

United Nations Development Programme – INDIA

CPAP 2013-17

Annual Work Plan 2016

Project Title	Creating Employment and Entrepreneurship Opportunities for Women in India
Implementing Partner:	United Nations Development Programme (UNDP)
UNDPSP Outcome(s)	1.1. Growth and development are inclusive and sustainable, incorporating productive capacities that create employment and livelihoods for the poor and excluded
UNDP SP Output (s):	Output 1.1. National and sub-national systems and institutions enabled to achieve structural transformation of productive capacities that are sustainable and livelihoods- intensive
UNDP SP Indicators:	Output 1.1.1 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
UNDAF Outcome(s):	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 delivery skilling programmes 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_____

2016 AWP budget:	\$4,494,380
- Core : \$	9,450
- Non-core: \$	4,484,930
Donor (IKEA)	

Project Expenditure

Total Project Budget	Expenditure 2015	Budget 2016
IKEA-\$11,957,437	\$773,435.18	\$4,484,930
CORE	-	\$9,450

Agreed by UNDP



Jaco Cilliers
Country Director

Baseline – 0 Target - 10,000	Activity 2: Employment through Skilling (New Skills and Skill Upgrading) and Job Placement									
	Output 2									
Indicator Job centres created to provide information to young women and their families on skilling employment and education	2.1	Develop Job - Centre Counselling Model								
	A	Undertake market research in each state to identify job centre array of services as well as to identify needs of young people	Q1	Q2			UNDP	IKEA	71300	50,000
Baseline – 0 Target – 5 Job centre's	B	Design Job Centre model to provide job/employment information to young women and their families on skilling, employment, education, living out of home and the like issues	Q1	Q2			UNDP	IKEA	71300	500,000
	C	Develop resource materials, counselling manuals and the like for the Job Centre	Q1	Q2			UNDP	IKEA	71300	150,000
Indicator – Women and girls placed in jobs	D	Design "Hello Job" counselling phone/on line service to support women with information and knowledge			Q3	Q4	UNDP	IKEA	71300	
	E	Provide technical assistance to Job Centres to ensure these run smoothly.			Q3	Q4	UNDP	IKEA	71300	100,000
Baseline - 0 Target - 5000	F	Train Job Coaches in the centres to provide coaching to women			Q3	Q4	UNDP	IKEA	71300	
	Indicator - women skilled for jobs	G	Undertake a Social Marketing Campaign to raise awareness of the centre and its services and improve understanding of benefits of skilling.				Q4	UNDP	IKEA	71300
Sub Total									850,000	
Baseline - 0 Target - 5000	2.2	Skill women for Jobs								
	Indicator women coached on jobs	A	Research: a) industries by type and scale to assess demand for employment in different sectors and b) women aspiration and needs			Q3	Q4	UNDP	IKEA	72100

Baseline – 0 Target – 5	4. Advocate for Women Friendly Environment for Skilling									
	4.A	Undertake Advocacy to support women – friendly skilling and job placement		Q2	Q3		UNDP			-
	4.B	Support young women in Their understanding of future market opportunities		Q2	Q3		UNDP			-
	4.C	Support Ministry of Skill development and entrepreneurship	Q1				UNDP	Policy project		9,000
Monitoring and Evaluation	Activity 4: Agree with GOI areas of TA support needed		Q1	Q2	Q3	Q4	UNDP	UNDP	71800	2,77,330
Knowledge Management, Communication and Learning	Activity 5: Knowledge Management and Communication		Q1	Q2	Q3	Q4	UNDP	IKEA	72400	52,043
TOTAL										3,188,373
	Activity 6:	Project staff salaries and project management expenses								1,092,439
								Project staff Cost	680,005	
								General Project Costs	215,337	
								Travel Costs	121,647	
								DPC	75,450	
								AWP Total	4,280,812	
								GMS (5%) IKEA Project	213,568	
								AWP Grand Total in USD	4,494,380	

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

Indian 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	0	50,000	IDF	Quarterly	IDF		
	Provide sector specific entrepreneurship training to women and girls	0	10,000	IDF	Quarterly	IDF		
Project Output 2:	Job centres created to provide information to young women and their families on skilling employment and education	0	5	IDF	Quarterly	IDF		
	Women and girls placed in jobs	0	5000	IDF	Quarterly	IDF		
	Women skilled for jobs	0	5000	IDF	Quarterly	IDF		
	women coached on jobs	0	20,000	IDF	Quarterly	IDF		
	Adolescent girls educated on career opportunities		40,000	IDF	Quarterly	IDF		

Project Output 3:	MoU's with Government	0	5	IDF	Quarterly	IDF		
Project Output 4:	Undertake Advocacy to support women – friendly skilling and job placement	0	1	IDF	Quarterly	IDF		

B. Monitoring and Evaluation Plan

Monitoring Plan – IDF has a quarterly monitoring plan

Monitoring Visit	Time Frame				By whom	Place	Purpose	Expected Outcome	Resources
	Q1	Q2	Q3	Q4					
Field Visit 1	1		1	2	Clement / Harsh/Nishikant	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			Clement / Harsh/Nishikant	Mumbai	Progress updates and quality	Course correction if needed	
Field Visit 3	1	1	2	2	Clement / Harsh/Nishikant	Telangana	Progress updates and quality	Course correction if needed	
Field Visit 4		1			Clement / Harsh/Nishikant	Delhi	Progress updates and quality	Course correction if needed	
Field Visit 5		1	3	2	Clement / Harsh/Nishikant	Haryana	Progress updates and quality	Course correction if needed	

II. 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: _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.	Start Project Head, Delhi	National	SB4	1,877,919	UNDP	SC	Chief, Skill & Bus. Dev	Delhi	1 Mar	Donor
2.	State Project Head, Maharashtra	National	SB4	1,877,919	UNDP	SC	Chief, Skill & Bus. Dev	Mumbai	1 Mar5	Donor
3.	State Project Head, Karnataka	National	SB4	1,877,919	UNDP	SC	Chief, Skill & Bus. Dev	Bangalore	1 March	Donor
4.	State Project Officer, Haryana	National	SB3	1,276,312	UNDP	SC	Chief, Skill & Bus. Dev	Delhi/NCR	15 Feb	Donor
5.	Communication Associate	National	SB3	1,276,312	UNDP	SC	Chief, Skill & Bus. Dev	Delhi	1 March	Donor

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

Country Office	India
Submitted by:	
Date:	

Instructions:

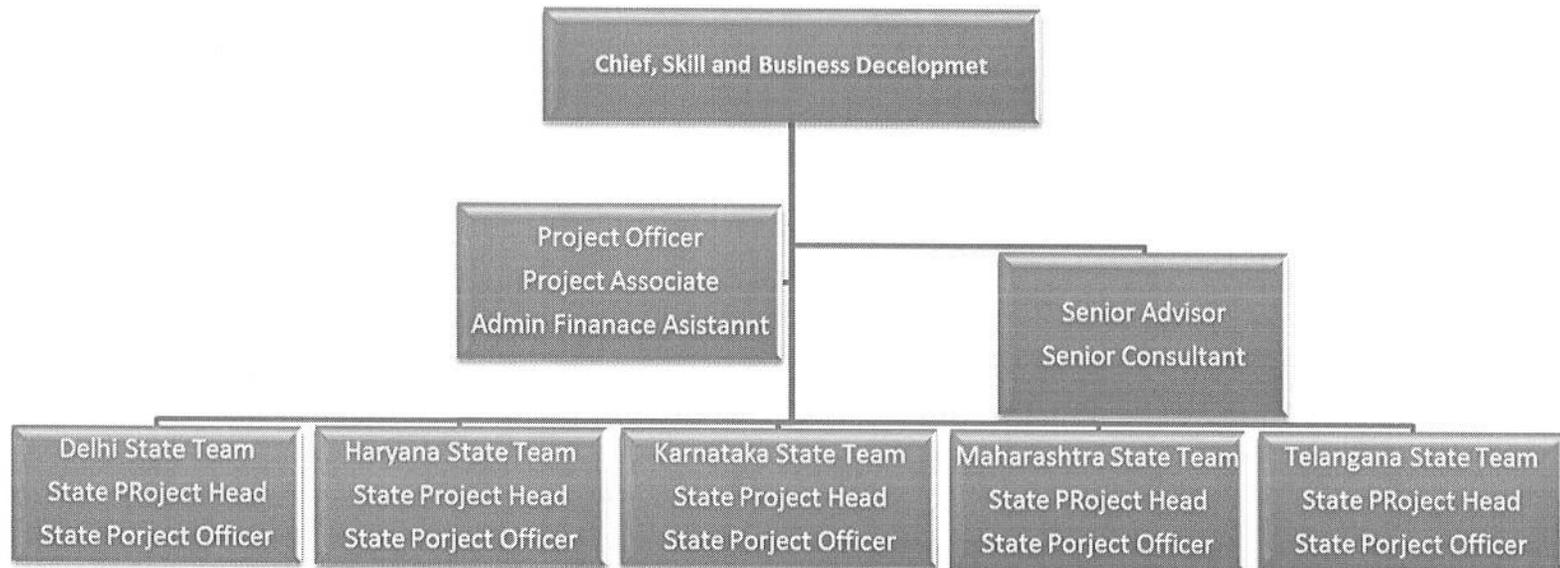
- Only include procurements to be done by UNDP for DIM, Management, support-to-NIM projects and UN Agencies
- If you need additional lines, right-click and "Insert" rows, do not copy-paste, to keep drop-down menus & format.

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
IKEA	IKEA	Institution contract	EOI	Undertake feasibility study to identify entrepreneurship opportunities for women	Number	1	25,000	25,000	Q1	Q2	Adolescent girls and women	
IKEA	IKEA	RPI	RFI	Undertake demand research with women to understand their aspirations, needs and assess skills, as well as barriers to start enterprise activities	Number				Q1	Q2	Adolescent girls and women	
IKEA	IKEA	RPI	RFI	Undertake community awareness rising campaign using participatory techniques to create community support and buy – in each state	Number	1	60,000	60,000	Q2	Q3	Adolescent girls and women	
IKEA	IKEA	Institution Contract	EOI	Provide entrepreneurship education to strengthen management of	Number	1	180,000	180,000	Q3	Q4	Adolescent girls and women/MS ME's	

				chosen entrepreneurial activities								
IKEA	IKEA	Instt Cont	EOI	Create entrepreneurship curriculum resource materials and disseminate resource material	Number	1	180,000	180,000	Q3	Q4	Adolescent girls and women/MS ME's	
IKEA	IKEA	Instt/RPI	EOI/RFP	Provide business planning technical assistance to women entrepreneurs and provide hands	Number	1	60,000	60,000	Q3	Q4	Adolescent girls and women/MS ME's	
IKEA	IKEA	Instt/RPI	RFI/RFP	Develop Job - Centre Counselling Model for adolescent girls and women	Number	1	500,000	500,000	Q3	Q4	Adolescent girls and women	
IKEA	IKEA	Instt/RPI	RFI	Support women for Jobs by building their capacity through skill training	Number	1	150,000	150,000	Q1 and Q2	Q3	Adolescent girls and women	
IKEA	IKEA	Instt/RPI	RFI	Support Gol to develop conceptual modal for skilling of non-education youth and direct support to increase the qualitative technical support to skill programmes for women	Number	1	400,000	400,000	Q1,Q2,Q3 and Q4	Q4	State and Central Bodies	
IKEA	IKEA	Instt Con	EOI	Support Gol on skilling awareness, knowledge exchange and facilitate recognition of Indian Skill certificates nationally and internationally	Number	1	250,000	250,000	Q1,Q2,Q3 and Q4	Q4	State and Central Bodies	
Total Estimated 2016 Procurement Plan (USD)												

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 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 2016	Submit final Annual Progress Report 2015 to UNDP	Project Director/ Project Manager
10 Jan 2016	Finalisation of audit plans	RPU in consultation with Program Units
1 Feb-15 Mar. 2016	Annual audit of the project	RPU-Program Unit
07 April 2016 07 July 2016 07 October 2016 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 2016	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 2016	IRRF, IWP and ROAR updates	M&E and Program Units
30 November 2016	Organise Project Steering Committee to: a) Review of project contribution to results and financial delivery 2016; b) Review and endorsement of AWP 2017	Project Director/ Project Manager

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