

UNDP Sierra Leone AWP Clearance Checklist



Empowered Lives
Resilient Nations

Cluster Name : **GOVERNANCE CLUSTER**

Project ID : **00085842** Title: **SUPPORT TO MEDIA DEVELOPMENT**

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 checked="" type="checkbox"/>	No	<input 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"/>

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 checked="" type="checkbox"/>	No	<input type="checkbox"/>
04	M&E plan attached and adequately budgeted in the AWP	Yes	<input checked="" type="checkbox"/>	No	<input 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

Hassan Jalloh

AWP and Checklist Reviewed and Cleared by

Annette Nalwoga

Recommended for Approval by:

Jessa Campbell

Programme Manager/CTA/Project Office

Team Leader/Deputy Team Leader

PMSU

Date: 11/3/2016

Date: 11/03/2016

Date: 17/03/16

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
Output 1: Three media legal frameworks reviewed and new ones developed. Baseline: a. Code of ethics exists but not revised b. No Media law but draft Media Bill exists c. No cooperation agreement exist Indicators: a. Revised Media code of ethics completed. Yes/No b. Media Law enacted. Yes/No c. Cooperation Agreement for broadcast licences exists. Yes/No	Activity: Review and produce Codes of Ethics. Activity: Organize a meeting for the presentation of Ethics to Journalists and Media Practitioners. Activity: Support the endorsement of SLAJ self-regulatory and Press freedom Charter by Media professionals Activity: Conduct two quarterly meetings to follow up on codes of ethics. Activity: Workshop to discuss the Bill.		X			UNDP	TRAC	Grant - 72600	3,000
			X	X	X	UNDP	TRAC	Grant - 72600	0
			X		X	UNDP	TRAC	Grant - 72600	7,000
Targets a. SLAJ code of ethics revised and enforced b. Media bill enacted into Media Law c. Cooperation agreement on Broadcast licences developed and signed between NATCOM and IMC	Activity: Facilitate a process between NATCOM and IMC to discuss issuing of broadcast licenses		X			UNDP	TRAC	Grant - 72600	4,000
				X		UNDP	TRAC	Grant - 72600	3,000

T.C

<p>b. Course Handbook developed. Yes/No</p>	<p>developed. Yes/No</p>					
<p>Target: a. Mass Communication syllabi developed for core courses b. Course Handbook developed.</p>	<p>Activity: Produce course handbook for students</p>					
<p>Output 3 Total</p>						10,000
<p>Output 4. Capacity of MRCG Secretariat strengthened for effective management of project including the coordination of Media institutions. Baseline: a. Low. Finance management training provided in 2015 b. No inter-media collaboration in 2015</p>	<p>Activity Result: A successful implementation of the programme guided by the MRCG Board, functioning secretariat and established systems for the coordination of media organizations</p>					
<p>Indicators: a. Level of improvement in project management capacity by secretariat staff (Low, Medium and High) b. Number inter-media institutions collaborative activities</p>	<p>Activity: Establish secretariat communication capacity for coordination Activity: Carry out secretarial functions for media reform processes and activities.</p>	<p>X X X X X</p>	<p>X X X X X</p>	<p>UNDP UNDP UNDP UNDP UNDP</p>	<p>TRAC TRAC TRAC TRAC TRAC</p>	<p>Grant - 72600 Grant - 72600 Grant - 72600 Grant - 72600 Grant - 72600</p>
<p>Targets a. Medium. Complete trainings on M&E, corporate communication, resource mobilization. b. Two national collaborative media activities executed</p>	<p>Activity: Conduct quarterly meeting to review activity reports, prepared by the project implementing partners and the secretariat. Activity: Produce and circulate State of the Media Report 2015</p>	<p>X X X X X</p>	<p>X X X X X</p>	<p>UNDP UNDP UNDP UNDP UNDP</p>	<p>TRAC TRAC TRAC TRAC TRAC</p>	<p>Grant - 72600 Grant - 72600 Grant - 72600 Grant - 72600 Grant - 72600</p>
<p>Output 4 Total</p>	<p>Activity: Facilitate meetings between the different providers of training and education for media professionals Activity: Conduct in-house technical assistance and training to media groups</p>	<p>X X X X X</p>	<p>X X X X X</p>	<p>UNDP UNDP UNDP UNDP UNDP</p>	<p>TRAC TRAC TRAC TRAC TRAC</p>	<p>Grant - 72600 Grant - 72600 Grant - 72600 Grant - 72600 Grant - 72600</p>
<p>Output 4 Total</p>						62,192.50

<p>b. Course Handbook developed. Yes/No</p> <p>Target:</p> <p>a. Mass Communication syllabi developed for core courses</p> <p>b. Course Handbook developed.</p>	<p>Activity: Produce course handbook for students</p>												
<p>Output 3 Total</p>												10,000	
<p>Output 4. Capacity of MRCG Secretariat strengthened for effective management of project including the coordination of Media Institutions.</p> <p>Baseline:</p> <p>a. Low. Finance management training provided in 2015</p> <p>b. No inter-media collaboration in 2015</p> <p>Indicators:</p> <p>a. Level of improvement in project management capacity by secretariat staff (Low, Medium and High)</p> <p>b. Number inter-media institutions collaborative activities</p>	<p>Activity Result: A successful implementation of the programme guided by the MRCG Board, functioning secretariat and established systems for the coordination of media organizations</p> <p>Activity: Establish secretariat communication capacity for coordination</p> <p>Activity: Carry out secretarial functions for media reform processes and activities.</p> <p>Activity: Conduct quarterly meeting to review activity reports, prepared by the project implementing partners and the secretariat.</p> <p>Activity: Produce and circulate State of the Media Report 2015</p>	X	X	X	X	UNDP	TRAC	Grant - 72600		47,592.50		5,600	
<p>Targets</p> <p>a. Medium. Complete trainings on M&E, corporate communication, resource mobilization.</p> <p>b. Two national collaborative media activities executed</p>	<p>Activity: Facilitate meetings between the different providers of training and education for media professionals</p> <p>Activity: Conduct in-house technical assistance and training to media groups</p>	X	X	X	X	UNDP	TRAC	Grant - 72600		0		4,000	
<p>Output 4 Total</p>										62,192.50			

United Nations Development Programme

Budget A



Empowered lives.
Resilient nations.

ATLAS AWARD ID	00072805
ATLAS PROJECT ID	00085842
PROJECT TITLE	Support to Media Development
CPD Outcome	Capacity of democratic institutions strengthened to enable good governance
CPD Outcome	Legal and institutional framework for professional media practices and capacity of media institutions strengthened for free and fair media.
Expected Output(s)/Annual Targets: (CPD outputs linked to the above CPD outcome)	<p><u>Output 1:</u> Three media legal frameworks reviewed and new ones developed.</p> <p><u>Output 2:</u> Capacity of the IMC Monitoring and Research Unit developed.</p> <p><u>Output 3:</u> Mass Communications syllabi developed and standardized across Universities and Tertiary institutions.</p> <p><u>Output 4:</u> Capacity of MRCG Secretariat strengthened for effective management of project and coordination of Media institutions.</p>
Implementing Partners	Media Reform Coordinating Group Sierra Leone (MRCG SL)
Responsible Parties	

I-C

Brief Description

The project intends to focus on four strategic issues: The first component of the project will entail the Sierra Leone Government enacting media bill into Media Law of Sierra Leone. To ensure the legality of the process, a legal mind will accompany all the legitimate steps and procedures to galvanize support for the draft media law. In addition, the role of IMC and NATCOM in granting of licenses and airtime shall be facilitated for clarity of mandates of the two institutions. Furthermore, the project will establish a process self-regulation mechanism through review/formulation of SLAJ Code of Practice and its voluntary adoption by its members.

The project will also facilitate the positioning the mass communication department of Fourah Bay College as a Centre of Excellence for journalism/education in Sierra Leone. In 2015, the relevant University authorities from FBC, Njala University, Every Nation College, University of Makeni, LICSA Business College, and IAMTECH offering media studies/journalism unanimously endorsed the revised curriculum. This revised modern curriculum will soon be adopted as the national curriculum for mass communication/journalism studies in the country. Syllabi for the main courses will be developed in 2016. Additionally a Business Plan/Project Proposal elaborated for transformation of the Mass Communication Department into a Center of Excellence will be implemented by FBC/Mass Communication Department/FBC with facilitation from MRCG-SL.

Furthermore, the project will strengthen the MRCG and its Secretariat to continue functioning as a credible organization with demonstrated competence i.e. structures, systems, policies and procedures to spearhead and coordinate media reform processes in the country. It entails proper functioning of the MRCG SL board responsible for strategic decision-making and overall oversight of the organizations and its resources. And with the guidance of the board, MRCG Secretariat will further spearhead comprehensive institutional/organizational capacity building and coordination of national media organizations i.e. constituent members based on their expressed needs and challenges. Previous report (UNDP, 2013) indicated lack of capacity is the most limiting constraints facing most of the media organizations in the country. From this perspective, the project will employ mentoring and coaching approach to specifically address indicated challenges within media organizations.

Programme Period: January- December 2016
Strategic Plan Result area: Democratic Governance
Project Title: Support to Media Development
Award ID: 00072805
Project ID: 00085842
Atlas ID:
PAC Meeting Date:
Management arrangements:

Total resource required: \$200,000.00
Total allocated resources:
Regular (TRAC): \$200,000.00
Others:
PBF:

Unfunded budget:
GoSL Contributions:

1-0

