

UNDP Sierra Leone AWP Clearance Checklist



Empowered Lives
Resilient Nations

Cluster Name : **Governance**

Project ID : **102631** Title: **From Prisons to Corrections**

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 report submitted
On Governance Drive*

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:

AWP Clearance Checklist prepared by

LOUISE S. AWAEN

George S. Awaen
Programme Manager/CTA/Project Office

Date: *8/2/17*

AWP and Checklist Reviewed and Cleared by

Annette Nalipa

W. A. F.
Team Leader/Deputy Team Leader

Date: *9/2/17*

Recommended for Approval by:

Daisy Foday

[Signature]
PMSU

Date: *09/02/17*

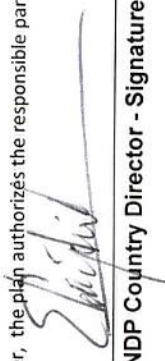
4.6% Operations/Programmes management Support Cost	x	x	x	x	x	29,540
Communication, Media and Visibility (1%)	x	x	x	x	x	6,422
Monitoring & Evaluation - 3rd Party Monitoring (2%)	x	x	x	x	x	12,844
Office Supplies & Equipment		x			x	2,000
Project Team Field Visit			x		x	3,000
Project Evaluation(Mid Term Review & End of Project Evaluation						1,000
GMS (8%)	x	x	x	x	x	7,000
Total of Project Management Cost						15,280
Total Project Budget						206,286
						848,466

64398 - Direct Project Cost-staff	29,540
64398 - Direct Project Cost-staff	6,422
64398 - Direct Project Cost-staff	12,844
72500 Stationery	2,000
72200- Equipment	3,000
72300 Supplies	1,000
71600 Travel	7,000

This Annual Work Plan (AWP) is based on Results Management Guidelines (RMG) of UNDP. Once signed by UNDP and the Implementing Partner, the plan authorizes the responsible parties and project management to manage available resources and achieve set results.

~~Signature~~ 10/02/17

National Counterpart - Signature and Date



UNDP Country Director - Signature & Date

Summary of Funding Source	
Donor	Total Budget for 2017
INL	613,466
UNDP Contribution	235,000
Total	848,466