

**United Nations Development Programme – INDIA**  
**CPAP 2013-17**  
**Annual Work Plan 2017**

<b>Project Title</b>	Creating Employment and Entrepreneurship Opportunities for Women in India
<b>Implementing Partner:</b>	United Nations Development Programme (UNDP)
<b>UNDPSP Outcome(s)</b>	<b>1.1 Growth and development are inclusive and sustainable, incorporating productive capacities that create employment and livelihoods for the poor and excluded</b>
<b>UNDP SP Output (s):</b>	<b>Output 1.1.</b> National and sub-national systems and institutions enabled to achieve structural transformation of productive capacities that are sustainable and livelihoods- intensive
<b>UNDP SP Indicators:</b>	<b>Output 1.1.1</b> Number of new jobs and other livelihoods generated disaggregated by sector and sub-sector, by sex, age and excluded groups and by wage category when available
<b>UNDAF Outcome(s):</b>	Inclusive and equitable growth policies and poverty reduction strategies of the Government are strengthened to ensure that most vulnerable and marginalized people in rural and urban areas have greater access to productive assets, decent employment, skills development, social protection and sustainable livelihoods. Scalable solutions for inclusion of marginalized groups are designed and implemented

## Brief Description

### PROJECT DESCRIPTION (NOT MORE THAN 1/2 PAGE)

#### A. State the specific development challenge or gap that this AWP is addressing.

This project is addressing India's development goals of reducing poverty head count ratio by 10 percentage points over the preceding estimates by 2017, generate 50 million new work opportunities in the non – farm sector and provide skill certification to equivalent number of people. The project also aims to address the needs of low income population by providing skills in order to make them more employable and help them secure “decent work”. The project contributed to two SDGs: Goal 1: Eradicate extreme poverty and hunger, Goal 5: Promote Gender Equality and Empower Women; Goal 8: Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all; Goal 10: Reduce inequality within and among countries and Goal 17: Strengthen the means of implementation and revitalize the global partnership for sustainable development. The “Creating Employment and Entrepreneurship opportunities for Women in India” project aims to reach 1,000,000 women and girls by providing them with necessary skills and knowledge for employment or entrepreneurship/self-employment. Through an integrated skilling and job placement/ enterprise start up approach, the project will create linkages between education & skills and employment & growth in India through public – private partnership and support 1,000,000 women & girls progress towards economic empowerment. As a result, this will enable women to increase their incomes, improve their productive investments, improve consumption and build assets.

#### B. Select one or more of the below strategies for addressing the above mentioned challenge/gap and describe in the context of this AWP:

- Changes in attitudes and access to decision making through awareness raising, brokering, convening
- Changes in policies, plans, budgets and legislation through support to national assessment, planning, budgeting, policy making
- Changes in the lives of individuals and communities through implementation for inclusive development

#### C. List the possible improvements in the capacities of institutions, individuals and systems that will occur as a result of this AWP.

- Women will have improved skills, and knowledge for employment and entrepreneurship
- Adolescent girls will have improved economic knowledge and market understanding
- Skilling institutions will have improved capacities to deliver skilling programme to women and to better monitor performance
- Skilling institutions will have improved certificates
- Institutions will be able to provide job coaching support to women
- Private Sector employers will have access to greater skilled labor
- Market conditions for women will improve
- Government will benefit from testing new approaches and project contribution to its goals

#### D. List the gender issues in this AWP and specific ways in which they will be addressed.

The project activities focus only on women and young girls. The project specifically focuses on these two groups given women in particular do not equally participate in skilling programmes and lack job opportunities when compared to men. Further, knowing that majority of India's poor are women, the project also focuses on building capacities of young women as a way to improve their knowledge and prepare them for future market realities.

#### E. List the South-South cooperation opportunities in this AWP and specific ways in which they will be addressed.

- The project hopes to facilitate knowledge exchange visits between national counterparts to relevant countries for learning and exchange of knowledge, and technical assistance

Programme Period: 2016-2018\_  
 Key Result Area (Strategic Plan): 1.1\_\_\_\_\_  
 Award ID: 80436\_\_\_\_\_  
 Project ID: 00090113-----  
 Project Start date: 1 January 2015  
 Project End Date: 31 December 2018  
 PAC Meeting Date: 2 Feb 2015\_\_\_\_\_  
 Management Arrangements: DIM\_\_\_\_\_

2017 AWP budget: \$4,779,787  
 - Core : \$ NIL  
 - \*Non-core: \$ 4,569,230  
 \*\* Non-Core: \$ 210,557  
  
 \*Donor (IKEA)  
 \*\*Donor (LTPCT)

**Project Expenditure**

Total Project Budget	Expenditure 2015	Expenditure 2016	Budget 2017
IKEA-\$11,957,437	\$773,435	\$3,079,717	\$4,569,230
LTPCT - \$ 276,571			\$ 210,557
<b>CORE</b>	-	\$9,449	

Agreed by UNDP

**Marina Walter**  
 Deputy Country Director

EXPECTED OUTPUTS (Project)	PLANNED ACTIVITIES	TIMEFRAME				RESPONSIBLE PARTY (IP)	PLANNED BUDGET			
		Q1	Q2	Q3	Q4		Funding Source	Budget Description	Amount	
And baseline, associated indicators and annual targets	List activity results and associated actions									
OUTPUT. By 2018 1,000,000 women & girls will progress towards economic self-sufficiency  Indicator- Number of women provided entrepreneurship information Baseline - 17,839 Target - 250,000  Indicator - Number of women skilled for enterprises Baseline-94 Target -50,000  Indicator- Number of women started enterprise	<b>Activity 1: Implement entrepreneurship model for Women</b>									
	A)	<b>Micro-enterprises &amp; self-employment</b>								
	1	Entrepreneurship awareness programme (EAP) In NCR & Haryana (TARA), Karnataka (KSWDC)		Q2	Q3	Q4	UNDP (DEL/HR) & KAR	IKEA	72100	35,653
	2	Entrepreneurship Development Programme (EDP)								
	2 1	Mobilization girls/women for Skill development & entrepreneurship programme - Humana		Q2			UNDP (DEL/HR)	IKEA	72100	14,505
	2 2	Setting up of Rural Retail Enterprises of Women in Delhi and Haryana ( Scale Up ) with NULM and NRLM			Q3	Q4	UNDP (DEL/HR)	IKEA	72100	68,722
	2 3	Business Advisory/Market linkages / e-commerce at Karnataka (Jana Urban Foundation, Amazon & Awake)			Q3	Q4	UNDP (KAR)	IKEA	71300	44,053
	2 4	Setting up of EDCs , Telangana (TWD), All 30 Dist of Karnataka (Awake)				Q4	UNDP (KAR) & (TEL)	IKEA	71300	48458
	2 5	Strengthening Woman Village Level Entrepreneur-led Digital Telangana Centers (ITE&C & ALEAP)	Q1	Q2	Q3	Q4	UNDP (TEL)	IKEA	72100	21,404
	2 6	Partnering with Service aggregators like S Bricks which is online on-demand home services platform – Sbricks			Q3		UNDP (TEL)	IKEA	71300	4,405

EXPECTED OUTPUTS (Project)		PLANNED ACTIVITIES	TIMEFRAME				RESPONSIBLE PARTY (IP)	PLANNED BUDGET		
			Q1	Q2	Q3	Q4		Funding Source	Budget Description	Amount
And baseline, associated indicators and annual targets		List activity results and associated actions								
Baseline-0 Target - 30,000	3	Private Sector Engagement Retail Entrepreneurship & Furniture fitting pilot			Q3	Q4	UNDP (MAH)	IKEA	71300	3,465
	B)	<b>Product and value chain in rural settings</b>								
Indicator - Number of women Coached on jobs Baseline- 27818 Target -300,000	1	Agri Value chain Haryana (Jhajjar , Mewat and Sonipat ) – IARI ; Maharashtra (MAVIM, Future, NCDex), Telangana (Medak/Siddipet – ASI) & Scaleup	Q1	Q2	Q3	Q4	UNDP (DEL/HR)/ (MAH) / (TEL)	IKEA	72100	2,54,674
Indicator- Number of women skilled for jobs Baseline - 664 Target - 85,000	2	Textile & Handloom Value chain Karnataka (Industree, ESAF, Future Green); Telangana (Abhilara/ Creative Bee & Govt Dept of Textiles & handloom), Maharashtra (Warli Art Centre Talasari)			Q3	Q4	UNDP (KAR) / (TEL)/ (MAH)	IKEA	72100	86,638
	3	Waste Management value chain Telangana (Waste Ventures/Ramky)			Q3	Q4	UNDP (TEL)	IKEA	71300	44,053
Indicator - Number of women placed on jobs Baseline- 369 Target -65000	4	Awareness, mobilization, Counselling & Training, of women based on the interest Karnataka (Future Green) /(ESAP), Telangana (SERP) / (Future Gorup)				Q4	UNDP (KAR)/ (TEL)	IKEA	72100	126,285
	C)	<b>Industry led enterprise generation</b>								
	1	Telangana (Industree/TBD) /(Furniture Fitting Pilot – FFSCI), Maharashtra (Godrej Pilot)			Q3	Q4	UNDP (TEL) / (MAH)	IKEA	72,100	9,104
	D)	<b>Micro-livelihoods model</b>								
Indicator - Number of women	1	Promote entrepreneurship among women in renewable energy (Thrive Solar Energy Pvt Ltd )			Q3	Q4	UNDP (TEL)	IKEA	72100	5,874

EXPECTED OUTPUTS (Project)		PLANNED ACTIVITIES	TIMEFRAME				RESPONSIBLE PARTY (IP)	PLANNED BUDGET		
			Q1	Q2	Q3	Q4		Funding Source	Budget Description	Amount
And baseline, associated indicators and annual targets		List activity results and associated actions								
educated Baseline- 68,984 Target -220,000	2	Setting up of Women Entrepreneurship (WE) Hub - ALEAP			Q3	Q4	UNDP (TEL)	IKEA	72100	29,369
	3	Promote entrepreneurship in Zardozi/embroidery work (Industree)		Q2	Q3	Q4	UNDP (TEL)	IKEA	72100	14,684
	4	Annapurna-Shree initiative			Q3	Q4	UNDP (TEL)	IKEA	71300	7,342
	5	MAVIM (Cut Vegetables, ILO)		Q2	Q3	Q4	UNDP (MAH)	IKEA	71300	132,159
	<b>Subtotal</b>									<b>950,847</b>
<b>Activity 2: Employment through Skilling (New Skills and Skill Upgrading) and Job Placement</b>										
A)	<b>Scaling up existing skills to job pilots</b>									
1	Stainless Steel industry – Delhi/Haryana (JSL, JSW, LBSS, etc ), Maharashtra				Q3	Q4	UNDP (DEL/HR) / (MAH)	IKEA	72100	6,084
2	Facility Management Delhi/Haryana (JLL, Sodexo, etc ), Karnataka,					Q4	UNDP (DEL/HR) / KAR	IKEA	72100	3,671
3	Retail sector (Walmart, H&M, Benetton, etc ), Telangana; Maharashtra (TRRAN), Karnataka ( Mahindra Retail, HM)					Q4	UNDP (DEL/HR)/ (TEL) / (MAH)/ (KAR)	IKEA	72100	9756
4	Hospitality – Delhi/Haryana (Taj, Shangri-La, etc ), Karnataka, Telangana, Maharashtra (Tata Strive)					Q4	UNDP (DEL/HR) /(KAR) / (TEL) / (MAH)	IKEA	72100	16,961
5	Employable skill Training in Logistics sector & other sector					Q4	UNDP (KAR)	IKEA	72100	1762
6	BSE Demand Mapping/Job aggregation					Q4	UNDP (MAH)	IKEA	72100	37,004
B)	<b>New approaches and sectors for skills to job vertical</b>									
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EXPECTED OUTPUTS (Project)	PLANNED ACTIVITIES	TIMEFRAME				RESPONSIBLE PARTY (IP)	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Funding Source	Budget Description	Amount
And baseline, associated indicators and annual targets	List activity results and associated actions								
	1 SEWA – scale up			Q3	Q4	UNDP (DEL/HR)	IKEA	72100	22,026
	2 YES Centre – Del/HR & Maharashtra (TeamLease)		Q2	Q3	Q4	UNDP (DEL/HR) / (MAH)	IKEA	72100	192,988
	4 Logistics & New and emerging sectors (Uber, Amazon, Vivo, etc.) , Telangana (Lift Academy); Maharashtra (LSCI)		Q2	Q3	Q4	UNDP (DEL/HR) / (TEL) / (MAH)	IKEA	72100	15,419
	5 Setting up of PRC in Telangana		Q2	Q3	Q4	UNDP (TEL)	IKEA	72100	73,421
	6 Health care – Telangana (TSSDM), Maharashtra			Q3	Q4	UNDP (TEL) / (MAH)	IKEA	72100	2,936
	8 Disha Townhall – Maharashtra, Telangana (COIGN), Karnataka (DBTech); Del/HR (Quest Alliance)		Q2	Q3	Q4	UNDP (MAH) / (TEL) / (KAR) / (DEL/HR)	IKEA	72100	59,912
	C) Strategies for internship/apprenticeship with companies								
	Apprentice Promotion (Setting up PMU, etc ) NCR and Haryana (Disha Education Society), Telangana (TeamLease), Karnataka & Maharashtra		Q2	Q3	Q4	UNDP (DEL/HR) / (KAR) / (TEL) / (MAH)	IKEA	72100	103,158
	<b>Subtotal</b>								<b>545,098</b>
	<b>Activity 2.1: Bridging Information Gap (School &amp; Colleges)</b>								
	A) School-based Career Guidance & Counselling Centre								
	1 DISHA Chat – Delhi/HR (Cequin) & scale up, Telangana (COIGN) & Voice 4 Girls		Q2	Q3		UNDP (DEL/HR) / (TEL)	IKEA	72100	124,817
	2 Mobilizing girls for skill training( S M Sehgal Foundation & SURE)		Q2	Q3	Q4	UNDP (DEL/HR)	IKEA	72100	27,094

EXPECTED OUTPUTS (Project)		PLANNED ACTIVITIES	TIMEFRAME				RESPONSIBLE PARTY (IP)	PLANNED BUDGET			
			Q1	Q2	Q3	Q4		Funding Source	Budget Description	Amount	
And baseline, associated indicators and annual targets		List activity results and associated actions									
	3	Build Skills on Waste Management enterprises - Development Alternatives		Q2	Q3		UNDP (DEL/HR)	IKEA	72100	20,558	
	4	Tele education (GUMBI)			Q3		UNDP (KAR)	IKEA	72100	22026	
	5	Physical CGCC- Nagpur and Aurangabad (Pratham)		Q2	Q3	Q4	UNDP (MAH)	IKEA	72100	73,421	
	6	BMC (FUEL) & PMU for all Corporation schools (statewide)			Q3	Q4	UNDP (MAH)	IKEA	71300	20,558	
	B)	<b>College-based Career Guidance &amp; Counselling Centre</b>									-
	1	CGCC (Student Partnership Worldwide India Project Trust), (Quest Alliance) & Scale up with Govt of Haryana across all its degree colleges		Q2	Q3	Q4	UNDP (DEL/HR)	IKEA	72100	147,403	
	2	EDP program (Cedok)		Q2			UNDP (KAR)	IKEA	72100	3,469	
	3	Tele education (GUMBI)			Q3		UNDP (KAR)	IKEA	72100	21,894	
	4	CGCC in association with Karnataka State Women University (Mindtree)				Q4	UNDP (KAR)	IKEA	72100	26,432	
	5	ToT - NSS Officer & disseminate the information to College students- (Quest Alliance)			Q3		UNDP (KAR)	IKEA	72100	8,869	
	6	Strengthen TSKCs in Govt degree colleges as CGCCs with COIGN & replication / scale up (COIGN/Voxta)	Q1	Q2	Q3	Q4	UNDP (TEL)	IKEA	72100	209,831	
	7	Scale up of SNTD & setting up PMU for Colleges across the state			Q3	Q4	UNDP (MAH)	IKEA	71300	160,059	
	C)	<b>Online Career Guidance &amp; Counselling Centre</b>									-
	1	Provide on Line Psychometric Test, Web based platforms - C&K	Q1	Q2	Q3	Q4	UNDP (DEL/HR)	IKEA	72100	69,647	



EXPECTED OUTPUTS (Project)	PLANNED ACTIVITIES	TIMEFRAME				RESPONSIBLE PARTY (IP)	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Funding Source	Budget Description	Amount
And baseline, associated indicators and annual targets	List activity results and associated actions	Q1	Q2	Q3	Q4				
	2 Provide information on skill training and entrepreneurship opportunities to Youth/girls - DBtech, Karnataka	Q1	Q2	Q3	Q4	UNDP (KAR)	IKEA	72100	72,421
	3 Software support for all ITIs in the State for e-content			Q3	Q4	UNDP (MAH)	IKEA	72400	25,698
<b>Subtotal</b>									<b>1,034,197</b>
<b>Activity 3: Support to Government</b>									
	1 Policy advocacy/ consultative workshops with State Govt 's, leading to formulation of State skill policies on career guidance, apprenticeship, employment, entrepreneurship and value chain	Q1	Q2	Q3	Q4	UNDP (DEL/HR)/ (KAR) / (TEL)/ (MAH)	IKEA	75707	38,179
	2 Development of tools, SoP, studies	Q1	Q2	Q3	Q4	UNDP (DEL/HR)/ (KAR) / (TEL)/ (MAH)	IKEA	75707	39647
	3 TA support & Setting up of PMUs	Q1	Q2	Q3	Q4	UNDP (DEL/HR)/ (KAR) / (TEL)/ (MAH)	IKEA	75707	78,164
<b>Subtotal</b>									<b>155,991</b>
<b>Activity 4: Monitoring &amp; Evaluation</b>									
	Partner Due Diligence Assessment before Sign-up	Q1	Q2	Q3	Q4	UNDP	IKEA	72100	38,227
	India Development Foundation – Monitoring partner	Q1	Q2	Q3	Q4	UNDP	IKEA	72100	203,905
<b>Subtotal</b>									<b>242,132</b>
<b>Activity 5: Knowledge Management and Communication</b>									
	Periodic Thematic Studies	Q1	Q2	Q3	Q4	UNDP	IKEA	75700	88,986
	Communication - UNDP			Q3		UNDP	IKEA	72400	50,000

EXPECTED OUTPUTS (Project)	PLANNED ACTIVITIES	TIMEFRAME				RESPONSIBLE PARTY (IP)	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Funding Source	Budget Description	Amount
And baseline, associated indicators and annual targets	List activity results and associated actions								
<b>TOTAL</b>									<b>138,986</b>
	<b>Activity 6: Project staff salaries and project management expenses</b>							<b>1,284,397</b>	
	Project Staff Cost							817,240	
	General Project Cost							271,106	
	Travel							98,091	
	DPC							97,959	
	<b>AWP Total</b>							<b>4,351,648</b>	
	GMS 5% IKEA Project							217,582	
	<b>AWP Grand Total in USD</b>							<b>4,569,230</b>	
	<b>Activity7: Talasari Workplan 2017 (details in Annexure I)</b>							<b>2,10,557</b>	

*Note Budget Figures prepared for IKEA are in Euros (as per Budget Format C\_IKEA), these figures were converted to USD\$ using December 2014 ex rate (1Euro=0.799) This exchange rate was used because it corresponds to the budget submitted to IKEA for approval*

## II. Monitoring and Evaluation

### A. Framework

(Include all monitoring and evaluation activities/events)

Project ID: 90113 Project Title: Creating employment and entrepreneurship opportunities for women in India

India Development Foundation (IDF) has been hired for the monitoring and evaluation of the project.

Expected Results (Outcomes & Outputs)	Indicators	Baseline	Targets	Data Collection Plan				
				Source/Method of Collection	Schedule/Frequency	Responsible Staff	Resources (\$)	Risks and Assumptions
Obtained from the CPAP and project Results Frameworks)	Obtained from the CPAP and project Results Frameworks)	At the project start date	At the project end date	Specific publication, evaluation, survey, field observation, interviews, etc	Monthly, quarterly, annually, etc	Staff member responsible for collecting and reporting data	Estimated cost of collecting and reporting data	Any risks or assumptions concerning data collection / Means of Verification
CPAP Outcome								
CPAP Output								
Project Output 1	Number of Women provided entrepreneurship information	27,189	250,000	IDF	Quarterly	IDF		
	Number of women started enterprise		30,000	IDF	Quarterly	IDF		
Project Output 2	Women skilled for jobs	578	50,000	IDF	Quarterly	IDF		
	women coached on jobs	17,166	85,000	IDF	Quarterly	IDF		
	Women and girls placed in jobs	366	65,000					
Project Output 3	Adolescent girls educated on career opportunities	54,834	220,000	IDF	Quarterly	IDF		
Project Output 4:	Work with Government			IDF	Quarterly	IDF		

**B. Monitoring and Evaluation Plan**

Monitoring Plan – IDF has a quarterly monitoring plan, but additionally to that the Project team members also undertake periodic field visits for monitoring and quality assurance

Monitoring Visit	Time Frame				By whom	Place	Purpose	Expected Outcome	Resources
	Q1	Q2	Q3	Q4					
Field Visit 1	1	1	2	2	Clement / Harsh/Nishikant h/Ravi/Liby/Reeni	Karnataka	On- site visits for quality assurance and audit	Expected to give an insight into what’s going well and challenges on ground	
Field Visit 2	1	1	2	2	Clement / Harsh/Nishikant h/Ravi/Liby/Reeni	Mumbai	Progress updates and quality	Course correction if needed	
Field Visit 3	1	1	2	2	Clement / Harsh/Nishikant h/Ravi/Liby/Reeni	Telangana	Progress updates and quality	Course correction if needed	
Field Visit 4	1	1	2	2	Clement / Harsh/Nishikant h/Ravi/Liby/Reeni	Delhi	Progress updates and quality	Course correction if needed	
Field Visit 5	1	1	2	2	Clement / Harsh/Nishikant h/Ravi/Liby/Reeni	Haryana	Progress updates and quality	Course correction if needed	

Evaluation Plan – No quarterly /annual evaluation planned yet

Evaluations/Assessments/ Reviews Planned for this year	Time Frame				By whom (External or Internal)	Purpose and how the evaluation/assessment/reviews results & Recommendation will be utilized	Resources
	Q1	Q2	Q3	Q4			

III. RECRUITMENT PLAN 2017

(Include all the recruitments envisaged by the project in AWP 2017 - including national and international staff positions that are vacant or newly created)

Project ID: 00090113 Project Title: Creating employment and entrepreneurship opportunities for women in India

#	Post Title	National/ International	Level of Post	Proforma Cost per year (US\$)	Implementing Unit	Contract Modality (FTA/SC/TA)	Supervisor	Duty Station	Expected start date of Contract	Funding source
1	State Project Officer, Delhi	National	SB3	24,911	UNDP	SC	Chief, Skill & Bus Dev	Delhi	1 Mar	Donor
2	State Project Officer, Maharashtra	National	SB3	21,757	UNDP	SC	Chief, Skill & Bus Dev	Mumbai	1 Mar5	Donor
3.	Communication Associate	National	SB3	24,911	UNDP	SC	Chief, Skill & Bus Dev	Delhi	1 March	Donor

IV. Procurement Plan 2017

(Include all local and international procurements valued at or above \$ 5000 envisaged in AWP 2017 – including goods, assets, services and works)

Project ID: 90113 Project Title: **Creating employment and entrepreneurship opportunities for women in India**

<b>Country Office</b>	<b>India</b>
<b>Submitted by:</b>	
<b>Date:</b>	

Instructions.

- Only include procurements to be done by UNDP for DIM, Management, support-to-NIM projects and UN Agencies
- If you need additional lines, right-click and "Insert" rows, do not copy-paste, to keep drop-down menus & format.

Requesting Unit	Project Name (acronym or brief name)	Type of Supply	Category	Description of goods, services or works required	Unit of Measure	QTY	Estimated Unit Price in USD	Estimated Total Price in USD	Requested delivery date (goods, works) or start of services	Finalization of services date	End user of goods, services or works	Procurement Process Status
Pover ty	DISHA	LOA		Setting up of Rural Retail Enterprises of Women in Delhi and Haryana (Scale-up) with NULM and NRLM	No	1	68,722	68,722	Q2	Q4	Adolescent girls and women	
Pover ty	DISHA	RPA	RFI	Business Advisory and Market linkages support for women entrepreneurs and who would like to start self-employment and skill shaki pilot - Jana Urban Foundation	No	1	44,053	44,053	Q3	Q4	Adolescent girls and women	
Pover ty	DISHA	RPA	RFI	Entrepreneurship cell establishment in association with Department of Industries & Commerce, Government of Karnataka Special focus will be given to assist FSWs, PwDs etc , All 30 dist of Karnataka - Awake	No	1	26,432	26,432	Q2	Q4	Adolescent girls and women	
Pover ty	DISHA	RPA	RFI	Piloting model for starting enterprise in the textile & agri and handloom sector - GoK (Industree, ESAF, Future Green)	No	1	44,053	44,053	Q2	Q4	Adolescent girls and women	

Requesting Unit	Project Name (acronym or brief name)	Type of Supply	Category	Description of goods, services or works required	Unit of Measure	QTY	Estimated Unit Price in USD	Estimated Total Price in USD	Requested delivery date (goods, works) or start of services	Finalization of services date	End user of goods, services or works	Procurement Process Status
Poverty	DISHA	RPA	RFI	Mobilization of women based on the interest - Future Green	No	1	26,432	26,432	Q2	Q4	Adolescent girls and women	
Poverty	DISHA	RPA	RFI	Counselling & Training/ skilled for enterprise from the support of Government - ESAP	No	1	26,432	26,432	Q2	Q4	Adolescent girls and women	
Poverty	DISHA	RPA	RFI	Scale up agro processing in Siddipet & Mahbubnagar districts with ASI	No	1	73,421	73,421	Q3	Q4	Adolescent girls and women	
Poverty	DISHA	LOA		Promote entrepreneurship among women SHGs through community production and marketing network with SERP	No	1	66,079	66,079	Q3	Q4	Adolescent girls and women	
Poverty	DISHA	IC	RFP	Creating entrepreneurship among women waste pickers - Waste Ventures/Ramky	No	1	44,053	44,053	Q3	Q4	Adolescent girls and women	
Poverty	DISHA	RPA	RFI	Promote traditional crafts by supporting the Women Weavers by Abhihara/ Creative Bee & Govt Deptt of Textiles & handloom	No	1	36,711	36,711	Q3	Q4	Adolescent girls and women	
Poverty	DISHA	RPA	RFI	entrepreneurship among promoting women particularly muslim women zardosi/embroidery work in engaged in Hyderabad with Industree	No	1	14,684	14,684	Q2	Q4	Adolescent girls and women	
Poverty	DISHA	IC	RFP	BSE Demand Mapping/Job aggregation	No	1	37,004	37,004	Q2	Q4	Adolescent girls and women	
Poverty	DISHA	RPA	RFI	SEWA	No	1	22,026	22,026	Q3	Q4	Adolescent girls and women	
Poverty	DISHA	LoA		Setting up of PRC in Telangana	No	1	73,421	73,421	Q2	Q4	Adolescent girls and women	

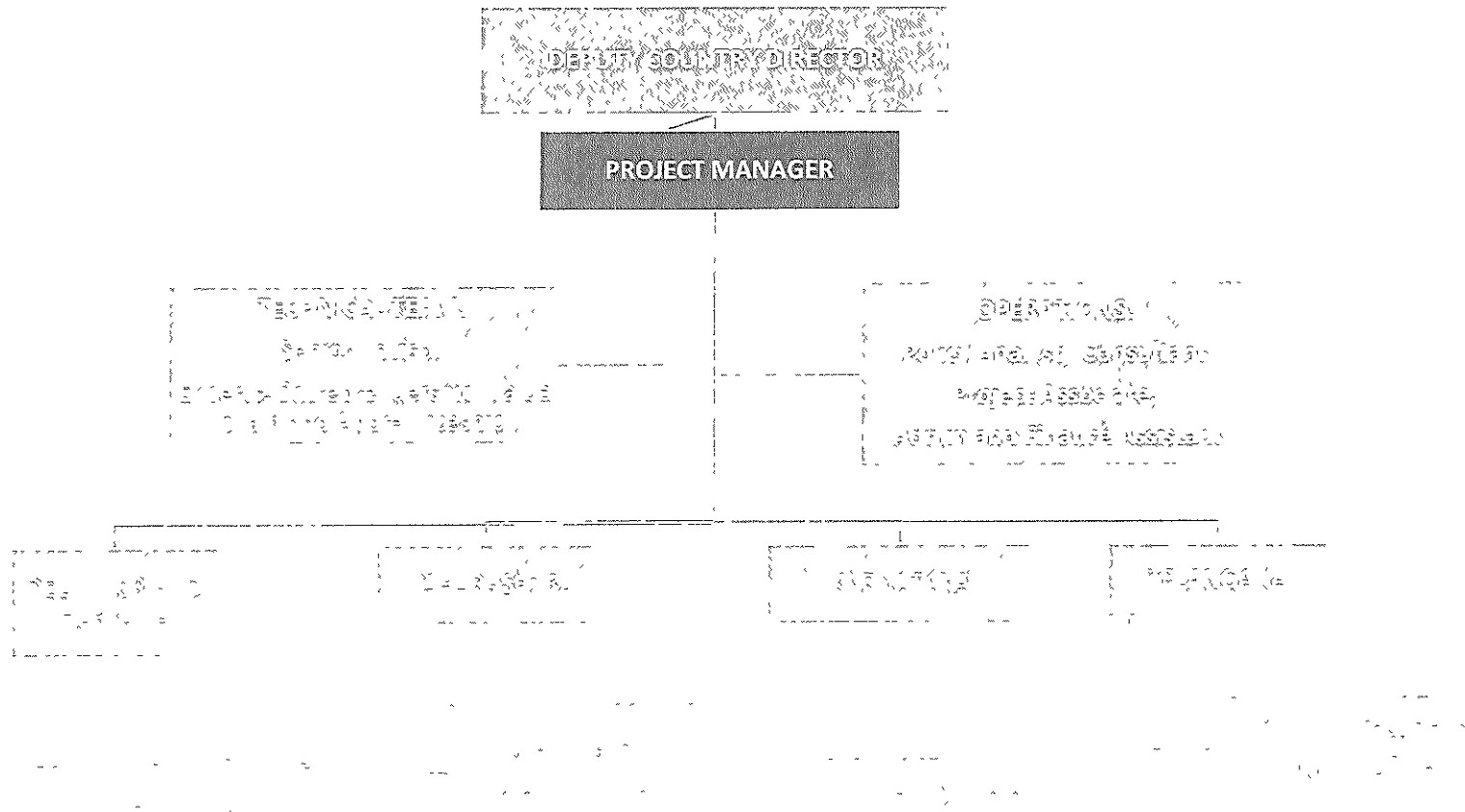
Requesting Unit	Project Name (acronym or brief name)	Type of Supply	Category	Description of goods, services or works required	Unit of Measure	QTY	Estimated Unit Price in USD	Estimated Total Price in USD	Requested delivery date (goods, works) or start of services	Finalization of services date	End user of goods, services or works	Procurement Process Status
Pover ty	DISHA	LoA		Apprenticeship promotion scheme - Setup PMU with in Karnataka State Govt	No	1	25,698	25,698	Q3	Q4	Adolescent girls and women	
Pover ty	DISHA	LoA		PMU for National Apprenticeship Scheme	No	1	33,407	33,407	Q2	Q4	Adolescent girls and women	
Pover ty	DISHA	RPA	RFI	Scale up of Disha Chat in Schools in Delhi and NCR in 10 districts	No	1	29,369	29,369	Q3	Q4	Adolescent girls and women	
Pover ty	DISHA	RPA	RFI	Disha Chat & soft skills in government & Social Welfare Residential Schools with social welfare department & voice for girls with private sector connect by Coign - Voice 4 Girls	No	1	29,369	29,369	Q3	Q4	Adolescent girls and women	
Pover ty	DISHA	LoA		PMU for all Corporation schools (statewide)	No	1	13,216	13,216	Q3	Q4	Adolescent girls and women	
Pover ty	DISHA	RPA	RFI	Quest Alliance, Delhi NCR ( including Disha Town hall )	No	1	66,825	66,825	Q3	Q4	Adolescent girls and women	
Pover ty	DISHA	LoA		Scale up of College Based CGCC with Department of Higher Education , Govt of Haryana across all its degree colleges	No	1	36,711	36,711	Q3	Q4	Adolescent girls and women	
Pover ty	DISHA	IC	RFP	Strengthen TSKCs in govt degree colleges as CGCCs with COIGN	No	1	143,752	143,752	Q3	Q4	Adolescent girls and women	
Pover ty	DISHA	IC	RFP	Replication & Scale up CGCC In colleges & in Mahatma Gandhi University, Nalgonda - COIGN & Voxta	No	1	66,079	66,079	Q3	Q4	Adolescent girls and women	



Requesting Unit	Project Name (acronym or brief name)	Type of Supply	Category	Description of goods, services or works required	Unit of Measure	QTY	Estimated Unit Price in USD	Estimated Total Price in USD	Requested delivery date (goods, works) or start of services	Finalization of services date	End user of goods, services or works	Procurement Process Status
Pover ty	DISHA	IC	RFP	Software support for all ITIs in the State for e-content	No	1	25,698	25,698	Q3	Q4	Adolescent girls and women	
Pover ty	DISHA	IC		NSDA - Consultant - Mainstreaming of Gender in Skilling Ecosystem	No	1	36,711	36,711	Q2	Q4	Adolescent girls and women / Govt	
Pover ty	DISHA	RPA	RFI	CSC / MeiTY - Practical Tools for Capacity Building of VLE	No	1	17,621	17,621	Q2	Q4	Adolescent girls and women / Govt	
Pover ty	DISHA	IC		Consultancy support for Gender on PoCRA (Leveraging MAVIM's presence)	No	1	11,747	11,747	Q2	Q4	Adolescent girls and women / Govt	
Pover ty	DISHA	IC		Periodic Thematic Studies	No	1	48,979	48,979	Q3	Q4	Adolescent girls and women / Govt	

## V. Management Arrangements

### Project Implementation Arrangements



- 1 The project will be executed under Direct Implementation Modality (DIM) IKEA foundation is funding the project UNDP acts as the Implementing Partner
- 2 **Implementing Partner (IP):** The project will be directly implemented by UNDP in cooperation with the Ministry of Skills and Entrepreneurship and/or other relevant Ministries or programmes at Central or State Levels UNDP will further partner with a number of local institutions (such as NGOs, skilling institutes, business development service organizations) to implement the project activities UNDP will be responsible for the effective use of use of resources and the achievement of the project outcomes and outputs as set forth in the document UNDP will be responsible for all financial management, reporting, procurement and recruitment services UNDP recruitment and procurement rules will apply

3. **Project Steering Committee:** Project Steering Committee will oversee the project. There will be one steering committee at a national level. The PSC will meet on a quarterly basis and consist of representatives from UNDP, Xynteo, IKEA Foundation and the Government.
4. An internationally recruited Project Manager will manage the project. The Project Manager will directly report to UNDP Country Director. “Creating Employment and Self – Employment Opportunities in India” project will have a midsize structure with Head Office in New Delhi and five proposed project state offices (Haryana, Delhi, Telangana, Karnataka, Maharashtra). In the Head Office (HO), UNDP will have 1 Project Manager, 1 Senior Project Officer, 1 Project Technical Specialist, 1 Project Associate, 1 Communication Assistant and 1 Admin/Finance assistant.
5. **Agreement on the intellectual property rights and use of logo on the project’s deliverables:** In order to accord proper acknowledgement to IKEA Foundation, UNDP for providing funding, logos should appear on all relevant project publications as applicable and adhere to the branding guidelines of the aforementioned agencies.

**Funds Flow Arrangements and Financial Management:**

6. The project will be directly implemented by UNDP.

In this case, UNDP assumes the responsibility for mobilizing and applying effectively the required inputs in order to reach the expected outputs. UNDP assumes overall management responsibility and accountability for project implementation. Accordingly UNDP would follow all policies and procedures established for its own operations and will be responsible for all financial management, reporting, procurement and recruitment services.

UNDP prepare a budgeted Annual Work Plan on an Annual basis, as per UNDP rules and regulations.

UNDP may identify Responsible Parties to carry out activities within a DIM project. A Responsible Party is defined as an entity that has been selected to act on behalf of the UNDP on the basis of a written agreement or contract to purchase goods or provide services using the project budget. All Responsible Parties are directly accountable to UNDP in accordance with the terms of their agreement or contract with UNDP. The Responsible Party may follow its own procedures only to the extent that they do not contravene the principles of the Financial Regulations and Rules of UNDP. Where the financial governance of the responsible party, does not provide the required guidance to ensure best value for money, fairness, integrity, transparency, and effective international competition that of UNDP shall apply.

7. **Audit:** The audit will be governed as per UNDP Rules and Regulations.
8. **Project Closure:** The project would be closed as per UNDP Rule and Regulations.

## VI. Planning, Monitoring and Reporting

The project will follow the following planning, monitoring and reporting cycle during the year.

Timeline / Target Date	Activity	Primary Responsibility
15 January 2017	Submit final Annual Progress Report 2016 to UNDP	Project Director/ Project Manager
10 Jan 2017	Finalisation of audit plans	RPU in consultation with Program Units
1 Feb-15 Mar 2017	Annual audit of the project	RPU-Program Unit
07 April 2017 07 July 2017 07 October 2017 07 January 2017	Quarterly Progress Reports, including a) Report on project progress and financial delivery (FACE forms)	Project Manager /Program Officer, M&E
31 July 2017	Organise Project Steering Committee as agreed in the Prodoc (Mid-year review of project progress and, if needed, revision of the AWP)	Project Director/ Project Manager/
30 November 2017	IRRF, IWP and ROAR updates	M&E and Program Units
30 November 2017	Organise Project Steering Committee to a) Review of project contribution to results and financial delivery 2017, b) Review and endorsement of AWP 2018	Project Director/ Project Manager

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## ANNEXES

- Annex 1 Cost sharing agreements signed with donors/government (if any)
- Annex 2 Project cooperation agreement signed with NGOs (if any)
- Annex 3 Agreements between the Implementing Partner and Responsible Parties (Government entities, NGOs, etc )

## Talasari Workplan 2017

<b>Project Title:</b>	The Uddyam – Talasari Integrated Skills Development Project
<b>Implementing Partner:</b>	United Nations Development Programme (UNDP)
<b>UNDPSP Outcome(s)</b>	<b>1.1 Growth and development are inclusive and sustainable, incorporating productive capacities that create employment and livelihoods for the poor and excluded</b>
<b>UNDP SP Output (s):</b>	<b>Output 1.1.</b> National and sub-national systems and institutions enabled to achieve structural transformation of productive capacities that are sustainable and livelihoods- intensive
<b>UNDP SP Indicators:</b>	<b>Output 1.1.1</b> Number of livelihoods and jobs generated disaggregated by sector and sub-sector, by sex, age and excluded groups and by wage category when available
<b>UNDAF Outcome(s):</b>	Inclusive and equitable growth policies and poverty reduction strategies of the Government are strengthened to ensure that most vulnerable and marginalized people in rural and urban areas have greater access to productive assets, decent employment, skills development, social protection and sustainable livelihoods Scalable solutions for inclusion of marginalized groups are designed and implemented

## Brief Description

### PROJECT DESCRIPTION (NOT MORE THAN 1/2 PAGE)

#### F. State the specific development challenge or gap that this AWP is addressing.

The Uddyam partnership between LTPCT and UNDP is aiming to demonstrate how an effective multi-stakeholder partnership - between Government, Private Sector, UN and the Community - can result in an area-based intervention to bring about SDG-aligned social transformation. The expected outcome, over a period beyond the project duration, is to enable women and their families and vulnerable communities in Talasari taluka of Maharashtra to experience a transformational impact in their lives. The transformational impact will be seen in terms of

- Increased incomes and economic well-being of the families
- Improved human development outcomes, with higher levels of productive skills and ways to engage in productive occupations
- Improved access to benefits and programmes of the Government

At the outcome level, it is expected that Uddyam will contribute to micro-level achievement of the Sustainable Development Goals; SDG1 End poverty in all its forms everywhere, SDG2 End hunger, achieve food security and improved nutrition and promote sustainable agriculture, SDG3 Ensure healthy lives and promote well-being for all at all ages, SDG4 Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all, SDG5 Achieve gender equality and empower all women and girls, SDG8 Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all, SDG12 Ensure sustainable consumption and production patterns

#### G. Select one or more of the below strategies for addressing the above-mentioned challenge/gap and describe in the context of this AWP:

- Changes in attitudes and access to decision making through awareness raising, brokering, convening
- Changes in policies, plans, budgets and legislation through support to national assessment, planning, budgeting, policy making
- Changes in the lives of individuals and communities through implementation for inclusive development

#### H. List the possible improvements in the capacities of institutions, individuals and systems that will occur because of this AWP.

- Incomes of participating families increased through improved utilization of land and animal-bird resources in the villages under the three selected Group Gram Panchayats
- Increased income for families engaged in Warli painting and crafts
- Career guidance, counselling and support mechanisms catering to students and school drop-outs are made available locally
- Effective project management, monitoring and reporting mechanisms for multi-partner interventions developed and demonstrated

#### I. List the gender issues in this AWP and specific ways in which they will be addressed.

The project activities focus on women and their family members for inclusive development activity. The project has specific focus on adolescent girls for career counselling and guidance for jobs in organised sector. The project proposes to focus career counselling and guidance centres with special focus on two groups given women do not equally participate in skilling programmes and lack job opportunities when compared to men. Further, knowing that majority of India's poor are women, the project also focuses on building capacities of women self-help groups to improve their knowledge and skills for strengthening their farm and non-farm based livelihood activities.

#### J. List the South-South cooperation opportunities in this AWP and specific ways in which they will be addressed.

- The project hopes to facilitate knowledge exchange visits between national counterparts to relevant countries for learning and exchange of knowledge, and technical assistance.

IV. ANNUAL WORK PLAN

Year: 2017

EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				Responsible Party (IP)	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Funding Source	Budget Description	Amount
Output 1 By Dec 2017, Incomes of participating families increased through improved utilization of land and animal-bird resources in 3 Gram Panchayats <i>Baseline 0</i> Indicators % increase of income of 1000 families as compared to baseline income Targets 1000 families	Activity 1 Promotion of value-added agriculture production like SRI, floriculture, kitchen gardening, spices, goatery, poultry, apiculture and facilitating market linkages Associated Actions like drafting TOR and procuring agencies for capacity building of SHG-VO network, Training of service provider cadre, preparing detailed implementation plan; Signing MOU with UMED								
	a Preparation of detailed project implementation plans					UNDP Talasari PMU	LTPCT	72100	7,000
	b Promotion of SRI, Floriculture, spices, kitchen garden, vegetable farming, goatery, apiculture, backyard poultry etc in Kochai, Gingaon and Zari (Premsagar and BAIF and another technical support agency to be decided)					UNDP Talasari PMU	LTPCT	72100	90,000
	c Mobilisation and capacity building of community cadres and community institutions of Umed					UNDP Talasari PMU	LTPCT	72100	8,000
Output 2 By Dec 2017, Career guidance, counselling and support mechanisms catering to students and school drop-outs are made available locally Baseline to be decided as per	Activity 2 Girls and boys between standard 9 and 12 of selected 29 schools and ITI Talasari as well as school drop out in the age of 14-18 years have been counselled about career options after school and ITI Associated Actions like drafting TOR and procuring agencies for preparing detailed implementation plans, setting up CGCC at it is and schools, signing MOU with DVET and ITI, capacity building of sancharks at school								
	a Preparing detailed project implementation plan					UNDP Talasari PMU	LTPCT	72100	5,000

<p><i>detailed project report</i></p> <p><i>Indicators No of students in school and ITIs (boys and girls) as well as drop-outs provided career counselling and guidance</i></p> <p><i>Targets 5000 students and dropouts</i></p>	<p>b Establishing Career Guidance and Counselling Centre (CGCC) with <u>hub</u> in Talasari ITI and <u>spokes</u> in High schools and capacity building of school and ITI faculty members in counselling</p>					UNDP Talasari	PMU	LTPCT	72100	10,000
<p>Output 3</p> <p>By Dec 2017, increase in artisans engaged in warli art income by INR 6000 per annum has been achieved project area</p> <p><i>Baseline to be decided after detailed project report</i></p> <p><i>Indicators No of artisans achieving an income increase of INR 6000 by Dec 2017</i></p> <p><i>Targets Setting up of one production and business development center with backward and forward linkages</i></p> <p><i>Linking 200 artisans to production and business development center</i></p>	<p>Activity 3 Promotion of Warli art and craft based livelihoods and market linkages</p> <p>Associated Actions like drafting TOR and procuring agencies for preparing detailed implementation plans, setting up CGCC at it is and schools, signing MOU with DVET and ITI, capacity building of community cadre for market linkages, signing MOUs and agreements with buyers for market linkages etc</p>									
	<p>Creating detailed project report</p>					UNDP Talasari	PMU	LTPCT	72100	3000
	<p>Setting up Warli Art product development and Business Development Centre</p>					UNDP Talasari	PMU	LTPCT	72100	20000
	<p>Mobilisation and capacity building of community institutions and community cadres</p>					UNDP Talasari	PMU	LTPCT	72100	6000



Output 3 By Dec 2017, Effective project management, monitoring and reporting mechanisms for multi-partner interventions developed <i>Baseline 0</i> <i>Indicators No of project management unit set</i> <i>Targets Setting up of one project management unit</i>	Effective project management, monitoring and reporting mechanisms for multi-partner interventions developed and demonstrated Associated Actions like drafting TOR for hiring of PMU personal, hiring of consultants for reporting and documentation, signing MOU with various government stakeholders, designing log frame for the project, conducting various project review and steering committee meetings etc										
	Personnel for PMU					UNDP Talasari	PMU	LTPCT	71400	20,000	
	PMU recurring costs					UNDP Talasari	PMU	LTPCT	71600/ 74500 (50% each)	8,000	
	Monitoring and review systems and meetings					UNDP Talasari	PMU	LTPCT	71300	6,000	
	Reporting and documentation					UNDP Talasari	PMU	LTPCT	71300	6,000	
										189,000	
<b>TOTAL</b>											
										<b>Communication (only in case of non-core) (up to 1%)</b>	2,000
										<b>Other cost (Security, etc)</b>	Nil
										<b>DPC/DE</b>	9,550
										<b>GMS (as applicable)</b>	10,027
										<b>AWP Grand Total in USD</b>	210,557

## II. Monitoring and Evaluation

### C. Framework

(Include all monitoring and evaluation activities/events)

Project ID: \_\_\_\_\_ Project Title: \_\_\_\_\_

	Indicators	Baseline	Targets	Data Collection Plan				
				Source/Method of Collection	Schedule/Frequency	Responsible Staff	Resources (\$)	Risks and Assumptions
Obtained from the CPAP and project Results Frameworks)	Obtained from the CPAP and project Results Frameworks)	At the project start date	At the project end date	Specific publication, evaluation, survey, field observation, interviews, etc	Monthly, quarterly, annually, etc	Staff member responsible for collecting and reporting data	Estimated cost of collecting and reporting data	Any risks or assumptions concerning data collection / Means of Verification
CPAP Outcome								
CPAP Output								
Project Output 1 By March 2018, Incomes of participating families increased through improved utilization of land and animal-bird resources in 3 Gram Panchayats	<i>% increase of income of 1000 families as compared to baseline income</i>	0	20%	Baseline and monthly progress reports and MIS	Quarterly	PMU	Budgeted in partners budget and PMU cost	Since it's the first Indian private sector engagement, there can be difference in opinion regarding measuring of project progress and project outputs due to donor being unfamiliar with UNDP processes. A close coordination mechanism with the donor and sensitising them about UNDP processes may reduce the risk
Project Output 2 By March 2018, Career guidance, counselling and support mechanisms catering to students and school drop-outs are made available locally	<i>No of students in school an ITIs (boys and girls) as well as drop-outs provided career counselling and guidance</i>	To be decided	5000	Baseline and monthly progress reports and MIS	Quarterly	PMU		
Project Output 3 By Dec 2017, increase in artisans engaged in warli art income by INR 6000 per annum has been achieved project area	<i>No of artisans achieving an income increase of INR 6000 by Dec 2017</i>	0	100	Baseline and monthly progress reports and MIS	Quarterly	PMU		
Project Output 4 By Dec 2017, Effective project management, monitoring and reporting	<i>No of project management unit set</i>		1	Baseline and monthly progress reports and MIS		PMU		

mechanisms for multi-partner interventions developed									
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## D. Monitoring and Evaluation Plan

### Monitoring Plan

Monitoring Visit	Time Frame				By whom	Place	Purpose	Expected Outcome	Resources
	Q 1	Q2	Q3	Q4					
Field Visit 1	1	2	2	2	Ravi/Liby /Aafreen	Talasar/ Mumbai	On- site visits for quality assurance and audit and progress updates	Expected to give an insight into what's going well and challenges on ground	Project
Field Visit 2	1	2	2	2	Ravi/Liby /Aafreen	Talasar/ Mumbai	Progress updates and quality	Course correction if needed /Discussion with PMU/partners and LTPCT	Project
Field Visit 3	1	2	2	2	Ravi/Liby /Aafreen	Talasar/ Mumbai	Progress updates and quality	Course correction if needed /Discussion with PMU/partners and LTPCT	Project
Field Visit 4	1	2	2	2	Ravi/Liby /Aafreen	Talasar/ Mumbai	Progress updates and quality	Course correction if needed /Discussion with PMU/partners and LTPCT	Project
Field Visit 5	1	2	2	2	Ravi/Liby /Aafreen	Talasar/ Mumbai	On- site visits for quality assurance and audit	Expected to give an insight into what's going well and challenges on ground	Project

### Evaluation Plan

Evaluations/Assessments/ Reviews Planned for this year	Time Frame				By whom (External or Internal)	Purpose and how the evaluation/assessment/reviews results & Recommendation will be utilized	Resources
	Q1	Q2	Q3	Q4			
Evaluation/Assessment 1					Internal	PMU will conduct an assessment of the project by hiring an external consultant with respect to the expect outcome and agreed upon indicators and provide recommendation for the next phase of the project	Project

## III. Recruitment Plan 2016

*(Include all the recruitments envisaged by the project in AWP 2016 - including national and international staff positions that are vacant or newly created)*

**Project ID:** \_\_\_\_\_ **Project Title:** \_\_\_\_\_

To be provided by HR

#### IV. Procurement Plan 2016

(Include all local and international procurements valued at or above \$ 5000 envisaged in AWP 2016 – including goods, assets, services and works)

Project ID: \_\_\_\_\_ Project Title: \_\_\_\_\_

Country Office	India
Submitted by:	
Date:	

#### Instructions

- Only include procurements to be done by UNDP for DIM, Management, support-to-NIM projects and UN Agencies
- If you need additional lines, right-click and "Insert" rows, do not copy-paste, to keep drop-down menus & format

Requesting Unit	Project Name (acronym or brief name)	Type of Supply	Category	Description of goods, services or works required	Unit of Measure	Quantity	Estimated Unit Price in USD	Estimated Total Price in USD	Requested delivery date (goods, works) or start of services	Finalization of services date	End user of goods, services or works	Procurement Process Status
Poverty	Uddyam			Preparation of detailed implementation plans	No	2		7000	Q3	Q4	Adolescent girls and women and community	
				Promotion of SRI, Floriculture, spices, kitchen garden, vegetable farming, goatery and backyard poultry etc in Kochai (Premsagar and BAIF)		5		90000				
				Mobilisation and capacity building of community cadres and community institutions of Umed		2		8000				
				Preparing detailed implementation plan		1		5000				
				Establishing Career Guidance and Counselling Centre		1		10000				

			(CGCC) with <u>hub</u> in Talasari ITI and <u>spokes</u> in High schools and capacity building of school and ITI faculty members in counselling								
			Creating detailed project report and		1		3000				
			Setting up Warli Art product development and Business Development Centre		1		20000				
			Mobilisation and capacity building of community institutions and community cadres		1		6000				
			Monitoring and Evaluation Studies		2		2000				
			Monitoring and Evaluation Studies		2		2000				
<b>Total Estimated 2016 Procurement Plan (USD)</b>								-			

**V. Management Arrangements**

*Note: if the management and fund flow arrangements are same as agreed in Project Brief you need to just indicate that and do not repeat.*

Project Implementation Arrangement

## Project Management Unit (PMU)

UNDP will establish the Project Management Unit that will coordinate and manage the Project at the Taluka level. The PMU will consist of three personnel:

- Project Manager – who will have the overall responsibility for the implementation of the project and coordination with the Technical Support Agency (TSA), local administration, LTPCT and UNDP
- Assistant Project Manager – who will be responsible for all project reporting and monitoring
- Administrator – who will be responsible for all financial and administrative matters related to the project

The PMU shall be administrative responsibility of UNDP. The PMU team members will report to Value Chain Expert at UNDP Country office under overall guidance with Chief, Business Development and Skills, UNDP.

## Reviews

This project funded by LTPCT will be reviewed results / outcomes / future at the Country Programme Management Board meeting and also at the Outcome Boards established for IKEA foundation funded Disha project at the national level. However, two specific review mechanisms will be created to supplement the ongoing field level monitoring activities in the project area.

## Project Steering Committee

The Project Steering Committee will be chaired by the Block Development Officer and the Sabhapati of the Panchayat Samiti. The Project Manager, PMU shall be the Convenor. Other members will include Block Mission Manager Umed, Principal Talasari ITI, representatives of gram panchayat and Umed VO's from the three villages, relevant line department officials, representatives of UNDP, LTPCT and the TSAs. The PSC will meet once in two months. It will review progress and suggest corrective mechanisms where necessary. It will also facilitate convergence of the Project with various schemes in the area.

## Quarterly Review

The Quarterly Review will be undertaken under the leadership of the CEO Zilla Parishad Palghar. In addition to the Project Steering Committee members, senior officials from Umed, LTPCT and UNDP may attend the quarterly review.

## Reporting and documentation

The PMU will be responsible for preparing Monthly Progress Reports that will be shared with all members of the Project Steering Committee on a regular basis. A special progress report, with analytical content, case studies and best practice documentation will be prepared for the Quarterly Reviews.

## **Funds Flow Arrangements and Financial Management:**

- 9 The project will be directly implemented by UNDP. The fund will be received from LTPCT to UNDP accounts.

In this case, UNDP assumes the responsibility for mobilizing and applying effectively the required inputs to reach the expected outputs. UNDP assumes overall management responsibility and accountability for project implementation. Accordingly, UNDP would follow all policies and procedures established for its own operations and will be responsible for all financial management, reporting, procurement and recruitment services.

UNDP prepare a budgeted Annual Work Plan on an Annual basis, as per UNDP rules and regulations.

UNDP may identify Responsible Parties to carry out activities within a DIM project. A Responsible Party is defined as an entity that has been selected to act on behalf of the UNDP on the basis of a written agreement or contract to purchase goods or provide services using the project budget. All Responsible Parties are directly accountable to UNDP in accordance with the terms of their agreement or contract with UNDP. The Responsible Party may follow its own procedures only to the extent that they do not contravene the principles of the Financial Regulations and Rules of UNDP. Where the financial governance of the responsible party, does not provide the required guidance to ensure best value for money, fairness, integrity, transparency, and effective international competition that of UNDP shall apply.

- 10 **Audit:** The audit will be governed as per UNDP Rules and Regulations
- 11 **Project Closure:** The project would be closed as per UNDP Rule and Regulations

## VI. Planning, Monitoring and Reporting

The project will follow the following planning, monitoring and reporting cycle during the year

Timeline / Target Date	Activity	Primary Responsibility
27 June 2017	Submit AWP for the Project Uddyam	Project Director/ Project Manager
1 July 2017 to March 2018	Implementation of project activities	PMU
31 July 2017	Hiring of PMU team members	RPU-Program Unit
15 July 2017 15 October 2017 15 January 2018	Quarterly Progress Reports, including b) Report on project progress and financial delivery (FACE forms)	Project Manager /Project Officer, M&E
31 July 2017	Organise Project Steering Committee as agreed in the Prodoc (Mid-year review of project progress and, if needed, revision of the AWP)	Project Manager/ Project Officer/
31 October 2017	Organise Project Steering Committee to c) Review of project contribution to results and financial delivery 2016, d) Review and endorsement of AWP 2017	Project Manager/ Project Officer/
31 January 2018	Organise Project Steering Committee to e) Review of project contribution to results and financial delivery 2016, Review and endorsement of AWP 2017	Project Manager/ Project Officer/

## ANNEXES

- Annex 1 Cost sharing agreements signed with donors/government (if any)
- Annex 2 Project cooperation agreement signed with NGOs (if any)
- Annex 3 Agreements between the Implementing Partner and Responsible Parties (Government entities, NGOs, etc), if any