

**STANDARD LETTER OF AGREEMENT BETWEEN  
THE UNITED NATIONS DEVELOPMENT PROGRAMME AND  
THE MINISTRY OF PLANNING, INVESTMENT AND ECONOMIC DEVELOPMENT (MOPIED)  
ON THE EXECUTION OF THE PIP – SUPPORT TO NATIONAL DEVELOPMENT PLAN II 2020-2025 WHEN UNDP SERVES AS  
EXECUTING ENTITY**

Your Excellency,

1. Reference is made to the consultations between officials of the United Nations Development Programme (hereinafter referred to as “UNDP”) in Somalia and officials of MOPIED with respect to the realization of activities by MOPIED in the Execution of the project **PIP – Support to NDP II Atlas ID 00112448**, as specified in Attachment 1: Project Document, to which UNDP has been selected as executing entity.
2. In accordance with the Project Documents and with the following terms and conditions, we confirm our acceptance of the activities to be provided by MOPIED towards the project, as specified in Attachment 2: Description of Activities (hereinafter referred to as “Activities”). Close consultations will be held between MOPIED and UNDP on all aspects of the Activities.
3. MOPIED shall be fully responsible for carrying out, with due diligence and efficiency, all Activities in accordance with its Financial regulations, rules and other directives, only to the extent they are consistent with UNDP’s Financial Regulations and Rules. In all other cases, UNDP’s Financial Regulations and Rules must be followed.
4. In carrying out the activities under this Letter, the personnel and sub-contractors of MOPIED shall not be considered in any respect as being the employees or agents of UNDP. UNDP does not accept any liability for claims arising out of acts or omission of MOPIED or its personnel, or of its contractors or their personnel, in performing the Activities or any claims for death, bodily injury, disability, damage to property or other hazards that may be suffered by MOPIED, and its personnel as a result of their work pertaining to the Activities.
5. Any subcontractors, including NGOs under contract with MOPIED, shall work under the supervision of the designated official of MOPIED. These subcontractors shall remain accountable to MOPIED for the manner in which assigned functions are discharged.
6. Upon signature of this Letter, UNDP will make payments to MOPIED, according to the schedule of payments specified in Attachment 3: Schedule of Activities, Facilities and Payments.
7. MOPIED shall open an account with the financial services provider identified by UNDP in the name of the grant or project or activity. No other contributions are to be received in that specific account. The account must have a minimum of two signatories. In the event of change of any of the signatories, MOPIED and the financial services provider undertake to notify UNDP immediately. UNDP reserves the right to request a bank statement from the MOPIED or, if necessary, from the financial services provider, for scrutiny and authentication.
8. MOPIED shall not make any financial commitments or incur any expenses which would exceed the budget for the Activities as set forth in Attachment 3. MOPIED shall regularly consult with UNDP concerning the status and use of funds and shall promptly advise UNDP any time when MOPIED is aware that the budget to carry out these Activities is insufficient to fully implement the project in the manner set out in the Attachment 2. UNDP shall have no obligation to provide MOPIED with any funds or to make any reimbursement for expenses incurred by MOPIED in excess of the total budget as set forth in Attachment 3.
9. MOPIED shall submit a cumulative financial report each quarter (30 November, 31 December). The report will be submitted to UNDP through the UNDP Country Director or UNDP Resident Representative within 30 days following those dates. The format will follow the standard UNDP expenditure report a model copy of which is provided as Attachment 4. UNDP will include the financial report by MOPIED in the financial report for **PIP – Support to NDP II Atlas ID 00112448**.
10. MOPIED shall submit such progress reports relating to the Activities as may reasonably be required by the project manager in the exercise of his or her duties.
11. MOPIED shall furnish a final report within 12 months after the completion or termination of the Activities, including a list of non-expendable equipment purchased by MOPIED and all relevant audited or certified financial statements and records related to such Activities, as appropriate, pursuant to its Financial Regulations and Rules.

12. Equipment and supplies that may be furnished by UNDP or procured through UNDP funds will be disposed as agreed, in writing, between UNDP and MOPIED.
13. Any changes to the Project Documents which would affect the work being performed by MOPIED in accordance with Attachment 2 shall be recommended only after consultation between the parties.
14. For any matters not specifically covered by this Letter, the Parties would ensure that those matters shall be resolved in accordance with the appropriate provisions of the Project Documents and any revisions thereof and in accordance with the respective provisions of the Financial Regulations and Rules of the MOPIED and UNDP.
15. The arrangements described in this Letter will remain in effect until the end of the project, or the completion of activities of MOPIED according to Attachment 2, or until terminated in writing (with 30 days' notice) by either party. The schedule of payments specified in Attachment 3 remains in effect based on continued performance by MOPIED unless it receives written indication to the contrary from UNDP.
16. Any balance of funds that is undispersed and uncommitted after the conclusion of the Activities shall be returned within 90 days to UNDP. The balance of funds should also be returned in case the project is closed or is terminated early at the request of either of the parties.
17. Any amendment to this Letter shall be effected by mutual agreement, in writing,
18. All further correspondence regarding this Letter, other than signed letters of agreement or amendments thereto should be addressed to:

*George Conway,  
Country Director  
UNDP Somalia  
UN Common Compound, Airport Road,  
Mogadishu, Somalia*

19. MOPIED shall keep the UNDP Country Director/Resident Representative fully informed of all actions undertaken by them in carrying out this Letter.
20. UNDP may suspend this Agreement, in whole or in part, upon written notice, should circumstances arise which jeopardize successful completion of the Activities.
21. Any dispute between the UNDP and MOPIED arising out of or relating to this Letter which is not settled by negotiation or other agreed mode of settlement, shall, at the request of either party, be submitted to a Tribunal of three arbitrators. Each party shall appoint one arbitrator, and the two arbitrators so appointed shall appoint a third arbitrator, who shall be the chairperson of the Tribunal. If, within 15 days of the appointment of two arbitrators, the third arbitrator has not been appointed, either party may request the President of the International Court of Justice to appoint the arbitrator referred to. The Tribunal shall determine its own procedures, provided that any two arbitrators shall constitute a quorum for all purposes, and all decisions shall require the agreement of any two arbitrators. The expenses of the Tribunal shall be borne by the parties as assessed by the Tribunal. The arbitral award shall contain a statement of the reasons on which it is based and shall be final and binding on the parties.
22. UNDP has a zero-tolerance policy against fraud and other corrupt practices that are inconsistent with the UN Standard of Conduct or involve a loss to UNDP funds. UNDP does not charge fees at any stage of a procurement/contracting/agreement process, whether supplier registration, bids/proposal submission, contract/agreement award, or payment issuance. UNDP takes all reports of alleged wrongdoing seriously. UNDP's Office of Audit and Investigations (OAI) has established an Investigations Hotline and other measures to ensure that persons wishing to report fraud may do so, free of charge, using a number of different options. Anyone with information regarding fraud against UNDP programmes or involving UNDP staff is strongly encouraged to report this information through the Investigations Hotline: [hotline@undp.org](mailto:hotline@undp.org). UNDP's Anti-Fraud Policy and other options for reporting wrongdoing are available at UNDP's website: [http://www.undp.org/content/undp/en/home/operations/accountability/audit/office\\_of\\_audit\\_andinvestigation.html](http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html)
23. Funding detailed in this LOA is directly contingent upon actual commitments made by respective donor partners, transfers of funding to the UNDP SIP project account and general access to and availability of funds.

24. The present Letter of Agreement replaces previous Letters of Agreement with reference to the PIP – Capacity for Investment Promotion and Economic Development (CIPED) project Atlas ID 108944 project.

25. If you are in agreement with the provisions set forth above, please sign and return to this office two copies of this Letter. Your acceptance shall thereby constitute the basis for your MOPIED participation in the execution of the project.

Yours sincerely,  
Signed on behalf of UNDP

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George Conway, Country Director  
[Date]

Signed on behalf of *MOPIED*

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H.E Honorable Minister Gamal Hassan,  
Minister of Planning, Investment and Economic Development  
[Date]

**United Nations Development Programme**  
**Country: Somalia**  
**Project Document Extract**

<b>Project Title:</b>	<b>PIP – Support to National development plan II (2020-2025) Atlas ID 00112448</b>
<b>NDP Pillar:</b>	Effective Institutions
<b>Overall Strategic Objective:</b>	The main objective of this project initiation plan (PIP) is to support the Ministry of Planning, Investment and Economic Development (MoPIED) in the process design and process management of the development of the new National Development Plan 2020-2025. This PIP is a precursor to the new “Strategic Planning and Performance Management for Somalia (2018-2020)” project that has been proposed to replace the previous Strengthening Institutional Performance (SIP) project, which provided supports to MoPIED for the development of the first NDP.

## **I. Background**

Somalia is a complex political, security and development environment, and much of its recent past has been marked by poverty, famine and recurring violence. Despite significant improvements in the past few years, most Somali citizens still live in a difficult situation with high levels of poverty, high levels of insecurity and high levels of vulnerability to disasters and marginalization.

All major economic activities were disrupted by the civil war, which led to the collapse of agriculture, manufacturing and related activities. It is estimated that during 1991 – 2005 GDP fell on average by about 4% annually. The High Frequency Survey of 2016 indicated that 69% of the Somali live below the poverty line of \$1.9 per day. Poverty cuts across sectors, location, groups and gender, and its forms and causes vary. Somalia’s Gender Inequality Index is alarmingly high, at 0.773, close to the maximum value of 1, which shows extreme gender inequality. Women suffer more exclusion and inequality than men in terms of economic empowerment including labor market participation.<sup>1</sup> Poverty in Somalia is more pronounced in the IDP (internally displaced people) camps where it estimated to be 88%, followed by rural areas with 75% and urban areas with 67%. Women and children comprise 70-80% of IDPs in Somalia. More than two thirds of the people who are in crisis and emergency are internally displaced and nearly 215,000 children aged under five are acutely malnourished, of whom almost 40,000 are severely malnourished and face a high risk of disease and death Most women in Somalia are uneducated and maternal mortality rates are among the highest in world. Further, 27% of the young women are neither in school nor employed, compared to 15% of their male counterparts.<sup>2</sup> Somali citizens lack access to social services, particularly education, health and sanitation. <sup>3</sup>The drought in 2016/2017 has further deteriorated this situation.

<sup>1</sup><http://www.undp.org/content/dam/undp/library/corporate/HDR/Arab%20States/HDR-Somalia-Factsheet-2012-E.pdf>

<sup>2</sup>OCHA- 2015

<sup>3</sup><http://www.undp.org/content/dam/undp/library/corporate/HDR/Arab%20States/HDR-Somalia-Factsheet-2012-E.pdf>

**Humanitarian assistance** averages around USD 400 Million per year and is estimated to spike to some USD 600 Million in 2017 due to the drought. The state and non-state sectors and the Somali communities are still insufficiently strong to predict, prevent or manage human-made or natural disasters. The consequence is cyclical upheaval that only can be avoided by addressing the underlying causes of vulnerability and strengthening the resilience of the state and non-state institutions and communities, creating economic growth to increase employment and reduce poverty.

Over the past few years, major progress was made in re-establishing the state in Somalia. The Federal Government was established, the Federal Member States have been established, a rather solid Aid Coordination Structure based on the New Deal arrangements is functioning, the Federal Government developed for the first time in over 30 years a National Development Plan (NDP), covering the period 2017-2019, and did so in an inclusive manner, and recently the Security Pact was agreed upon paving the way for a national security system. In short, the Government sector is emerging quite strongly and is ready to move beyond state establishment, moving into addressing fundamental development challenges.

It is against this backdrop that the Ministry of Planning, Investment and Economic Development will develop the new National Development Plan 2020-2025.

## II. Experiences and lessons learned from the NDP I

The first National Development Plan in over 30 years is one of the ‘signatory’ results of the Government in 2017. UNDP (and other agencies) provided support to the Ministry of Planning, Investment and Economic Development<sup>4</sup> during 2015 and 2016 in the conceptualization of the process, the overall management of the process and the drafting of the document.

The Ministry took a very solid lead over the process, with a clearly outlined vision and the support requested was well targeted to complement the available internal capacities. The process that was implemented was developed on the notion that the Ministry coordinated and structures the development of such a plan but does not determine the content. The content development was expected to take place through an extensive coordination and consultation arrangement, including:

- The monthly Director General meetings, where all DGs from all FGS ministries were attending;
- The establishment of the National Development Council, where the Ministries of Planning and Finance of the FGS and the Federal Member States would oversee the overall outcome;
- Dedicated workshops at the Federal Member States and with special groups like the international community as well as the national civil society and business community;

The Ministry established a technical coordination team that received consultancy support from the project as well as from other international actors, and many national and international agencies provided feedback on draft version of the individual chapters, which were drafted under the leadership of the technical ministries. In total more than 60 dialogue sessions were organized involving federal and state governments, civil society, academia and the business community to guide the development of the plan. The SDRF Steering Committee endorsed the plan on 13 December 2016 after Government endorsement early December. H.E. Abdi Aynte, the then Minister of MOPIC, noted that *“This is a major milestone for Somalia and its development agenda, The NDP is the strongest signal yet that Somalia has now entered a development stage after decades of state collapse and a shattered economy. The historic nature of achieving this momentous task, notwithstanding very limited state capacity, cannot be understated.”*

The NDP is broadly accepted as a solidly nationally owned plan and is being used to guide the investments and the international community aligns to the priorities. This process of endorsement of the final document faced some challenges by Federal Member States who felt that they were insufficiently consulted about the content and that their priorities were insufficiently reflected. Intense consultations with all the FMS, however, overcame these challenges and all government partners endorsed the document.

The NDP was intended to be iPRSP compliant – in a bid to advance the HIPC process. However, this was not realized as in a number of areas the document could not fulfill the criteria. One the most important was the absence of a budget, while also the poverty analysis and strategy were insufficient. The Ministry made a serious effort to cost the NDP, however the basis for costing individual priorities was not available. Hence, the Ministry decided to abandon this effort as it was strongly felt that presenting a budget that might not reflect reality would not be appropriate.

The NDP also endeavored to mainstream the Sustainable Development Goals. While not all SDG indicators have been reflected, a very good effort was made, and the Somalia NDP was one of the first NDPs to reflect the SDGs.

The whole process to develop the NDP took more than one year. That is not uncommon, but still quite a period; and the time was needed. There was virtually no experience within the Ministry to implement such a massive undertaking and it that sense it was also a learning experience. For instance, the content structure evolved with the drafting process where choices were made to group or ungroup subject matters and the first consultation efforts were not the most successful and these experiences fed into subsequent ones to better guide the discussions.

During 2017 and 2018, the implementation arrangements for the National Development Plan were taken forward with an implementation plan that was presented by the Minister of MOPIED to the Prime Minister and Cabinet on 27 April 2017. The implementation arrangement evolved around several (simultaneous) actions:

- Preparation by all Ministries of Action Plans aligned to the NDP;
- Development of State Development Plans (for all Federal Member States), aligned to the NDP;

- Develop a dedicated M&E framework for monitoring result realization, review data availability for M&E purposes (baselines, targets) and address possible shortcoming;
- Re-organize the Aid Coordination Architecture and develop Annual Work Plans for each of the Pillar Working Groups;

Most of the FGS Ministries developed Action Plans, which in practice turned out to be to varying degrees aligned to the National Development Plan, and in some cases were somewhat aspirational. Even though the Ministerial plans were made shortly after the NDP was endorsed, the dynamic developments in Somalia already led to evolution of priorities and some diversions of the NDP were inevitable. Also, budgeting remained a significant challenge. The absence of for instance standard costing units, process arrangements, timelines for specific action or sufficient information on realistic budget targets led to a rather large variation in the plans. The FGS MOPIED consolidated the ministerial plans into the National Annual Work Plan 2018 covering the different FGS line ministries, and despite the issues mentioned above, the plan serves as a guidance for ministerial prioritization and cross-government coordination.

Also, the development of Annual Work Plans by the Pillar Working Groups proved to be more challenging than foreseen, and these workplan only were developed during 2018. This impacted the expected outcome concerning the coordinating and alignment role the PWG would play in the implementation. In practical terms though, the Aid Mapping exercises clearly demonstrate that there is a very large alignment of the support action with international funding to the NDP.

The experience and lessons learned shortly describe above have been taken into consideration in the development of the process management arrangements for the next generation NDP 2020-2025.

## ATTACHMENT 2

### DESCRIPTION OF ACTIVITIES

<b>Project Title:</b>	PIP – Support to NDP II (2020-2025)
<b>Project number:</b>	<b>00112448</b>
<b>Duration:</b>	1 September – 31 December 2018

### III. Purpose and strategy

The purpose of this PIP is to provide the Ministry of Planning, Investment and Economic Development with appropriate support to design and manage the development of the National Development Plan 2020-2025, in line with the expectations and arrangements for the iPRSP compliance, as well as the Sustainable Development Goals (SDG).

### IV. Outputs

The **purpose of the National Development Plan 2020-2025** is to provide guidance to the national authorities and the international partners to Somalia in shaping a medium term strategic framework to build upon our achievements of the past few years, further strengthen the (emerging) state structures, create the favorable environment for private and non-government sector development, and – importantly - bring the benefits of the development efforts to the citizens. The National Development Plan II will:

- **Articulate Government development priorities:** Set out a clear vision for Somalia's security, social and economic development priorities. It will also define the key state building and peace building priorities for the State including democratic governance.
- **Provide a structure for financing the development requirements.** Set out a clear vision concerning the financing architecture for the investment opportunities in Somalia
- **Guide Development Partner support in the coming five years:** Provide a clear structure and guidance for financing priorities, whilst ensuring FGS leadership of the development agenda
- **Serve as an Interim Poverty Reduction Strategy for Somalia:** Somalia is part of the Heavily Indebted Poor Countries (HIPC) and is seeking to qualify for debt relief and as a result, Somalia is committed to meet a range of economic management and performance targets and will undertake the necessary economic and social reforms. These economic and social reforms and development efforts will be articulated in the plan, in such a manner that the national development plan is compliant with the requirements for an interim Poverty Reduction Strategy (iPRSP).
- **Align to the global SDG initiative.** The Plan will also meet our on-going commitments as set out in the Somalia New Partnership and the global SDGs. Somalia is committed to contribute to the realization of the goals, and they are therefore integrated in the present national development plan. As far as feasible, the outcomes and the associated indicators/milestones of the National Development Plan will be aligned with the SDGs.

The NDP II is the **first building bloc** to outline the work to be done to realize the **2040 vision** for Somalia. It will provide the strategic direction and set out the milestones in the key areas that are relevant to realize increased stability, reduced fragility and increased resilience, increased economic development and reduce poverty towards a Somalia that has its full place in the international community and is thriving culturally, socially and economically in a peaceful environment where citizens can develop and realize their aspirations. The NDP II will cover a period of five years and focuses on four main areas of work:

- Solidify and advance the political agenda with a sound structure of roles and responsibilities in the government system, free and fair elections, security arrangements, and communities that are at peace with each other;
- Outline a strong and convincing analysis and strategy to combat poverty in Somalia;
- Finalize the governance arrangements in terms of structure and functions and strengthen the government management arrangements;
- Mobilize investment in service delivery to ensure citizens have access to the services they need;
- Mobilize investment in economic development realizing economic growth and diversification of the economic structure contributing to a significant reduction of poverty increasing resilience of the society against external shocks and climate change.

The present project initiation plan will support the MoPIED in realizing the NDP II through the following outputs:

- 1: Policy advisory support on strategic positioning of the NDP II
- 2: Process management of the NDP II
- 3: Technical support to elaborate specific (cross-cutting) themes and chapters.

**Output 1: Policy advisory support strengthening on strategic positioning of the NDP II**

While the large part of the present project support will focus on the practical development of the NDP II, it is important that the strategic positioning of the NDP II within the overall political and development landscape is appropriate. Even National Development Plans that content-wise may be excellent will not take on their place in guiding and steering development action if they do not appropriately respond to the expectations of the various political and developmental actors, as well as the citizens.

Specific activities include:

- Provision of high level strategic advisory services to the Ministry;
- Financial support to high level strategic exchange concerning the NDP II

**Output 2: Process management of the NDP II established and implemented**

The Ministry of Planning, Investment and Economic Development elaborated a concept note outlining the NDP II process. The critical elements of this approach are:

- The consultation and coordination arrangements;
- The content structure and drafting process itself;
- The quality and consistency control measures.

The consultation and coordination arrangements

The consultation arrangements are similar is set-up as the ones developed for the NDP I, with the major advantage that the mechanisms established under NDP I are still operational. The initial coordination and consultation arrangements are as follows

- Regular Cabinet involvement in approval and by providing progress updates;
- The National Development Council meetings for alignment between the Federal Government and the Federal Member States, overall quality control and initial endorsement;
- The National Economic Council meetings for specific expectations formulation and feedback on the economic development sections of the NDP II;
- The FGS Director General Meetings for alignment of all FGS Ministries to the plan process and ensure an inclusive approach and sector development planning process;
- The FMS consultations, for inclusion of the FMS governments in a broad sense and reaching out to civil society and the business community in the Federal Member States;
- The central Civil Society consultations where civil society will be invited to express expectations on the NDP II and priority areas that would require attention, as well as feedback on draft versions for the NDP II;
- The Private Sector consultations where private sector representatives will be invited to express expectations on the NDP II and priority areas that would require attention, as well as feedback on draft versions for the NDP II;
- Web-based communication and consultation, as with the previous NDP, the MoPIED will organize web-based information and consultation events;



- **Pillar Working Groups.** The Pillar Working Groups will be engaged in the respective subject matters. The Pillar Working Groups are expected to engage in the process in each of their respective subject matter areas. This may include draft texts for the National Development Plan, analytical background work, milestone development, etc. Process updates will equally be provided to the SRDF Steering Committee and Somali Partnership Forum (SPF) meetings.

The following **meeting sequence** is expected to be implemented.

Meeting	Cabinet	FGS DG Meeting	NDC	NEC	PWG	SRDF Steering Committee / SPF
Frequency	Monthly	Monthly	Bi-monthly	Quarterly	Bi-Monthly	bi-monthly

The following outreach and national consultation sequence is expected to be implemented:

Activity	NGO consultation	Private Sector consultation	Web-based consultation	State-level outreach
Frequency	At least twice	At least twice	Ongoing	At least twice

It is expected that the NDP II will be presented at a dedicated national conference upon completion.

**Specific activities** include:

- Provision of dedicated capacity to schedule and organize the meetings and events, and appropriately shape agendas and content for those meetings and events;
- Support the logistical arrangements for the meetings and events.

#### **The content structure and drafting process**

The content structure of the NDP II is still to be defined, but is expected to include the following elements:

- Overall objectives and purpose of the NDP II
- Situational background and lessons learned
- Macro-economic and Fiscal Framework
- Poverty analysis and poverty strategy
- Sector descriptions and plans
- Investment strategy and framework
- Partnership arrangements

The drafting process is a critical element as it is through the drafting of the content (and with that the analytical direction and priority setting) that inclusiveness of the views of the different stakeholders finds its expression.

**The specific activities** include:

- Provision of dedicated capacity to shape the overall structure of the NDP II;
- Provision of dedicated capacity to develop standards and guidelines for the contributions for the specific sections of the NDP II;
- Workshops and training sessions with specific groups of stakeholders involved in the conceptualisation and drafting of specific sections of the NDP II.

#### **The quality and consistency control measures.**

Where the overall role of the Ministry of Planning, Investment and Economic Development is the process management, standard setting, guidance and general oversight, the actual drafting of (most of) the content is implemented by a multitude of national (sector) institutions. The scope of a National Development Plan being comprehensive this requires dedicated attention to ensuring equal quality through the document and consistency in statements, figures, statistics and strategic approach.

**The specific activities** include:

- Provision of dedicated capacity to assist with quality control;

- Workshops with specific groups of stakeholders involved in the drafting of specific sections of the NDP II to discuss possible inconsistencies and quality issues.

**Output 3: Technical support to elaborate specific (cross-cutting) themes and chapters drafted.**

- As was the case during the elaboration of the NDP I, the government requires specific technical support in the drafting of specific (cross-cutting) themes and chapters. At this point in time, no specific analysis has been made yet to determine the detailed requirements. However, through this project, a reservation has been made to provide international consultancy services to respond flexibly to the demand that certainly will arise during the process

**Work to be performed by the Ministry of Planning, Investment and Economic Development**

To achieve the results articulated above, MOPIED will implement the following range of activities, under the funding provided under this LOA

Output 1: Policy advisory support strengthened on strategic positioning of the NDP II-

- Provision of high level strategic advisory services to the Ministry / Special Advisor to the Office of Minister national consultancy
- Provision of national coordinating capacity for national consultancy
- Financial support to high level strategic exchange concerning the NDP II for workshops and meetings

Output 2: Process management of the NDP II established and implemented

- Support to the consultation and coordination arrangements; for 3 National consultancies, workshops and meetings
- Support the design and implementation of the content structure and drafting process for national consultancy, workshops and meetings
- Support the design and implementation of the quality and consistency control measures for 3 national consultancy, workshops and meetings

Output 3: Technical support to elaborate specific (cross-cutting) themes and chapters drafted

- Support the drafting of specific cross-sector and chapter content hiring 1 national consultant

**USdAttachment 3**

**Scheduled of Activities, Facilities and Payments**

**Year 2018**

EXPECTED OUTPUTS	PLANNED ACTIVITIES	TIMEFRAME Sept-Dec 2018	RESPONSIBLE PARTY	PLANNED BUDGET				
				Funding Source	Budget Description	Code	Sept-Dec 2018	
<b>Output 1: Policy advisory support strengthened on strategic positioning of the NDP II.</b>	Provision of high level strategic advisory services to the Ministry / Special Advisor to the Office of Minister (September to Dec. 2018)	X	MoPIED	TRAC	National Consultancy;(Salary 5,000 per month)	71300	20,000	
	Provision of national coordinating capacity on Director level ( October to Dec. 2018)	X	MoPIED	TRAC	National Consultancy (Salary 5000)	71300	15,000	
	Travel expenses( flight) quarterly for national coordinating capacity on Director level most direct and Cheapest - economy flight)				TRAC	Air Travel		1,500
	Financial support to high level strategic exchange concerning the NDP II	X	MoPIED	TRAC		Workshop / meetings	75700	8,500
						<b>TOTAL 1 :</b>		<b>45,000</b>
<b>Output 2: Process management of the NDP II established and implemented.</b>	Support to the consultation and coordination arrangements; ( MTR/consultation workshops)	X	MoPIED/UNDP	TRAC		Workshop / meetings	75700	29,000
	Support the design and implementation of the content structure and drafting process	X	UNDP	TRAC		Workshop / meetings	75700	14,000
	Support the design and implementation of the quality and consistency control measures.	X	UNDP	TRAC		Workshop / meetings	75700	25,500
						<b>TOTAL 2</b>		<b>68,500</b>
<b>Output 3: Technical support to elaborate specific (cross-cutting) themes and chapters drafted.</b>	Support the drafting of specific cross-sector and chapter content	X	UNDP					
				TRAC	Workshops		6,000	
					<b>TOTAL 3</b>		<b>6,000</b>	
					<b>TOTAL 1 - 3:</b>	<b>0</b>	<b>119,500</b>	

**CASH ADVANCE PAYMENT**

There would be only one-time cash advance (trench) payment of 56,500\$ for workshops and meetings and local consultancy for output 1 upon the signature of the LOA by both parties.

Budget Description	LOA Budget (USD)	Advance Cash Transfer	Direct Payment
1. Contractual Services- Workshops and meetings	83,000	20,000	63,000
2. Local consultants	36,500	36,500	
<b>Total</b>	<b>119,500</b>	<b>56,500</b>	<b>63,000</b>

**Note:**

The total budget of the present cooperation amounts USD 119,500 of which USD 56,500 will be transferred to the MOPIED account in single cash advance, and USD 63,000 will be directly paid by the UNDP to vendors.

UNDP reserves the right to withhold payment of further installments, in part or in full, in cases where concerns regarding either the MOPIED financial reporting or progress against its work plan is raised by the Project Manager. UNDP also reserves the right to conduct an external audit of the MOPIED finances against this LoA at any time it deems appropriate.

**NATIONAL CONSULTANCY PAYMENT**

A total LOA amount of 63,000 will be directly paid by the UNDP to vendors; and total amount of 56,500 will be paid through cash advance, including 36,500 for 2 national consultants for output 1 to be paid through cash transfer to MOPIED, plus 20,000 for workshops/meetings.

**Notes:**

- National Consultant Salary will be agreed with UNDP before issuing the contract by the implementing partner(MoPIED) and will be not more than CIM Harmonised Salary scale.
- UNDP will provide guidance and training, including templates to be used and regularly monitor the process.
- Direct Payment will be processed by UNDP upon verification and acceptance of the payment request and the supporting documents.
- Individual procurement activity to be conducted by the IP should be low value and for the routine procurements. For these activities, UNDP will provide guidance including templates to be used and regularly monitor the process.
- The following payment will be processed upon report submission, verification and acceptance by UNDP on that report;
- In the implementation of this LOA, in addition to the project/portfolio staff monitoring, UNDP office will carry out close monitoring of the activities and the project team are required to ensure minimum risk for UNDP as described above. Procurement procedures will meet UNDP standards during contracting and implementation.
- Modification in the activities under the LOA may be done in agreement with UNDP in accordance with PIP/project document output areas.



**FACE Form**

<b>Funding Authorization and Certificate of Expenditures</b>		UN Agency: <u>UNDP</u>	Date: <u>DD/MM/YYYY</u>
Country:	<u>SOMALIA</u>		<b>Type of Request:</b>
Programme Code & Title:	<u>XXXXXXXXXXXXXXXXXXXXXXXXXXXX</u>		<input type="checkbox"/> Direct Cash Transfer (DCT)
Project Code & Title:	<u>XXXXXXXXXXXXXXXXXXXXXXXXXXXX</u>		<input type="checkbox"/> Reimbursement
Responsible Officer(s):	<u>XXXXXXXXXXXXXXXXXXXXXXXXXXXX</u>		<input type="checkbox"/> Direct Payment
Implementing Partner:	<u>XXXXXXXXXXXXXXXXXXXXXXXXXXXX</u>		

Currency: _____		<b>REPORTING</b>				<b>REQUESTS / AUTHORIZATIONS</b>		
Activity Description from AWP with Duration <small>XXXXXXXXXXXXXXXXXXXXXXXXXXXX (MM/YYYY - MM/YYYY)</small>	Coding for UNDP, UNFPA and WFP	Authorised Amount	Actual Project Expenditure	Expenditures accepted by Agency	Balance	New Request Period & Amount	Authorised Amount	Outstanding Authorised Amount
		<small>MM-MM YYYY</small> A	B	C	D = A - C	<small>MM-MM YYYY</small> E	F	G = D + F
XXXXXXXXXXXXXXXXXXXXXXXXXXXX (MM/YYYY - MM/YYYY)								
XXXXXXXXXXXXXXXXXXXXXXXXXXXX (MM/YYYY - MM/YYYY)								
XXXXXXXXXXXXXXXXXXXXXXXXXXXX (MM/YYYY - MM/YYYY)								
<b>Total</b>		0	0	0	0	0	0	0

**CERTIFICATION**

The undersigned authorized officer of the above-mentioned implementing institution hereby certifies that:

The funding request shown above represents estimated expenditures as per AWP and itemized cost estimates attached.

The actual expenditures for the period stated herein has been disbursed in accordance with the AWP and request with itemized cost estimates. The detailed accounting documents for these expenditures can be made available for examination, when required, for the period of five years from the date of the provision of funds.

Date Submitted: \_\_\_\_\_ Name: \_\_\_\_\_ Title: \_\_\_\_\_

**NOTES:** \* Shaded areas to be completed by the UN Agency and non-shaded areas to be completed by the counterpart.

<b>FOR UNDP USE ONLY:</b>	
Cleared by FRMU:   Name: _____ Date: _____	Approved by Deputy Country Director (Programmes):   Name: _____ Date: _____