

PROJECT DOCUMENT COVER PAGE

UNDEF Project Number: UDF-UGA-08-237

Project Title: Promoting Civic and Political Participation of Women and Youth in the Informal Sector

Country/Region: Uganda East Africa

Executing Agency: United Nations Development Program Uganda

Implementing Agency: Platform for Labour Action (PLA)

Duration: 24 months

Project Start Date: 1st APRIL 2010

Project End Date: 31st MARCH 2012

Funding Round and Year of Grant: Third Funding Round, 2008

Amount of UNDEF Grant in USD: 250,000 USD

Project is Co-financed: No Yes Co-financing Amount :
Total Project Budget :

Project Summary:

This project seeks to increase the awareness of women and youth in the informal sector on their civic and political rights under multiparty dispensation in five districts of Uganda. They will be educated on their civil and political rights, encouraged to take up leadership positions and engage in political party activities. 600 civic peer educators will be trained to disseminate messages to fellow peers using information, education and communication materials. Through community seminars, 15000 women and youth will be reached with awareness messages on civil and political rights. 24 interactive radio talk shows will also be aired in local languages and 15000 women and youth reached through community seminars in five districts of Uganda. They will identify issues concerning them and present them to the political party and local leaders.

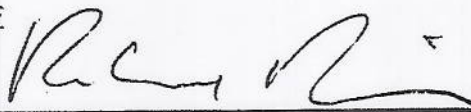
Theophane Nikyema, Resident Representative, United Nations Development Programme
(Executing Agency, Authorized Representative's Name, Title & Organization)

date 13 Feb 2010

Lillian Tibatemwa-Ekirikubinza, Chairperson Platform for Labour Action (PLA)
(Implementing Agency, Authorized Representative's Name, Title & Organization)

date 03/03/2010

Roland Rich, Executive Head of UNDEF



date 15/03/2010

1. Executive summary

For over the past 20 years Uganda has had one national election under the multiparty system in 2006 and another election is due to be held in 2011. Women and youth in the informal sector lack adequate awareness on their civic and political rights to enable them exercise their civic duty from an informed perspective. Uganda also follows a decentralization policy and local councils are elected at the village, parish, Sub County and the district. A new law to align elections at this level with multi party system has been enacted. However there's no national program for empowering the women and youth in the informal sector to understand this new legislation to enable them effectively participate in these elections and in the multi party dispensation at this level.

The overall project aim is to educate informal sector women and youth on their civic and political rights. The project will create awareness on the newly enacted law on multi party local council elections and provide a forum for networking and building political leverage through consultations and dialogue between women and youth groups, elected local and national politicians.

Rapid action teams of peer educators comprised of women and youth from the informal sector are to be established and equipped with knowledge, tools, and skills for use in educating fellow youth and women on civic and political rights. An advocacy strategy will be developed with these peer educators and media used to disseminate information to a wider group. To clarify on the knowledge and information gaps a baseline is to be undertaken at the beginning of the project. This will also form baseline indicators for use in assessing impact.

This project is being implemented by Platform for Labour Action in Uganda with the United Nations Development Program in Uganda as the Executing Agency.

a. Situation Analysis

Similar to most African countries, pluralistic politics in Uganda was introduced by the colonial masters as an effort to consolidate indirect rule. The first political party was formed in 1952 which at the time was characterized by being organized around primordial sentiments-tribe, religion and lack of clear and independent political programs¹. After independence in 1966 the Constitution was suspended and a new Constitution adopted in 1967. The government then banned opposition parties and Uganda was subsequently declared a one-party state in 1969². After a military coup in 1971, political parties were further outlawed and Uganda was ruled by decrees under a dictatorship. Even though political parties were reinstated in the 1980s they were subject to severe surveillance, coercion and terror by the incumbent regime³. Although, political parties took part in the highly contested 1980 elections it culminated into a protracted guerrilla warfare and eventually the National Resistance Movement(NRM) taking over power in 1986⁴.

Using the argument of Uganda's turbulent history and negative party politics the NRM government deemed it premature to reinstate parties without adequate guarantees for peace, national unity and constitutionalism⁵. Thus for nearly twenty years, Ugandan politics had been shaped by the movement system of government. The 1995 Constitution of Uganda⁶ also suspended all political parties' activities and formalized the movement system only subject to change by a referendum⁷. Two referendums have been held since, one in 2000 and another in 2005 which opened up the political space. In the latter registered voter turn out was 47.5%.⁸ In 2006 Uganda concluded elections under the multiparty system, which results were also contested by the opposition in court and amongst others court concluded that the electoral process was deficient in fairness⁹. Lack of civic education and understanding of multi party dispensation are some of the contributory factors. This insufficiency was evidenced by the high number of invalid votes and election petitions after 2006¹⁰.

NRM government also implemented affirmative action to enhance the representation in national and local councils of specific target groups including women, youth and people with disabilities. After the move to multiparty dispensation, it is presumed that political space is now open. However, still a good number of the people in Uganda do not actually understand the multi-party dispensation. It is a relatively new phenomenon especially for the youth and women and as such they are not aware of their rights and duties and are easily mobilized to serve the interests of individual political leaders. In addition a good number of women and youth in the informal sector (12%) had not registered as voters¹¹.

Amidst this juxtapose in 2008 new legislation to govern multiparty elections at the local level was enacted. Despite this no national program exists to educate women and youth in the informal sector on their rights and duties under this law.

The beneficiaries of this project are therefore women and youth in the informal economy¹² from five districts of Uganda (Amolata, Dokolo, Iganga, Bugiri and Kaliro) comprised of five urban/ peri -urban as well five rural sites. Amolata and Dokolo are part of northern Uganda which has suffered over 21 year's insurgency and a programme for resettlement and rehabilitation exists¹³. However the insecurity and violence destroyed the social and economic fibre of these communities and they therefore missed out on the understanding of the transition and multiparty dispensation¹⁴. They require special interventions promoting their civic and political rights. Recent studies revealed gaps in the knowledge and awareness on the civic and political rights, low voter turn outs in mayoral, municipal and town council and Local Council elections where only 27% had participated in their elections¹⁵. The other three (Iganga, Kaliro and Bugiri) districts are characterized by high poverty density which has affected their participation.

Support by UNDEF to this project is critical because Uganda will hold another multiparty election in 2011

and thus the need to educate women and youth in the informal sector on their civic and political rights is vital in order for them to exercise their civic duty from an informed perspective. The project contributes to MDG 3 on promoting gender equality and empowering women and is in line with Uganda's national poverty reduction strategy and development framework.

b. Project strategy

The overall objective is to increase civic and political rights awareness amongst women and youth in the informal sector under multi party dispensation in five districts of Uganda. 23.7% of the Ugandan female workforce is engaged in the urban informal sector¹⁶. Informal sector workers are recognized by the social sector development investment plan as vulnerable group due to poverty and demographic factors. Their work presents peculiar gender challenges to women where the difficulties of informal sector work are manifested more among women (64%) who are viewed as weak (36%)¹⁷. They have not been reached by conventional programmes promoting civic and political participation. Overall although women and youth have special quotas, their participation is still limited under multi party dispensation. They are often mobilized to cheer candidates without encouraging them to register and make informed decisions. The project will promote the human rights of women and youth through awareness of rights and therefore enhancing their participation under multi party dispensation.

Baseline data to establish the level of civic and political rights awareness and participation in politics at all levels by youth and women in the informal sector will be undertaken in the five districts. The findings will be used to sharpen strategies for awareness-raising and the course content for training peer educators. It will also provide baseline information for assessing impact at the end of the project. In addition it will provide basis learning and best practices on promoting civic and political rights through comparison between a community recovering from conflict and that characterized by high density of poverty.

The current Platform for Labour Action handbook on training informal sector workers on their civic and political rights will be reviewed, revised and translated into two local languages (Langi and Lusoga) and used to train 600 women and youth as civic peer educators on their civil and political rights, definition and role of political parties, advocacy, leadership, the law of electing local councils, mediation and negotiation, communication skills as well as peer to peer approaches. They will carry out 50 awareness seminars at community level and use peer to peer approaches and Information Education and Communication materials to reach out to peers on civil and political rights. IEC materials will be posted in strategic places where the messages can be accessed by the women and youth in the informal sector such as markets and meeting places.

An advocacy strategy to facilitate effective presentation of concerns/issues of women and youth in the informal sector at forums with political parties, district and national leaders will be developed. It will include 22 interactive radio talk shows on community radios in both English and the two local languages (Lango and Lusoga) and 5000 Information, education and communication materials. In addition during the training, the trained peer educators/ advocates will develop actions plans detailing how they are going to utilize the knowledge and skills acquired in their communities. This will be the document which will guide them in their work and also assist Platform for Labour Action to monitor their activities on the ground.

This project is being undertaken during the build up of the national elections in Uganda and will thus impact on the level of participation of women and youth in the upcoming elections. It will thus encourage the target group to exercise their civic duty of voting under the multiparty dispensation in an informed manner. The trained civic peer educators/ advocates will exercise their work in a neutral manner without having lineage to any political party. To ensure this they will be required to subscribe to the code of conduct for peer educators.

The following assumptions underpin the project; that there will be women and youth that fit the criteria for

serving as civic peer educators; that the selected women and youth will work on a voluntary basis and that the women and youth will take off time from their work to listen to radio, attend the awareness sessions and training workshops. Under this project the awareness and education is mainly dependent on the civic peer educators who will be required to work on a voluntary basis and also reach out to peers. There is a likelihood of drop out. The project seeks to minimize this by having regular meetings with the peer educators, ensuring that good selection criteria of civic peer educators is established and creating awareness on the mutual benefits of community service during the training. The project will also utilize some of the existing structures such as the CBOs of informal sector women and youth.

c. Sustainability

The existence of community groups such as the civic peer educators, will serve as a manifestation of ownership and consequently sustainability of the project. These will continue to convey messages through peer-to-peer approaches, distribute IEC materials, reach out and offer basic morale and support to those vying for office with technical support from PLA. The materials developed will also be left with the peer educators for day to day reference and the knowledge acquired will still be relevant to their work at the end of the project. Voluntarism will also be promoted so that project outputs are not tied in any way to remuneration but are owned by the community.

At the end of the project women and youth in the informal sector will be aware of their civic and political rights and ultimately participate in multi party political activities at the local level by actually going out to vote and attending campaign meetings. A selection of women and youth in the informal sector will also have begun expressing interest in taking up leadership positions in political party structures.

During the project period UNDP and PLA shall maximize the coordination with the existing government institutions and programmes to avoid duplication and to enhance the sustainability of the project impact.

4. Gender and marginalized or vulnerable groups

Gender is mainstreamed through the project and all activities target both women as well as female and male youth. Under this project the women are aged 31 and above while the youth refers to those aged between 18 and 30 years.

The baseline will specifically capture data on the appropriate time for all the activities such as the training sessions, seminars and radio talk shows to ensure that the scheduled activities do not exclude the women and the targeted groups because of their gender related responsibilities. The agreed times as defined in the baseline which will be those convenient to women and other community members to ensure their participation. The course for training the civic peer educators will have gender as the main topic and in addition all sessions will have gender implications inbuilt into the modules. The Information Education and Communication materials will also be developed using the gender sensitive approach where messages will not demean one gender and they will be tested out to similar audience prior to the printing.

Specific efforts shall be undertaken to ensure that persons with disability are not excluded in this program and this will be built into the selection criteria. The project also targets political parties and local governments to change their attitudes towards these groups and promote their inclusion. This project will lead to increase the number of women and youth in the informal sector expressing interest to take up leadership positions in a multi party environment, those going to vote during elections as well as attending campaigns and planning meetings organized by local governments and political parties.

Project objective(s):

To increase civic and political rights awareness amongst women and youth in the informal sector under multi party dispensation in five districts of Uganda.

Intended Outcome(s)¹⁸: Please number each outcome.

1. Informal sector women and youth are knowledgeable on multi party system and relevant laws.
2. Informal sector women and youth are aware of their civic and political rights and participate in multi party political activities at the local level.
3. Women and youth in the informal sector beginning to take up leadership positions in political party structures and actively participate in the nascent multiparty democracy.

Outcome Indicators: (qualitative or quantitative)

1. Knowledge and skills of informal sector women and youth strengthened and they are ready to take part in multiparty democracy activities.
2. 27000 informal sector women and youth reached with awareness messages on civic and political rights.
3. Number of women and youth in the informal sector expressing desire to take up leadership positions at all levels.
4. Number of women and youth in the informal sector registering to vote and participating in elections.

Baseline Data	Intended Outputs	Key Activities	Tick if activity is a Milestone?	Timeframe (2 years – 8 quarters)								Responsible Parties	Budgetary Inputs (US\$)
				Q	Q	Q	Q	Q	Q	Q	Q		
There exists a dearth of valid data on participation in politics by women and youth in the informal sector nationwide	1.1 Baseline data in place.	1.1.1 Recruit research team. 1.1.2 Develop research tool and orient research team. 1.1.3 Make preliminary visits to areas of study. Field work/ data collection. 1.1.4 Data analysis and report writing. 1.1.5 Feedback workshops. 1.1.6 Preparation of final report and publication. 1.1.7 National workshop report on launch.	✓	X	X	X	X	X	X	X	X	PLA and consultants	21,600
Women and youth in the informal sector have limited knowledge	1.2 1000 copies of the PLA hand book printed in local languages (Langi and lusoga).	1.2.1 PLA hand book reviewed and revised in English and ready to be translated. 1.2.2 Hand book translated into		X								PLA	5,000
												PLA	4,000
													3,000

about multiparty dispensation, its functions and laws governing democracy in the country.	Langi and Lusoga and ready to be used by the peer educators	1.2.3 Hand book printed and ready for use and distribution to trained peer educators.	X	PLA and printing firm	8,500						
Because of limited knowledge they have not taken up leadership in existing structures that are currently dominated by the elite.	1.3 600 women and youth trained as human rights advocates/ peer educators	1.3.1 Development of selection criteria.	X	PLA	54000						
		1.3.2 Actual selection of peer educators.	X								
		1.3.3 600 women and youth trained over a three day course in five districts of Uganda.	X				X				
		1.3.4 One day refresher course carried out.									
There is limited credible baseline information that establishes their knowledge on multiparty and civic and political rights.	1.3 Advocacy strategy and action plan for engaging local leaders and political parties.	1.3.1 Hire a resource person to facilitate process.	X	PLA and external resource persons	2,600						
		1.3.2 Hold five two day workshops for 25 participants in each of the five districts.	X								
		1.3.3 Amalgamate the five strategic documents into one.	X								
		1.3.4 Work with peer educators. to prepare position papers	X								
		1.3.5 Hold meetings with local leaders.	X								
1.4 5000 information and communication materials (2000 posters, 2000 leaflets, 1000 T-shirts).	1.4.1 Workshop with women and youth to develop ideas for IEC materials.	1.4.2 Translation of ideas into actual IEC materials.	X	PLA and printing firm	12,000						
		1.4.3 IEC materials printed and ready for dissemination.	X								
		1.4.4 Monitor use and effect of IEC materials.	X				X				
1.5 22 radio talk shows aired on local radios in	1.5.1 Identify resource persons and Local FM stations		X	PLA and local							

English and local languages	1.5.2 Develop timetable for the radio talk shows.					X												23,100
	1.5.3 Air Radio talk shows.						X	X	X	X								
	1.5.4 Monitoring radio talks shows.																	
	1.6.1 Organize community awareness sessions at the parish level.	✓					X	X	X	X								9,000
1.6 community awareness sessions																		
1.7 Eight quarterly field visits by PLA head office	1.7.1 Develop monitoring tools. 1.7.2 Make field visits and hold review meetings with peer educators. 1.7.3 Quarterly review meetings of advocates.					X	X	X	X	X	X	X	X	X	X	X	X	9920
							X	X	X	X	X	X	X	X	X	X	X	5280
1.8 Equipment purchased	1.8.1 Procurement of computer and furniture.					X												3,947
1.9 Staff in place and project coordinated and functional	1.9.1 Provide TORs to staff and implement the project. 1.9.2 Miscellaneous expenses.					X	X	X	X	X	X	X	X	X	X	X	X	50,400
						X	X	X	X	X	X	X	X	X	X	X	X	10,389
TOTAL PROJECT COSTS¹⁹																		US\$226,636
UNDEF Monitoring and Evaluation (3% of UNDEF Grant retained by UNDEF)																		US\$7,500
UNDP Executing Agency fee (7% of TPC)																		US\$15,864
TOTAL UNDEF GRANT																		US\$250,000

6. Management arrangements

a) Management arrangements

The Executing Agency (EA) for this project is UNDP-Uganda. As such, the EA will oversee and monitor the project and will be responsible for ensuring that all financial, monitoring, reporting and evaluation requirements are met. The EA will be responsible for the full management of the project including contracts with all Implementing Agencies (IA) or individuals involved in the project and will manage any financial disbursements to the IA(s) or individual(s) as per implementation arrangements or payment schedules concluded between them. The EA will receive the grant in two tranches for each year of implementation. The second tranche will be contingent upon the receipt of the Mid-Term Report and a financial status update. The EA will receive up to 7% of the total project costs as administrative overhead fee for overseeing the project implementation and providing financial, contractual, reporting and evaluation services to UNDEF. In particular, the EA will be responsible for sending narrative and financial reports to UNDEF and for arranging external project evaluation. The EA fee will be subtracted from the amount retained by UNDEF for Monitoring and Evaluation.

The Platform for Labour Action (PLA) a local national NGO in Uganda will be the Implementing Agency for this project. As such, it will bear substantive responsibility for delivering the outputs of the project. The IA will undertake the implementation of all project activities except for evaluation which will be handled by the EA in consultation with UNDEF.

The project will be under the overall management of the Executive Director PLA who will also serve as the focal point person within PLA. The project activities will be implemented at the Kampala head office and through the PLA field offices in Iganga and Lira districts. A full time program officer will be designated and charged with responsibility for the day to day implementation of the project activities and she/he will be assisted by an administrator. In each of the five districts where the activities are to be implemented, PLA shall retain one field coordinator selected among the trained peer educators. He/she will be responsible for holding monthly meetings with the fellow peer's educators and ensuring that they meet and share experiences on a monthly basis and also produce monthly reports on their activities. He/she will also be responsible filing monthly reports with PLA. The accountant shall be responsible for maintaining the books of account in relation to the project. The Board of Directors of PLA shall carry out the overall internal monitoring of the project at the out put level.

7. Partnerships and donor information

The project is not co – funded. The implementing agency will provide in -kind contributions to the project amounting to \$33,600 comprised of rental of office space valid at \$24000 and overall Board supervision and oversight valued at \$9600. There is no other funding that is being sought for this project.

8. Monitoring, Reporting and Evaluation

a. Monitoring

The PLA Board is responsible for internal monitoring and evaluation. Quarterly field visits will be made by the Executive Director and one Board member to monitor project activities progress and impact of the project activities. During the visits meetings will be held with district officials, representatives of political parties, district officials, community leaders, NGOs and the civic peer educators. Emerging challenges, lessons learnt, experiences and best practices will be identified during these review meetings documented by the PLA staff. They will be shared with the UNDP and UNDEF. The Executive Director will be the focal point officer in ensuring that this happens.

The trained civic educators will also submit monthly reports to PLA and the Community Development Office at the District. They will hold monthly meetings and local council's leaders, representatives of youth and women at the local council will monitor the activities based on their mandates.

A community action plan will be developed during the training of the civic peer educators and this will guide them on their work and be used by PLA to monitor their activities.

PLA will document the talk shows and reactions of the listeners through recording of tapes which will be kept as a means of verification. At the end of each talk show a report will be produced and the program will have a call for listeners to write back to the producer asking questions and commenting on the programme. These will be analysed and responded to during subsequent programs. An analysis of the questions will be made to ascertain the level of awareness created. A private media monitoring firm will also be retained to independently monitor the impact of the talk's shows.

The end of project report will be used to determine the extent to which the civic and political needs of the targeted women and youth will have been addressed. Progress reports will also be used to determine the level of changes as a result of the project.

UNDP-Uganda as the Executing Agency is responsible for monitoring the key activities of the project and reporting back to UNDEF.

b. Narrative and Financial Reporting

UNDP-Uganda as the Executing Agency is responsible for submitting a number of reports to UNDEF in consultation with the Implementing Agency and in line with UNDEF requirements. The Executing Agency contact point for submitting the mid-term/annual progress report, the final narrative report and certified financial reports will be: the Assistant Resident Representative Governance.

It is the Executive Director of the Implementing Agency who will be responsible for submitting the mid-term progress report, final narrative report and certified financial reports²⁰ to UNDP.

c. Evaluation

The Executing Agency will be responsible for commissioning an independent evaluation of the project in consultation with UNDEF. The cost of the evaluation is covered by the Executing Agency fee.

While the Executing Agency is responsible for ensuring that baseline data is collected for evaluation purposes. The implementing agency is to undertake a baseline survey at the inception of the project. This baseline report will be utilized by the Executing Agency to derive baseline indicators on the specific situation in place at the project inception which shall be changed by the achievement of the project objectives. These will include the level of participation in politics and decision making by women and youth in the informal sector at all levels in the five districts. It will address issues such as gaps in knowledge and information on civil and political rights, political affiliation, voter registration, participation in the electoral process, local council meetings, budget conferences and representation in political party's activities and political affiliation. The evaluation will also consider the following;

- The number of women and youth in the informal sector expressing interest to stand for political positions.
- The number of women and youth in the informal sector going to vote during elections.
- The number of women and youth in the informal sector attending campaign meetings/political party activities.
- The number of informal sector women and youth / peers reached with civic and political rights messages
- The number of women and youth in the informal sector attending local government meetings, joining parties and local government leadership.
- Number of peer educators trained and disseminating civic and political rights awareness messages.



PARTNERSHIP INFORMATION

In this section, please provide the following contact details for all project partners:

Executing Agency

Name of Organization: United Nations Development Program Uganda
 Address: 15B Clement Hill Road PO BOX 7184 Kampala
 Telephone/Fax: 256 -414- 233440/1/2/5
 Web Site: www.undp.or.ug
 Point of Contact Responsible for
 Execution of the Project: Mr Sam Ibanda Igaga
 Title: Assistant Country Director
 Telephone/Fax: 256 -414- 233440/1/2/5 256-782906415
 E-mail: sam.ibanda@undp.org

Implementing Agency

Name of Organization: Platform for Labour Action (PLA)
 Address: Plot 66 Kanjokya Street Kamwokya
 Telephone/Fax: 256- 312 -260196/ 256- 414- 253383 / 256 41 4 230142
 Web Site: www.pla-uganda.org
 Point of Contact Responsible for
 Implementation of the Project: Lilian Keene-Mugerwa
 Title: Executive Director
 Telephone/Fax: 256- 414-253383, 256- 772 791275/ 256 41 4 230142
 E-mail: lilian@pla-uganda.org, pla.director@gmail.com

9. LEGAL COMMITMENTS

“Signature of this project document commits all parties to abide by the following:

- a. As per ECOSOC Resolution 1996/31 on consultative relationship, as well as the UNDP criteria for associated NGOs, the aims and purposes of all Executing and Implementing Agencies are in conformity with the spirit, purposes and principles of the Charter of the UN.
- b. The Executing and Implementing Agency agrees to undertake best efforts to ensure that none of the funds received from UNDEF are used to provide support to individuals or entities associated with terrorism and that the recipient of any amounts provided by UNDEF do not appear on the list maintained by the UN Security Council Committee established pursuant to Security Council Resolution 1267 (1999) and that this undertaking form part of any and all sub-contracts entered into by the grantee.
- c. The Executing and Implementing Agency does not intend to provide any type of support for any member, affiliate or representative of an organization that recommends or is apologetic of the use of violent means in political action in general and of terrorism in all its forms and manifestations in particular, as stated in the 2005 World Summit Outcome document (§81).
- d. All CSO partners to this project are duly constituted nationally or internationally and where applicable, comply with existing national legislation regarding formal registration and public accountability.
- e. All CSO partners to this project have statutes or by-laws providing for a transparent process of decision-making, election of officers and members of the Board, and the CSO has authority to speak for its members through its authorized representatives identified in this project document.
- f. All CSO partners agree to abide by the “UNDEF Branding and Visibility Guidelines” and any related requests from UNDEF in all activities and products of the project in a manner fitting to the local political and cultural context.
- g. The Executing Agency agrees to be responsible for the overall management of the project and will bear all financial and reporting responsibilities to UNDEF as per the UNDEF Monitoring and Reporting Guidelines. The Executing Agency also agrees to be responsible for contracts and implementation arrangements with any implementing partners or individuals involved in the project.
- h. All parties agree to take all necessary measures to facilitate monitoring and evaluation as and when required by UNDEF or a third party on its behalf.
- i. All funds will be transferred from UNDEF to the designated Executing Agency in US Dollars. Any onward payments made in currencies other than US Dollars will be determined by applying the rate of exchange in effect on the date of payment. Should there be a change in the rate of exchange prior to the full realization of the project, which may affect the ability to carry out project activities; the Executing and/or Implementing Agency will be expected to adjust project design so as to stay within available resources.
- j. All financial accounts and statements shall be expressed in US Dollars.
- k. Any interest income attributable to the utilized portion of the grant will be credited to the project account and returned to UNDEF.
- l. All parties agree to provide financial expenditure reports and certified financial statements as per the UNDEF Monitoring and Reporting Guidelines available on the UNDEF website.
- m. Receipts and justification documents for project expenditures must be kept and made readily available in case of any audits.
- n. UNDEF reserves the right to terminate this project should in UNDEF’s view, circumstances so require. Upon termination, no further funds will be disbursed.
- o. Assets approved and purchased under this project do not fall under the financial or managerial control of UNDEF at any stage of the project. UNDEF is not involved in their acquisition, in decisions concerning access, or in the assumption of risks associated with these assets. Consequently, the implementing agency, in consultation with the Executing Agency if applicable, is responsible for all financial and managerial control and accountability of these assets throughout the life cycle of the project and beyond, in accordance with its own rules.”

**ANNEX VI – DETAILED PROJECT BUDGET IN US DOLLARS**

Budget Line Description	Unit	Quantity	Total in US\$
<u>1 - Salaries²¹</u>			
<i>i.e. x International experts</i>			
<i>Program Director/ Adviser</i>	<i>\$1050 per month</i>	<i>24 months</i>	<i>25,200</i>
<i>National consultants</i>			
<i>Consultants/research assistants for baseline study</i>	<i>\$150</i>	<i>4 researchers each 31 days</i>	<i>18,600</i>
<i>Baseline study consultant Field transportation</i>	<i>200per day</i>	<i>15days</i>	<i>3000</i>
<i>2 consultants for translation of training manual</i>	<i>150 per day</i>	<i>20days</i>	<i>3000</i>
Total			49800
<u>2 – Travel²²</u>			
<i>Local travel within country</i>			
<i>Car hire and fuel for monitoring visits</i>	<i>150per day</i>	<i>32 days</i>	<i>4800</i>
<i>2 officials per quarter</i>	<i>80 per day</i>	<i>2 officials @32 days</i>	<i>5120</i>
Total			9920
<u>3 - Contractual service</u>			
<u>4 – Meetings and Training Courses</u>			
<i>National workshop to launch baseline report</i>	<i>\$20 per participant</i>	<i>200 participants</i>	<i>4,000</i>
<i>Training workshops for 600 human rights advocates in five districts</i>	<i>\$90 per participant</i>	<i>600 participants</i>	<i>54000</i>
<i>Workshop with human rights advocates to develop strategy</i>	<i>\$13per participant per day</i>	<i>200 participants</i>	<i>2,600</i>
<i>Meeting with 30 local and national leaders</i>	<i>\$13 per participant per day</i>	<i>300 participants</i>	<i>3900</i>
<i>Community seminars for 15,000 people in five districts</i>	<i>\$0 60 per day per person</i>	<i>15,000 participants</i>	<i>9,000</i>
<i>Review meetings of peer educators</i>	<i>\$1,1 per person per meeting</i>	<i>600 participants for 8 meetings</i>	<i>5280</i>
Total			78,780
<u>5 - Project Equipment/Hardware</u>			
<i>One computer</i>	<i>1579</i>	<i>1 piece</i>	<i>1, 579</i>
<i>Desks and chairs</i>	<i>237</i>	<i>10 pieces</i>	<i>2,368</i>
Total			3,947
<u>6 – Advocacy/Outreach</u>			
<i>Posters for advocacy campaign</i>	<i>\$1. per poster</i>	<i>2000 pieces</i>	<i>2,000</i>
<i>Printing, distribution, piloting and testing out handbook</i>	<i>\$8 5 per copy</i>	<i>1000 pieces</i>	<i>8,500</i>

T shirts	\$10 per T-shirt	1000 pieces	10,000
Media(talk shows)	\$525per talk show	22 radio talk shows	23100
Publication of baseline report	\$5 per copy	1000 books	5,000
Total			48600
7 – Miscellaneous			
<i>i.e Rent</i>			
<i>i.e. Sundry²³</i>			
Communication	\$1000 per month	24 months	2,400
Stationery and photocopying	\$100 per month	24 months	2400
Bank charges	\$32.8 per month	24 months	789
Office supplies/ consumables	\$100 per month	24 months	2,400
<i>i.e. Others-(utilities: electricity, water)</i>	\$100per month	24months	2,400
Total			10389
8- Programme Support Costs			
2 Assistants	\$1050/ month	24 months	25,200
Total			25,200
^ - Total Project Cost			226,636
^ J -Monitoring & Evaluation (10%)²⁴			
Executing Agency Fee			15,864
UNDEF M&E (3% of grant amount retained by UNDEF)			7,500
11 - Total UNDEF Grant Award²⁵			250,000

¹ Mugaju, 2000, A Historical Background to Uganda's No-Party Democracy." In J. Mugaju and O. Oloka, (eds), No Party Democracy in Uganda: Myths and Realities. Kampala: Fountain Publishers

² Museveni's Long Match from Guerilla to Statesman , Fountain Publishers

³ Amaza, 1998; Ondoga O Amaza : Museveni's Long Match from Guerilla to Statesman , Fountain Publishers

⁴ Amaza, 1998 Museveni's Long Match from Guerilla to Statesman , Fountain Publishers

⁵ Barya, 2000: Political Parties, the Movement and the Referendum on Political Parties ; One step forward two steps back : In J. Mugaju and O. Oloka, (eds), No Party Democracy in Uganda: Myths and Realities. Kampala: Fountain Publishers

⁶ 1995 Repealed Legal notice no. 1 that operationalised the movement system.
Art. 74 of Constitution 1995

⁸ Report on the Referendum, 2005 Uganda Electoral Commission, January 2006 : Page28

⁹ Daily Monitor Friday, April 14, 2006

¹⁰ Daily Monitor, Wednesday, March 22, 2006

¹¹ Civil and Political Participation of Vulnerable and Marginalised Workers in the Informal Sector: Rapid Assessment Report 2006

¹² Informal economy in this proposal includes **Food sellers:** those selling raw, cooked, semi or fully processed foods¹², **Non food sellers:** those selling commodities such as cloths, soap, paraffin, matches, crockery, bags, books, pens, whether in shops or as mobile hawkers, **Service providers:** Tailors, touts, barbers, porters, taxi operators and motorecyclists ferrying people, **Soft manufacturers:** bicycle and garage repair shops, craftsmen, and weavers, those involved in making pots, light carpentry and **Hard manufacturers:** hardware welders, those making gates, coffins, furniture and other metal works

¹³ APRM Africa Peer Review mechanism Republic of Uganda Review report No.7 January 2009

¹⁴ PLA- IRI 2005

¹⁵ Civic and Political Participation of Vulnerable and marginalised workers in the Informal Sector, International Republican Institute and Platform for Labour Action. 2006 Page 27

¹⁶ Uganda Bureau of Statistics Report on Labour Market Conditions in Uganda July 2006

¹⁷ Rapid Assessment conducted by Platform for Labour Action in April 2005 supported by American Jewish World Services.



¹⁸ **Inputs:** Resources used in your project (experts, equipment, funds).

Activity: A specific action or process undertaken by an organization to convert resources (inputs) into products or services (outputs).

Output: Tangible products and services that emerge from processing inputs through project activities. Outputs relate to the completion of activities. A measure of the quantity of a service or product provided (may include a quality component).

Outcome: Actual or intended changes in conditions that the project is seeking to support. The basic unit of measurement of progress toward achieving an objective.

Outcome indicator: a qualitative or quantitative measure of the achievement of the outcome.

¹⁹ Please ensure this amount matches budget by inputs (Annex V) and approved grant amount.

²⁰ For additional information on UNDEF Monitoring and reporting requirements, please also read UNDEF's 2nd Round Monitoring and Reporting Guidelines available on UNDEF's website.

²¹ Administrative personnel costs should not be listed here but included in the Programme Support Costs category.

²² This section refers to travel and per diem (meals and accommodation) for project management team. Participants traveling to workshops, training courses should not be listed here but included in section 4 "Meetings and Training Courses".

²³ Sundry expenses include bank charges, expendable office supplies, telephone lines/fax charges, freight, postage, etc.

²⁴ 10% of the total project budget will be used to cover the cost of monitoring and evaluation activities, to be capped at US\$25,000 for projects over US\$250,000. This amount will be retained by UNDEF.

²⁵ This line item must not exceed the total UNDEF grant award and must match amount in Results based framework, Annex III.

UNDEF PROJECT BUDGET
(in US dollars)

Executing Agency:
Implementing Agency:

United Nations Development Program Uganda
Platform for Labour Action (PLA)
Promoting Civic and Political Participation of Women and Youth in the informal sector
To Be Entered By UNDEF
To Be Entered By UNDEF
To Be Entered By UNDEF
To Be Entered By UNDEF

Project Title:

Start Date:

End Date:

IMIS Project ID:

UNDEF Project Number.:

Project Budget

Object Budget Lines	Object of Expenditure	Project Budget		
		I	II	III
		Total	Year 1	Year 2
		US\$	US\$	US\$
1	Salaries- Note 1			
a	International Professionals	0		
b	National Professionals	25,200	12,600	12,600
c	Baseline study	21,600	21,600	
d	Translating training manual	3,000	3,000	
	Total	49,800	37,200	12,600
2	Travel- Note 2			
a	Car hire and fuel	4,800	2,400	2,400
b	Per diems / meals and accomodation	5,120	2,560	2,560
	Total	9,920	4,960	4,960
	Contractual services			
a	Implementing partner(s)	0		
b	Service contracts	0		
	Total	0	0	0
4	Meetings and Training			
a	Seminars & Meetings	20,780	6,830	13,950
b	Trainings & Workshops	58,000	58,000	
c	Study Tours	0		
	Total	78,780	64,830	13,950
5	Project Equipment			
a	IT Equipment	1,579	1,579	
b	Other Equipment	2,368	2,368	
	Total	3,947	3,947	0
6	Advocacy/Outreach			
a	Publications. Pamphlets & Brochures	25,500	25,500	
b	Other Media (including web sites)	23,100	-	23,100
	Total	48,600	25,500	23,100
7	Miscellaneous			
a	Rent	0		
b	Sundry - Note 3	7,989	3,994	3,995
	Audit	0	-	-
	Others - (utilities, electricity, water)	2,400	1,200	1,200
	Total	10,389	5,194	5,195
8	Programme Support Costs	25,200	12,600	12,600
	Total	25,200	12,600	12,600
9	Total Project Cost (TPC)	226,636	154,231	72,405
10	Monitoring and Evaluation - Note 4			
a	Executing Agency Fee	15,864	15,864	
b	UNDEF M&E	7,500	7,500	
	Total	23,364	23,364	
11	Total UNDEF Grant Award - Note 5	250,000	177,595	72,405

Notes: Budget lines may be added and all line items should be rounded off to the nearest dollar. Please note yellow cells are formulas and should not be altered.

1 Administrative personnel costs should not be listed here but included in the Programme Support Costs category.

2 This category refers to travel and per diem (meals and accommodation) for project management team. Participants traveling to workshops, training courses should not be listed here but included in section 4 "Meeting and training courses".

3 Sundry expenses include bank charges, expendable office supplies, telephone lines/fax charges, freight, postage, etc.

4 10% of the total project budget will be used to cover the cost of monitoring and evaluation activities, to be capped at US\$25,000 for projects over US\$250,000. The cap does not apply to UN-Executed projects. Executing Agency fee to be subtracted from this.

5 This line item must not exceed the total UNDEF grant award and must match amount in Results based framework. Annex II