

# UNDP Sierra Leone AWP Clearance Checklist



Empowered Lives  
Resilient Nations

Cluster Name : Governance

Project ID : 96027 Title: Promoting Transparency in Sierra Leone's Judiciary

**A. Format and General Issues:**

01	Submitted AWP has been prepared in Standard Prescribed Format	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
02	Project Title, Atlas Award & Project IDs are correctly mentioned/quoted	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
03	AWP Planning Workshop/consultation conducted	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
04	Annual/quarterly Project Board Meeting conducted	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
05	Minutes of the Project Board meeting attached	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
06	AWP discussed and agreed with the Implementing Partner	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
07	AWP endorsed/agreed by the Project Board/Steering Committee, if applicable	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
08	Annual HR and Procurement Plans developed and attached with the AWP	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
09	Multiyear Resource/Budget Matrix attached with the AWP	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
10	Designation of signatory for FACE form has been made – if a NIM project	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

- but prepared and submitted.  
Don Governance P.M.

**B. Results Related Issues:**

01	The AWP reflects overall priorities (National, UN and UNDP)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
02	Outputs and activities are aligned to the UNDAF, CPD and project document	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
03	A one page summary of intended/achievable results is attached	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
04	M&E plan attached and adequately budgeted in the AWP	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
05	Lessons learned have been incorporated in the AWP, as per the last APR minutes	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
06	Baseline, Target and Deliverables have been mentioned properly	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
07	Articulation of results of the AWP has followed the SMART and RBM guidelines	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

**C. Resources Related Issues:**

01	Total proposed budget for the AWP does not exceed approved total project budget.	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
02	The AWP budget is within the scope of the funds availability/commitment.	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
03	CS Agreement available for the Proposed Non-Core Resources.	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
04	Appropriate provisions for GMS have been made at the Atlas Activity level.	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
05	Atlas Codes (Donor, Account, Fund etc.) are consistently/properly used	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
06	The summary page reflects the resources	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
07	Provision of resources has been made for each of the planned activities/actions	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
08	The Budget comply with the spirit of Results Based Budgeting (RBB)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

**D. Remarks/Comments/Justification for Returning to Cluster:**

<p>AWP Clearance Checklist prepared by</p> <p style="font-size: 1.2em; font-family: cursive;">Louise S. Gaen</p> <p>Programme Manager/CTA/Project Office</p> <p>Date: <u>7/2 2017</u></p>	<p>AWP and Checklist Reviewed and Cleared by</p> <p style="font-size: 1.2em; font-family: cursive;">Annette Nalorgo</p> <p>Team Leader/Deputy Team Leader</p> <p>Date: <u>09/02/2017</u></p>	<p>Recommended for Approval by:</p> <p style="font-size: 1.2em; font-family: cursive;">Daisy Foday</p> <p>PMSU</p> <p>Date: <u>09/02/17</u></p>
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Annual Work Plan (AWP) for 2017: Version A

Project/Programme Title:		Pillar 7. B. Justice and security sector delivery systems improved in compliance with international human rights standards				Promoting Transparency in Sierra Leone's Judiciary			
UNDAF Outcome: Strategic Plan: CPAP Outcome: CPAP Output(s):		Countries have strengthened institutions to progressively deliver universal access to basic services				Justice and security sector delivery systems improved in compliance with international human rights standards			
4.1 Targeted state institutions and constitutional bodies are able to provide effective justice and security services in an accountable manner at national		4.1 Targeted state institutions and constitutional bodies are able to provide effective justice and security services in an accountable manner at national							
Expected Outputs And baseline, associated indicators and annual targets	Planned Activities	Timeframe				Responsible Party	Funding Source	Planned Budget Budget Description	Amount (USD)
		Q1	Q2	Q3	Q4				
<b>Output 1: Sentencing and bail policies and guidelines are adopted by the mandated judicial authorities</b>  <b>Baseline:</b> - No working group (W/G) in place - No assessment been undertaken of current legislation and practices - No sentencing policy in place - No guidelines in place  <b>Indicators:</b> - W/G established (M/F) - W/G knowledge of the process of developing sentencing and bail reforms is enhanced - Assessment completed with sex disaggregated data - Gender Sensitive Sentencing and bail Policy adopted - General institutional and public awareness of Sentencing Policy enhanced - Guidelines completed and agreed by sentencing W/G (Yes/No)	<b>1.1. Activity Result: A Working Group is established on bail and sentencing issues, chaired by the Judiciary and sentencing and bail policies are adopted</b>  <b>Action 1.1.1: Support to the establishment of the W/G and development of ToRs including on mandate, membership &amp; responsibilities</b>  <b>Action 1.1.2: Support W/G with int. consultant and national experts to conduct assessment of current sentencing and bail practices</b>  <b>Action 1.1.3: Exposure visit (preferably South/South engagement) to a country that has recently successfully undertaken similar reforms</b>  <b>Action 1.1.4: Support to holding national consultations and meetings with key stakeholders in the justice sector, including practitioners and court users (reaching out to women's groups) initiated to inform development of policy and later guidelines</b>  <b>Action 1.1.5: Expert to develop manual on key precedents, policies and best (as well as emerging) practices</b>  <b>Action 1.1.6: Support to the W/G to finalise development and adopt sentencing and Bail policies</b>  <b>Action 1.1.7: Support to ensuring outreach of the W/G establishment, progress and the draft Sentencing and Bail Policy and Guidelines through briefings to media.</b>  <b>GMS (85% of total yearly budget)</b>					UNDP, Judiciary	US Dep. State - INL	74200 Printing 75700 Training, Workshops  71200 International Consultant 71300 National Consultant 74200 Printing 71200 International Consultant 74200 Printing 75700 Training, Workshops 75700 Training, Workshops 72500 Electronic Media 74200 Printing 75100 Facilities & Administration	27000 2000 1000 2400
<b>Target:</b> - W/G in place comprised of Judiciary, Police, Prosecutors, Corrections and citizen representatives with strong female representation to lead process of development of sentencing policy and guidelines - Assessment completed of current sentencing practice and manual developed	<b>1.2. Activity Result: Sentencing guidelines produced in partnership with the Judiciary, Law Officers</b> <b>Action 1.2.1: Support to the development of Gender Sensitive Bail and Sentencing Guidelines under the leadership of the Judiciary including general guidelines</b> <b>Action 1.2.2: Support to holding Consultation meetings on draft guidelines</b> <b>Action 1.2.3: Support to ensuring the adoption of the Guidelines by the mandated judicial authorities</b>  <b>GMS (8% of total yearly budget)</b>					UNDP, Judiciary	US Dep. State - INL	71200 International Consultant 71300 National Consultant 74200 Printing 75700 Training, Workshops 74200 Printing 75700 Training, Workshops 72500 Electronic Media 74200 Printing 75100 Facilities & Administration	27000 2000 1000 2400
<b>Total of Output 1</b>									<b>63,450</b>
<b>Output 2: Sentencing and bail guidelines</b>		<b>2.1. Activity Result: Training modules developed and implemented with selected Police</b>							

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