

2018 Annual Work Plan (AWP)

Local Government Capacity Development for Service Delivery, LGCDSD

1 January - 31 March 2018



Related SP Outcome (UNDP 2014-2017 Strategic Plan):	Outcome 3: Countries have strengthened institutions to progressively deliver universal access to basic services		
UNDAF/ICF Outcome:	Peace and governance strengthened		
CPD (2016-17) Outcome:	Peace and governance strengthened		
CPD (2016-17) output	Output 3.5: Functions, financing, and capacity of national and subnational-level institutions enabled to deliver improved basic services and respond to priorities voiced by the public		
CPD indicators, baseline and targets:	Indicator 1: Number of state governments with functioning gender-responsive planning, budgeting and monitoring systems Baseline: 3 Target: 5		
Programme Unit:	Democratic Governance and Stabilisation Unit		
Project Modality: (NIM/DIM)	DIM		
Brief Project Description:	This project is in line with the Agreement for the Resolution of Conflict in the Republic of South Sudan (ARCRSS) signed in August 2015 and the formation of Transitional Government of National Unity (TGNU) mandated to devolve more powers and resources to lower levels of government for improved responsive, accountable and transparent basic service delivery. However, local communities lack capacity to participate in managing local development. This project, therefore, seeks to coordinate with other development partners in supporting community capacity for increased participation in local governance processes in Yambio and Aweil.		
Total Project Budget (2017-2018):	US \$ 134,288,27	Total Donor Contributions:	-
Annual Budget 2018 (Jan-March)	US\$ 52,820	SURGE- US\$ 52,820	US\$ 52,820
LPAC Date:	15-Dec-17	Funding Gap:	-
Agreed by Ministry of Finance and Economic Planning		Hon. Stephen Dhiou Dau Minister of Finance and Planning Republic of South Sudan	
Agreed by UNDP:		Kamill Kamaluddeen Country Director United Nations Development Programme	

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2018 ANNUAL WORK PLAN

Output 1:		Community capacity for participation in local governance system improved						Target (Jan-March 2018)		Gender Marker			
Indicator		Baseline (2017)						1.1: 6		2			
1.1 Number of trainings/ awareness conducted for community leaders and members in Yambio		1.1: 3											
Planned activity results (Output 1)	ACTIVITY	TIMEFRAME				RESPONSIBLE PARTY	Donor	Fund Code	Budget Account & Description	Funded - 2018	Un-Funded 2018	Total	
		Q1	Q2	Q3	Q4								
Activity Result 1.1: Capacity of communities to participate in local development strengthened in Yambio and Awell.	Activity action 1.1.1: Conduct training on leadership skills; participatory planning, Gender-Responsive budgeting, Monitoring and evaluation training for traditional leaders, leaders of youth and women organizations, CSOs/CBOs in Yambio	X					UNDP	SURGE	28400	75700 Workshop 72500 Supplies 71600 Travel 71300 Local Consultant	13,869 1000 1000 6000	0.00	21,869
Subtotal 1.1	Activity action 1.1.2: Transportation of ICT equipment and furniture from Juba to Awell and Yambio women centres	X					UNDP	SURGE	28400	74725 transportation of equip & furniture	\$20,000	0.00	\$20,000
DPC (5%)		X					UNDP	SURGE	28400		\$41,869	\$0	\$41,869
M & E (3%)		X					UNDP	SURGE	28400		\$2,093	0.00	\$2,093
Communications (1%)		X					UNDP	SURGE	28400		\$1,256	0.00	\$1,256
Total 1.1		X					UNDP	SURGE	28400		\$45,637	\$0	\$3,768
Facilities and Administration 8% (GMS)		X						SURGE	28400	75100 -facility and Administration	\$3,651	0.00	\$3,651
Total Activity Result 1.1											\$49,288	0.00	\$49,288
Activity Result 1.2: Local Government Capacity development Project (LGCDP) effectively managed	Activity Action 1.2.1: Conduct field Monitoring visits and Prepare and submit narrative and financial reports	X					UNDP	SURGE	28400	72500 supplies (stationery, etc) 72700 Travels	\$1,000	\$0	\$1,000
Subtotal 1.2		X					UNDP	SURGE	28400		\$2,000	\$0	\$2,000
DPC (5%)		X					UNDP	SURGE	28400		\$3,000	\$0	\$3,000
Communications (1%)		X					UNDP	SURGE	28400		\$150	\$0	\$150
M & E (3%)		X					UNDP	SURGE	28400		\$30	\$0	\$30
Total Activity Result 1.2		X					UNDP	SURGE	28400		\$90	\$0	\$90
Facilities and Administration 8% (GMS)		X					UNDP	SURGE	28400		\$3,270	\$0	\$3,270
Total Activity Result 1.2:		X					UNDP	SURGE	28400		\$262	\$0	\$262
Output 1 total											\$3,532	\$0	\$3,532
PROJECT GRAND TOTAL											\$52,820	\$0	\$52,820
PROJECT GRAND TOTAL											\$52,820	\$0	\$52,820



Management Arrangements:	<p>The project will be managed by UNDP under UNDP's Direct Implementation (DIMA) modality, in close collaboration with the designated counterparts, as a Basket Fund (pooled fund) arrangement. UNDP will enter into individual bi-lateral agreements with donors and partners. An overarching memorandum of understanding (MoU) will be signed between the Government of the Republic of South Sudan, UNDP and donors for the management of the fund. The management structure described in the chart below is a structure specifically designed to manage the project to its conclusion. It consists of roles and responsibilities that bring together the various interests and skills involved in, and required by, the project.</p>
Project Board	<p>A Project Board will be established, chaired by Chairman of Local Government Board, which will typically meet on a quarterly basis. The overall structure of this Project is designed to emphasize and ensure national ownership of the Project and its activities. The Project Board (i) provides overall guidance and direction to the project, (ii) reviews and approves the annual work plans/budgets, (iii) ensures effective implementation of the project, (iv) appraises project annual progress report and other relevant reports, (v) facilitates in addressing challenges emerging out of government policies and inter-institutional linkages, (vi) ensures donor harmonization and mobilization of resources, (vii) addresses project issues raised by the project manager and (viii) agrees on countermeasures/management action to address specific risks.</p> <p>The Project Board will have the UNDP Country Office and the donor as Senior Suppliers in accordance with UNDP's Direct Implementation Guidelines. As the main counterpart of the project, the LGB will serve as the Senior Beneficiaries and Executive in the Project Board. The Project Board meetings will be convened on a regular basis to review project progress and provide guidance to project team</p> <p>Project assurance will be provided by the UNDP Country Office's Democratic Governance Unit and Project Support will be provided as necessary by the UNDP Country Office Operations Section. The Project Team, under the overall management of the Project Manager, has the direct responsibility for the management, monitoring and evaluation of the implementation of project activities.</p>
United Nations Development Programme (UNDP)	<p>UNDP through its Democratic Governance and Stabilisation Unit will serve as a senior supplier to the Project Board for project quality assurance through the undertaking of oversight and independent assessments of the project activities, results, reporting and internal and external audit. UNDP recruits and places a Project Manager who will manage the implementation of the project supported by Project staff in coordination with Local Government Board (LGB). In all project implementation decision-making, the inputs and guidance of the Senior Beneficiaries (LGB and state level institutions) will be sought and applied as guidance to ensure that expectations are met in terms of quality of the project results. In this respect the principals and technical committees of the project, for the national constitutional review, will play lead role in ensuring implementation of the Project Board decisions, and in monitoring and evaluation of the project activities and results.</p> <p>The Project Manager will be supported by project staff in the delivery of project outputs. The project team will make quarterly counterpart/field visits to interact with the project beneficiaries in order to monitor the quality and delivery of project outputs. Whenever necessary, the project coordinates with UNDP and UN field teams for the implementation of activity related to this project.</p> <p>The Team Leader will closely coordinate with UNDP in ensuring that management systems (finance, procurement, human resources, M&E, etc.) are implemented efficiently and effectively and will act as liaison with UNDP, counterparts, implementing agencies and donors. The Project Manager will also be responsible to the Project Board for the financial performance and development results as indicated in the Result and Resource Framework (RRF). UNDP will also play the oversight and quality assurance role, monitoring and evaluating the project as objectively and independently as possible.</p>
Beneficiaries:	<p>Senior beneficiaries include state and county governments. Local communities are targeted in terms of access to basic services.</p>
Donors	<p>Besides providing the funding needed for activity implementation, the donors will provide general oversight through counterpart visits. Donor representatives will also be invited to accompany project staff on field visits where possible.</p>
Partnership and Collaboration:	<p>The project scope relates to the work being done by other UNDP projects such as Support to Public Administration, and Support to Access to Justice and Rule of Law Programmes, Community Security and Arms Control (CSAC) and Local Government Capacity Development for Service Delivery. Similarly, the Project will collaborate with UNMISS such as Political Affairs and Civil Affairs Divisions. Reports will be shared with the management of these programmes/projects to Project accounts will follow standard UNDP Procedures. For funds that will be transferred to implementing partners through Letters of Agreements (LOA), auditing will follow the normal procedures required of those IP organizations</p>
M&E	<p>- On a quarterly basis, a quality assessment shall record progress towards the completion of key results, based on quality criteria and methods captured in the Quality Management structure.</p> <p>- An Issue Log shall be activated in Atlas and updated by the Project Manager to facilitate tracking and resolution of potential problems or requests for change.</p> <p>- Annual Review Report. An Annual Review Report shall be prepared by the Project Manager and shared with the Project Board and the Outcome Board. As minimum requirement, the Annual Review Report shall consist of the Atlas standard format for the CPR covering the whole year with updated information for each above element of the CPR as well as a summary of results achieved against pre-defined annual targets at the output level.</p>
Within the annual cycle	<p>Annually</p>
Legal Context	<p>Consistent with the Article III of the Standard Basic Assistance Agreement (SBA), the responsibility for the safety and security of the implementing partners and its personnel and property, and of UNDP's property in the implementing partners' custody, rests with the implementing partner. The implementing partners shall:</p> <p>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;</p> <p>b) Assume all risks and liabilities related to implementing partner's security, and the full implementation of security plan.</p> <p>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.</p> <p>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 1267/1267 (1999). The list can be accessed via http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document.</p>

Management Arrangements:	The project will be managed by UNDP under UNDP's Direct Implementation (DIM) modality, in close collaboration with the designated counterparts, as a Basket Fund (pooled fund) arrangement. UNDP will enter into individual bi-lateral agreements with donors and partners. An overarching memorandum of understanding (MoU) will be signed between the Government of the Republic of South Sudan, UNDP and donors for the management of the fund. The management structure described in the chart below is a structure specifically designed to manage the project to its conclusion. It consists of roles and responsibilities that bring together the various interests and skills involved in, and required by, the project.
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M&E	
Within the annual cycle	- On a quarterly basis, a quality assessment shall record progress towards the completion of key results, based on quality criteria and methods captured in the Quality Management structure. - An Issue Log shall be activated in Atlas and updated by the Project Manager to facilitate tracking and resolution of potential problems or requests for change.
Annually	- Annual Review Report. An Annual Review Report shall be prepared by the Project Manager and shared with the Project Board and the Outcome Board. As minimum requirement, the Annual Review Report shall consist of the Atlas standard format for the QPR covering the whole year with updated information for each above element of the QPR as well as a summary of results achieved against pre-defined annual targets at the output level.
Legal Context	Consistent with the Article III of the Standard Basic Assistance Agreement (SBAA), the responsibility for the safety and security of the implementing partners and its personnel and property, and of UNDP's property in the implementing partners' custody, rests with the implementing partner. The implementing partners 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 implementing partner's security, and the full implementation of 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 1267/1257 (1999). The list can be accessed via http://www.un.org/Docs/sc/committees/1267/1257listing.htm . This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document.

IC PLAN 2018

No.	Post Title	Incumbent	Status (Vacant/ Filled)	Number of Posts	Type of Contract	Category (National/ International)	Grade	Duty Station	Pro Forma	Service Period	Estimated Budget	Account Code	Reference to Project Activity/Donor	Funds Avail? (Yes /No)	Project end date	Desired Contract Start Date	Required Procurement Start Date
		(Name) Name															
Under IC																	
1	Facilitator to train CSOs, Youth and Women in leadership skills, participatory planning & monitoring	Vacant	Vacant	1	IC	Local	N/A	Yambio	N/A	1 month	6,000.00	71300	SURGE	Yes	31 March 2018	Jan 20 2018	2 Jan 2018

PROCUREMENT PLAN 2018

Programme Title: Democratic Governance and Stabilization

Project Name: LGCDSD

Project ID: 101178

Item No.	Procurement Category	Non - Standard / Specialist Item (Does not fit into Categories Listed)	Estimated Quantity	Responsible Party (DIM/NIM)	Allocated Budget	Reference to Project Activity	Chart of Account	Budget Account	Desired Delivery Date	Required Start Date for Procurement	Preferred Place of Delivery
1	Transportation of ICT and furniture to Yambio & Aweil		TBD	DIM	\$20,000.00	1.2		74725	15-Jan-18	10-Jan-18	Yambio & Aweil
2.	workshops in Yambio		90 pax	DIM	\$16,000.00				15-Feb-18	F1 Feb 2018	Yambio

Please note that this Procurement Plan is based on UNDP's Programme and Operations Policies and Procedures (POP) and the Results Based Management (RBM) guidelines

Verified by: Procurement Unit *Adwa Cherif* Signature *[Signature]* Date 16.02.18

Approved by: Deputy Country Director (Operations) Signature *[Signature]* Date 16 Feb 18

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Planning Matrix for Monitoring

Project: IGCSD

Year: 2018

Last Update: 06/01/2018

Outcome/Output	Indicator	Indicator Definition	Baseline 2017	Annual Target 2018	Q1 Target	Q2 Target	Q3 Target	Q4 Target	Data Collection Method/M&E activity	Time, Schedule and Frequency	MOV	Responsibility	Assumptions/Risks (of the M&E activity)
Output 1: Community capacity for participation in local governance system improved	2.1 Number of trainings/ awareness conducted for community leaders and members	UNDP to support training of community leaders and members	3	5	5	0	0	0	Review activity/ project report	Monthly	UNDP Quarterly reports.	PM	Assumption: Security situation remains stable in Yambio (project site)

2018 PROJECT RISK PLAN

PROJECT NUMBER: 101178 TITLE: LGCDSO
 CPO Outcome 3: Peace and governance strengthened.

Outputs	Description of Risk Event	Type of Risk	Risk Source Category	Impact of Risk	Impact Risk Rating	Likelihood Rating	Mitigation Measures	Indicator to Monitor	Risk Owner	Last Update	Status
Guide to fill in the sheet	Enter a brief description of the risk; if an output/activity result has more than one risk, add rows for the same output/activity result	Strategic Operational Financial Environmental Management	Indicate what is the source of risk: contextual risks UNDP risk, stakeholders risk	Describe the potential effect on the project if this risk were to occur	Low Moderate Severe	Low Moderate Severe	Mitigation Measures	Describe the indicators by which the risk can be monitored	Risk Owner	When was the status of the risk last checked	e.g. resolved, increasing, no change
Output 1: Community capacity for increased participation in local governance processes improved in Aweli and Yambio	Lack of political will and/or instability in the TGNVU to effectively implement the peace agreement leading to the resumption of full scale conflict or civil war	Political	Contextual	The resumption of full scale conflict or the emergence of a political stalemate at national level and spread of open hostilities and conflict in the targeted areas may jeopardize the timely delivery of outputs and could require the adjustment of the proposed initiatives.	Severe	Moderate	<ul style="list-style-type: none"> Leverage project support and UN position as moral guarantor of the peace process to undertake high level strategic engagement with all parties, advocate and support implementation of the peace agreement Strong relations with partners at the national and sub-national levels to ensure commitment to delivery of outputs. Flexibility on the part of UNDP and donors to adapt activities to reflect emerging situation 	Frequent Project Board meetings	Project Team/ Board	Dec-16	Increasing
	Recurrent tribal confrontation coupled with government and other armed groups (tribal militia) clashes in some states could significantly slow down project implementation as the leadership of the affected states focus on resolving conflicts	Security	Contextual	Repeated incidents of tribal and militia violence occur in several counties with potential impact on reconciliation and social cohesion efforts as there is the risk of ethnic or other capture of the peace and reconciliation process for partisan gains. The occurrence of these incidents of violence is very difficult to predict and can be catalyzed by any random number of different triggers.	Moderate/severe	Moderate	<ul style="list-style-type: none"> Work closely with UNMISS/UNDSS to strengthen local level early warning mechanisms to monitor security situation and develop contingency plan regarding implementation of project activities. This includes the evacuation of staff, temporary withdrawal or shifting of staff and activities to more secure locations. UNMISS personnel and NGOs will be invited by the project to analyze risks when signs of unrest appear Seek inclusion of faith-based women and youth groups in decision-making processes. UNDP programmes will seek to engage faith-based leadership as well as youth. 	Limited staff movement outside Juba	Project Team/ Board	Dec-16	Increasing