



United Nations Development Programme

Country: Sierra Leone

Project Title: Gender Equality in Governance

UNJV Outcomes: Promoting Gender Equality and Women’s Rights

Expected Country Programme Outcome(s): Parliament and other national institutions assisted to implement its individual mandate in a participatory, transparent and accountable manner.

Expected Outputs: (I) Training of trainers on structure, composition and role of ward committees (II) Campaign School for female candidates (III) Survey conducted on Women in Decision Making Positions (IV) Enactment of the Gender Equality Bill (v) Capacity and knowledge transfer and Experience sharing

Implementing Partner: Ministry of Social Welfare, Gender and Children’s Affairs

Responsible Party: UNDP; Ministry of Social Welfare, Gender and Children’s Affairs; Women Support Solidarity Group (WSSG)

Brief Description

The focus of the annual work plan 2012 for the Gender Equality Project is building on ongoing support towards the enactment of the Gender Equality Bill. Being an election year, the main focus is to ensure Gender Equality Bill is enacted before the 2012 Elections. Furthermore support is also focused on women’s increased participation and representation in the forth coming elections. The activities outlined are aimed at mobilizing female aspirants and candidates and equip them with requisite support to enhance their potential to succeed in being nominated and subsequently awarded symbols in winnable constituencies. The main outputs are as follows: (I) Training Ward Committee Secretaries and Members of the Ward Committees on structure, composition and role of ward committees (II) Campaign School for female candidates (III) Survey conducted on Women in Decision Making Positions (IV) Enactment of the Gender Equality Bill (vi) Review the twin policies on Gender Equality and Women’s Empowerment

Programme Period:	01/01 /2012 – 31/12/2012
Programme Component:	Democratic Governance
Key Result Area (Strategic Plan):	_____
Atlas Award ID:	_____
Project ID	_____
Project Title:	Gender Equality in Governance
Duration:	One Year
Start date	01 /01 /2012
End Date	31/12/2012
Management Arrangement:	Direct Implementation (DIM)

2012 AWP budget:	119,836.00
Total allocated resources:	119,836.00
• Regular TRAC	100,000.00
• UNDP (BCPR)	19,836.00
Unfunded budget:	_____
In-kind Contributions	_____

Agreed by Ministry of Social Welfare, Gender and Children’s Affairs:

[Signature] 28/3/12

Agreed by UNDP:

[Signature] 28/3/12

I. ANNUAL WORK PLAN -GENDER

Year: 2012

EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	Funding Source	PLANNED BUDGET	
		Q1	Q2	Q3	Q4			Budget Description	Amount
<p>Output 1: Training for Ward Committee members in Bombali and Bonthe District on structure, composition and role of ward committees</p> <p>Baseline: Bombali and Bonthe District as the least performing districts (CLoGPAS)</p> <p>Indicators: number of women in each ward committee</p> <p>Targets: At least two female members trained as potential nominees in the new administration after the 2012 elections</p>	<p>1. Activity Result: 1 ward committee secretary and 2 female members including regional gender officers from Bombali and Bonthe District trained on the roles and responsibilities of ward committees</p> <p>- Action: Conduct four clustered two-day's workshop at regional level - Action; Develop a simplified booklet on roles and responsibilities of ward committees</p>	X				UNDP / MSW/GCA/ MLGRD/ DECSE/GEMS	TRAC	Travel Media/Workshop	25,000.00

<p>Output 2: Support international motivational speakers for the leadership, coaching and mentoring of female candidates as an in built session of the campaign School for female candidates</p> <p>Baseline: Limited knowledge of female candidates on political skills and political campaigning</p> <p>Indicators: No. Of candidates trained</p> <p><i>Targets: at least 30% of female candidates attend campaign school before the 2012 elections</i></p>	<p>Activity Result: South /South Cooperation</p> <p>Female candidates are provided leadership, coaching and mentoring on women and political leadership through experienced international politicians who will share their life journey as politicians and share experiences on realities to face in the process towards political participation and when in office</p> <p>- Action: Organize travel for international female politician for campaign school</p> <p>- Action: A prominent international political figure and motivations speaker (s) are hosted to share personal story during the campaign school to female candidates</p>	<p>X</p>	<p>X</p>	<p>UNDP / MSWGCA/ CGG</p>	<p>TRAC</p>	<p>3 motivational speakers; Intl. and local Travel / media/ local transportation/professional fee; harmonization of the training manual for candidates</p>	<p>22,605.00</p>
<p>Output 3: Survey conducted on Women in Decision Making Positions</p> <p>Baseline: No data</p>	<p>1. Activity Result:</p> <p>Quantitative data on Women in Decision making in the public and private sector produced</p>	<p>X</p>	<p>X</p>	<p>UNDP / MSWGCA</p>	<p>TRAC</p>	<p>Travel; Media; Workshop Local consultant; Printing</p>	<p>15,913.73</p>

<p><i>available on women in decision making position in the public and private sector</i></p> <p>Indicator: Survey report; profile of current women in decision making positions and in-depth study on women in decision making positions</p> <p>Target:</p> <p><i>Final report with full documentary of women in decision making positions by September, 2012</i></p> <p>Baseline:</p> <p>Indicators:</p> <p>Targets:</p>	<p>Action: Undertake a survey on women in decision making position in the public and private sector</p> <p>Action: Profile women holding current positions at the decision making level in the public and private sector</p>						<p>UNDP / MSWGCA / BCPR</p>	<p>BCPR</p>	<p>Travel; Media; Local Consultant; Workshop Materials; Printing</p>	<p>19,836.00</p>
	<p>Action: Conduct and in-depth survey of women in decision making examining the root causes of women's low representation in decision making positions</p> <p>Action: Validation workshop for all milestone deliverables i.e. Report on Gender Survey; Profile Documentary and In-depth study</p>									

<p>Output 4: Capacity and knowledge transfer and Experience sharing Baseline: No previous support for the Minister to support CSW Indicator: Meeting Agenda Target: By March 2012</p>	<p>Activity Result: Minister of Social Welfare, Gender and Children's Affairs mission to NY is funded. Action: Fund air ticket and DSA for Minister's participation</p>	X				UNDP / MSWGCA		7,265.00
<p>Output 5: Review of National twin policies on Gender Mainstreaming and Women's Empowerment complementing the ongoing support to put in place a gender equality legislation Baseline: Twin policies outdated Indicator: Policy document</p>	<p>Activity Result: National twin policies on Gender Mainstreaming and Women's Empowerment reviewed Action: Support production of national twin policies; organize a stakeholder's meeting on the review process of the policies; draft and validate gender policies; launch and disseminate Gender Policies</p>		X	X		UNDP / MSWGCA	Travel / Media / Workshop /Local Consultant	12,000.00
	<p>Action: Disburse outstanding 10% balance upon submission of final financial and narrative report on Gender Equality Bill</p>			X				2,395.00

Output 6: M & E	Activity: Support to inter-agency (GTT) and other related meetings	X	X	X	X	X	UNDP	Light Meals	719.92
Total Funds: 119,836.00 ISS 2% = 2,349.73 Programme Support 10% = 11,748.63 Programmable Funds = 105,734.65									
TOTAL									105,734.65

Management Arrangements

The project will be implemented by UNDP with some selected outputs under a micro capital grant agreement or LoA as the case maybe. This means that UNDP will have full responsibility to ensure accountability, transparency, timely implementation, management achievement of results.

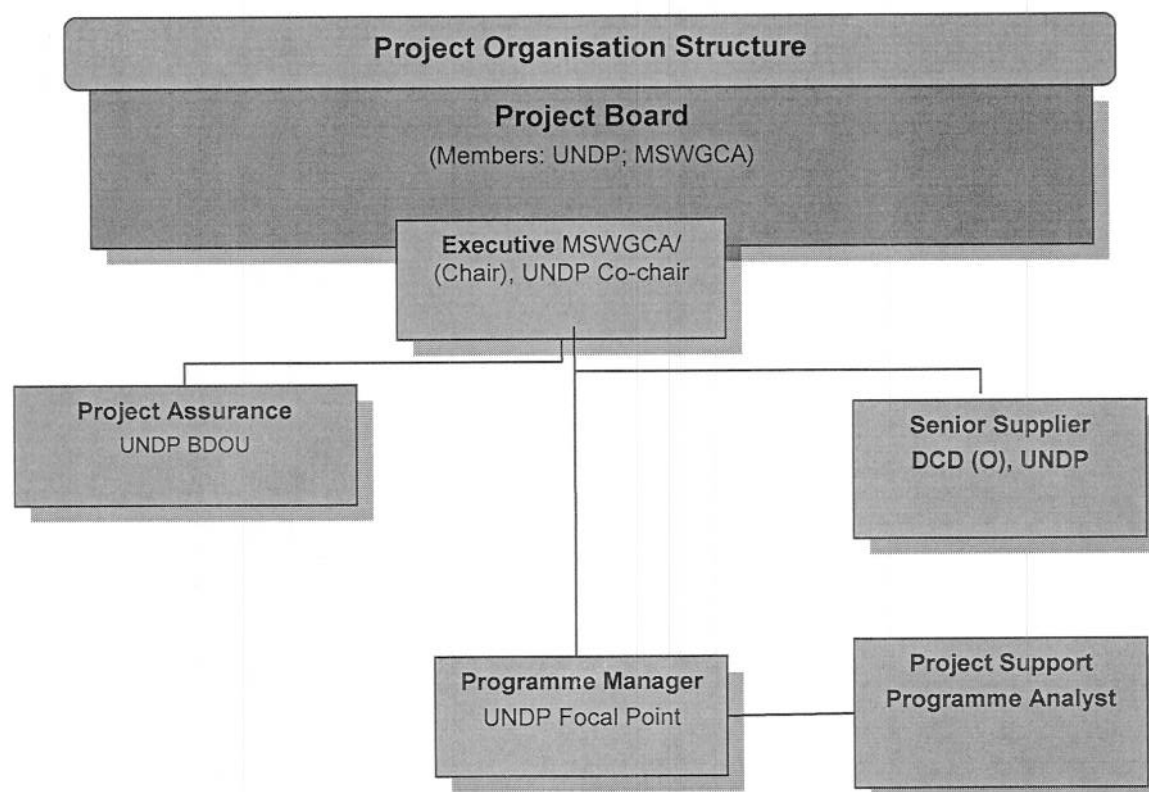
A project board will be comprised as follows:

Gender

The Ministry of Social Welfare, Gender and Children's Affairs will be the Chair and UNDP as co-chare will oversee the project providing overall policy guidance and ensuring synergy across the board.

The project board will be supported by a programme analyst based at UNDP and a support staff project secretariat, providing technical support to the GENDER EQUALITY AND WOMEN'S EMPOWERMENT project on a day to day basis, working closely and reporting directly to the head of the governance unit. The head of the governance unit will provide overall guidance, quality assurance and will ensure compliance with UNDP rules and procedures. The programme analyst under the guidance of the head of unit will ensure that the project produces the results specified in the AWP to the required standard of quality and within the specified time and budget limits.

The project board will be responsible for making on a consensus basis management decisions for a project when guidance is required by the project secretariat including recommendation for UNDP / implementing partner approval of project revisions. Project reviews by this group will be made at designated decision points during the year or as necessary when raised by the project stakeholders. This group will be consulted by the Programme Analyst for decisions when project management tolerances i.e. constrains in terms of time and budget) have been exceeded.



Project Board: to be composed of key stakeholders – UNDP will retain the overall authority for the project and will be responsible for providing direction, review and eventual closure

Executive: The Minister of the MSWGCA and the UNDP Country Director as co-chair will be responsible for the ‘business case’, ensuring that the project is delivering value for time and resources; the executive chairs the Project Board Meetings

Programme Manager – to be based at UNDP, will plan and oversee the project’s implementation, ensuring overall guidance, quality assurance and will ensure compliance with UNDP rules and procedures,; he/she will ensure that the project realizes the results described in the AWP; in all this, he will work closely with the Project support, helping to define responsibilities for project personnel and other specialist project teams, ensuring progress reporting to the project board.

Project support – this will be composed of the Programme Analyst, based at UNDP and will be responsible for: setting up and maintaining project documentation; updating plans and assessing impact of changes; defining and maintaining project management standards, recording minutes of meetings and compilation of reports;

Senior Supplier – this role, to be played by the Deputy Operations Manager at UNDP will ensure the design, development and procuring the project’s products, ensuring compliance to applicable procurement rules and procedures;

Project Assurance - This will be the Business Development and Oversight (BDOU) Team at UNDP, under the leadership of the Unit Head; it will ensure adherence to quality systems; assesses all aspects of the project’s performance and products.

II. FRAMEWORK AND EVALUATION

This will be in accordance with UNDP’s programming policies and procedures. The Project Support, with advice from the Programme Manager will ensure effective monitoring of the AWP ensuring that implementing partners develop monitoring plans to facilitate effective monitoring. They will provide period reports to the project board.

The specific mechanisms that will be used to monitor the achievement of results in annual work plan will include the following:

- i. **Quarterly meetings of the Project Board** - to review progress reports so as to take necessary actions to ensure the project results are achieved and where possible, recommend a change in implementation strategy. Quarterly progress report, technical and financial report are prepared by the project Secretariat for review by the Project Board;
- ii. **Annual Progress Report.** An Annual Progress Report shall be prepared by the project secretariat, cleared by the Programme Manager and shared with the Project Board. The Annual Review Report shall provide a summary of results achieved against pre-defined annual outputs and targets. It will also include financial report generated through Atlas at the end of the year;
- iii. **Annual Project Review.** Based on the above report, an annual project review shall be conducted during the fourth quarter of the year or soon after, to assess the performance of the project and appraise the Annual Work Plan (AWP) for the following year. In the last year, this review will be a final assessment. This review is driven by the Project Board and may involve other stakeholders as required. It shall focus on the extent to which progress is being made towards outputs, and that these remain aligned to appropriate outcomes;

- iv. Field visits, where necessary will be undertaken jointly by implementing agency and UNDP.

Risk and Issues Log

Within the annual cycle a risk log shall be activated in Atlas and regularly updated by reviewing the external environment that may affect the project implementation. In addition, a project Lesson-learned log shall be activated and regularly updated to ensure on-going learning and adaptation within the organization, and to facilitate the preparation of the Lessons-learned Report at the end of the project. It is the responsibility of the Programme Manager to maintain and update the Project Risk Log, and ensure that risks are identified, communicated, and managed effectively.

A Monitoring Schedule Plan shall be activated in Atlas and updated to track key management actions/events.

III. LEGAL CONTEXT

This AWP together with the CPAP signed by the Government and UNDP which is incorporated by reference constitute together a Project Document as referred to in the SBAA and all CPAP provisions apply to this document.

Consistent with the Article III of the Standard Basic Assistance Agreement, 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. 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 this agreement.

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).

ANNEXES

The CPAP signed by UNDP and the Government Coordinating Agency would be appended I if necessary.

Any additional agreements, such as cost sharing agreements, project cooperation agreements signed with NGOs (where the NGO is designated as the "implementing partner") should be attached.