- ⁶ Staff selection and recruitment process for resident agencies only. This service for non-resident agencies should be treated as an *ad-hoc* service subject to full cost recovery at transparent, prevailing market rates.
- ⁷ In cases where a reciprocity agreement does not exist between UNDP and UN agencies, the time spent on joint boards (recruitment, procurement, etc.) will be charged as an *ad-hoc* service.
- ⁸ **Staff HR & Benefits Administration & Management** typically include services such as:
 - Position Data & Budget management
 - Issuance of contract
 - HR & dependent/beneficiary data entry & maintenance
 - Benefits data entry & maintenance (PF/Medical/Life Insurance)
 - Interface with GMC Henner on MIP reimbursements
 - Organization events (within grade increments, secondments, transfers etc)
 - Life events (changes to marital status and dependents)
 - HR data management for ASHI retirees
 - Production of key HR reports such as staffing table & personnel action forms (PAFs)
 - Guidance to staff & managers on HR rules & regulations

Annex 4: Project Security Risk Assessment

As per decision of the UN Security Management Team in Port Moresby, each project or Annual Work Plan is to be exposed to security risks and is subject to security assessment. This assessment was undertaken in 2012. While the current Annual Work Plan has allocations for security measures on a specific budget line, the amount allocated may have to be revised and potentially increased following the security risk assessment, depending on the measure such an assessment may deem necessary. In the event that such increased security allocations are necessary, the AWP will be revised and endorsed by the AWP steering committee before the revised AWP is signed.



Chief Secretary to Government

30th January 2015

Mr. Roy Trivedy,
Resident Representative
UNDP Papua New Guinea
P O Box 1041,
Port Moresby, NCD

Subject: Delegation of Authority for Project (00092340, PNG Business Plan Competition)

Dear Mr. Trivedy,

In order to address all issues related to the project PNG Business Plan Competition (ID 00092340), I would like to delegate to Ms. Debbie Maraki, manager of the aforementioned project, the authority on taking the decisions related to organizational, financial and other issues of the project for the duration of the project (31 December 2016).

As such, Ms. Maraki are authorized, to address all above-mentioned issues including:

- Ensuring the proper financial planning and expenditures (including the endorsement of the project Annual Work Plans);
- Financial accounting and control of the project operations;
- Approval of all financial documents under the project (including the payment requests and other documents, as necessary);
- Signature of contracts concluded within the project on behalf of the implementing agency, as well as other relevant legal documents necessary for the successful implementation of the project.

This delegation will enable UNDP to provide more effective support to our Department in the implementation of the above-mentioned project.

Let me take the opportunity and express my gratitude for the high level of the cooperation between our organizations.

Sincerely,

Trevor Meaurio
Deputy Secretary
Department of Prime Minister and National Executive Council (DPMNEC)