

ADDENDUM NO 1 TO CONTRIBUTION AGREEMENT

ENI/2020/418-590

(‘the Agreement’)

The European Union, represented by the European Commission (the “**Contracting Authority**”), first counterparty,

and

United Nations Development Programme (UNDP)
International Organisation
1 United Nations Plaza, - 10017 New York –United States of America

hereinafter the “**Organisation**”, second counterparty, (individually a "Party" and collectively the “Parties”) have agreed as follows:

The following provisions of the Agreement “**Strengthening Institutional and Human Resources Capacities of the Ministry of Social Solidarity - Support to COVID-19 Response**”) concluded between the Contracting Authority and the Organisation on 25/10/2020 are hereby replaced/supplemented as follows:

Article 2 – Entry into Force and Implementation Period

Implementation Period

2.3 The implementation period of the Agreement is fifty four (54) months.

Article 6 — Annexes

6.1 The following documents are annexed to these Special Conditions and form an integral part of the Agreement:

- Annex I: Description of the Action (including the Logical Framework of the Action)

The new version of Annex I: Description of the Action is attached to this addendum.

- Annex III: Budget for the action

The new version of Annex III: Budget for the action is attached to this addendum

All other terms and conditions of the Agreement remain unchanged. This addendum shall enter into force on the later date of signature by the parties.

Done in Cairo in two originals in the English language, one for the Contracting Authority and one for the Organisation.



For the Organisation

Name *for* **Mr Alessandro Fracassetti**

Position Country Director – UNDP Egypt

Signature *Sylvain Terlen, OIC*

Date *16/8/23*

For the Contracting authority

Name **Sophie VANHAEVERBEKE**

Position Head of Cooperation

Signature *P.O. M - Mijick*

Date *9/8/2023*



ANNEX I

DESCRIPTION OF THE ACTION

(The attached document replaces the previous annex I)





ENI/2020/418-590
Annex I: Description of Action
Addendum No'1

Project Title: Strengthening Institutional and Human Resources Capacities of the Ministry of Social Solidarity - Support to COVID-19 Response

Award number: 00094577

Implementing Partner: Ministry of Social Solidarity

Brief Description

Egypt 2014 Constitution recognizes social protection and social justice as a right for citizens and dedicated one pillar of the national Sustainable Development Strategy (SDS) - Egypt Vision 2030 specifically to Social justice (fifth pillar), with specific reference to Sustainable Development Goals (SDGs) 1, 2, and 5.

The Ministry of Social Solidarity (MoSS) is the mandated government body responsible for providing social safety networks for Egypt's most vulnerable citizens. MoSS's main vision goals aims in creating a social safety net for citizens by supporting and protecting poor families, caring for low-income people, raising their standard of living and improving the level of services provided to them, in addition to MoSS' three main strategic policies: Social Protection, Social Care, and Social Development.

The overall objective of the project is to support the Ministry of Social Solidarity on Egypt's Social protection response for COVID-19. The suggested outputs are responsive to the priority areas of interventions identified by MOSS.

This will be achieved through working on two interlinked tiers of the COVID-19 outbreak's response to reduce the implications on the vulnerable groups. The first tier is concerned with prevention of infection of new people to flatten the curve of mounting cases and the second tier will work on addressing the socioeconomic consequences of COVID-19. The project will work on four outputs including:

Output 1: Enhanced awareness of Takaful and Karama beneficiaries on COVID-19 through supporting MoSS in adapting and expanding existing Waai programme advocacy and awareness tools

Output 2: Enhanced institutional capacity of MoSS and its responsive mechanisms for effective and timely delivery of social protection services.

Output 3: Improved socio-economic status of vulnerable groups amid Covid-19

Output 4: Strengthened emergency response of MoSS interventions/services to support vulnerable groups and communities at risk, including elderly, homeless, PWDs, and refugees.

Contributing Outcome (UNDAF/CPD, RPD or GPD):

By 2022 Egypt has adopted inclusive and sustainable development pathways and remains on track to achieve agreed targets for inclusive, sustainable, resilient and job rich economic development

Total resources required:	Euro 6,072,420	
	USD 7,127,254	
Total resources allocated:	UNDP :	USD 85,000
	Donor (European Union):	EUR 6,000,000 estimated as USD \$7,042,254 (UN Operational Rates of Exchange - Oct. 2020)
	Donor:	
	Government	
	In-Kind:	
Unfunded:		



I. DEVELOPMENT CHALLENGE

As Covid-19 continues to spread in Egypt and globally - nearly 82,402 cases in Egypt and over 14,827,925 cases worldwide as of 21st July 2020 -, it is likely to have a strong adverse effect on Egypt's economy.

At the macro level, Egypt's tourism industry (10% of employment) has completely stalled and exports, in particular the oil sector (USD 15 bn annually), Suez Canal revenues (about USD 5 bn), and remittances (10.5% of GDP) are expected to slump as part of the global economic impact of COVID-19. These major downward shocks on economic activity and fiscal revenues, added to the redirection of resources to immediate COVID-19 response as per the emergency revision of the 2020/2021 budget, and a steep reduction of FDI, will also impact on public and private investments and economic growth.

Jobs in tourism, restaurants, transportation and logistics, construction and services sectors broadly are likely to decline sharply during the duration of the pandemic and may take a long time to recover. Youth, women, daily workers, and services workers are likely to be hit the most.

Egypt's national poverty rate is already at 32.5%¹, and with the aforementioned expected adverse effects, a rapid increase of unemployment, especially among the most vulnerable segments of the society, is expected to take place. and 4 million could fall below the poverty line².

The Ministry of Social Solidarity (MoSS) is the mandated government body responsible for providing social safety networks for Egypt's most vulnerable citizens. It has a wide reach, has already upscaled its programmes but need institutional and technical support in transitioning to operational modalities compatible with physical distancing, accompanying its financial support with advocacy, do more for the most vulnerable under its care and preparing and facilitating sustainable exit strategy and opportunities for graduation from social programmes, for the increasing number of Egyptians under social protection.

In 2015, MoSS launched the first conditional cash transfer in Egypt 'Takaful and Karama' programme aiming to develop a comprehensive social protection system that targets the most vulnerable groups nationwide. Takaful is a conditional programme, as households receive a monthly cash transfer of 325 EGP while fulfilling certain requirements that include all household children ages 6 to 18 having at least an 80% school attendance record, 4 visits per year to health clinics by mothers and children below the age of 6, maintaining child growth monitoring records, and attending nutrition awareness sessions, while Karama programme protects the poor and the elderly above 65 years, PWDs, citizens suffering from severe diseases, and orphans, by providing a monthly pension of 450 EGP without conditions³. Programme beneficiaries comprise poor households with children less than 18 years, as well as other vulnerable groups including elderly and persons with disability (PwDs). It is expected that after the latest Covid-19 policy interventions by MoSS, the number of registered families will reach around 3.6 million⁴. It is worth mentioning that 88% of the Takaful and Karama's card holders are women, this reflects MoSS' — as duty bearers—planned vision towards women economic and social empowerment that will eventually contribute to more expenditure directed towards children's human capital indicators in order to break the vicious cycle of poverty throughout the coming generations, as well as catering to women who suffer from poverty as rights-holders.

In this context, there is a dire need for direct and immediate support to ensure that the segments most affected are protected and supported, particularly providing their basic needs of food, shelter and healthcare. The need for an intervention is urgent, as it needs to be in parallel with the government efforts to contain the pandemic through physical distancing and until the job market recovers.

As a framework for Egypt Social protection response for COVID-19, MoSS identified 6 priority areas for intervention: 1) Social protection and assistance for casual workers, informal sector workers⁵, poorest households. 2) Support by NGOs to provide food rations, nutrition and medications; 3) Hygiene and

¹ CAPMAS 2017/2018

UNCT, 2020 - Preliminary mapping of potential socio-economic impacts of Covid-19 and guidance for policy responses in Egypt through a vulnerability lens.

³ <https://www.worldbank.org/en/news/feature/2018/11/15/the-story-of-takaful-and-karama-cash-transfer-program>

⁴ <http://english.ahram.org.eg/NewsContent/50/1201/366352/AIAhram-Weekly/Egypt/Egypt-daily-workers-struggle-to-make-ends-meet.aspx>

⁵ Over 50% of employment in informal sector (ERF, 2015) and 43.10% of the working poor are employed in informal sector (CAPMAS 2017 and 2019)

medication; 4) Technological Solutions, Institutional support and Volunteerism; 5) Awareness materials for children; and 6) Awareness and Psychological support.

In order to achieve the set priority areas there is a need to work on supporting and capacitating the institutional framework of the Ministry to enhance services provided for the vulnerable groups.

Collaboration with the private sector and investment in innovation and digital development are also key to implement immediate solutions to combat Covid-19 socio-economic impacts, and so is the need to accordingly enhance digital system for financing and banking, as well as enhancing digital solutions for access to information and services. According to the World Bank, Government-to-person (G2P) payments have never been more important, as governments worldwide seek for ways to respond to the economic and social consequences of the COVID-19 pandemic. 84 countries have reported changes to their social protection systems in response to the pandemic; 58 countries of these are scaling up cash transfer schemes⁶.

II. STRATEGY

The project contributes to UNDP CPD and to the Social Justice pillar of the UN development strategic framework in Egypt (UNPDF) and to the orientations agreed by the UN in in Egypt (Crisis Preparedness and Response Plan - CPRP and Socio-Economic Response Plan SERP). It also tightly align with UNDP global response in light of the Covid-19 crisis: UNDP's global response is framed around three objectives: Helping countries to prepare for and protect people from the pandemic and its impacts, to respond during the outbreak in terms of health systems, crisis management and socio-economic impacts, and to recover rapidly from the economic and social impacts after the crisis.

The framework for Egypt Social protection response for COVID-19, MoSS identified 6 priority areas for intervention mentioned above: 1) Social protection and assistance for casual workers, informal sector workers⁷, poorest households. 2) Support by NGOs to provide food rations, nutrition and medications; 3) Hygiene and medication; 4) Technological Solutions, Institutional support and Volunteerism; 5) Awareness materials for children; and 6) Awareness and Psychological support.

MoSS highlighted that poor villages and slum areas will be prioritized for dedicated awareness interventions in view of the inherent difficulty of physical distancing in these locations. Prioritization will be as follows: (A) Areas that have high prevalence of Covid-19; (B) Areas with persons who came in contact with a Covid-19 case; (C) Areas with no infections yet to raise awareness and prevent potential infections.

MoSS also gives special attention for the health and social protection of the most vulnerable groups such as the elderly⁸ and PWDs whether in social care institutions, as well as the poorest villages.

Finally wherever possible, technological solutions that facilitate physical distancing in MoSS operations (digitalization of services, mobile money) are targeted for mainstreaming.

The project will work on addressing the priorities set by the Ministry through working on two interlinked tiers of the COVID-19 outbreak's response to reduce the implications on the vulnerable groups. The first tier is concerned with prevention of infection of new people to flatten the curve of mounting cases including raising awareness on modes of infection, symptoms and protective measures among the most vulnerable groups. Furthermore, it will introduce protective measures against infection in elderly care institutions to protect elderly vulnerable population. In addition, this tier will also work on enhancing the institutional capacity of the Ministry through digitization to better respond to the outbreak. This will happen through establishing a central social emergency room hosted by the Ministry of Social Solidarity in its headquarters, fostering an enhanced connectivity between the Ministry and heads of directorates to provide timely response for MoSS' beneficiaries, at times of emergencies and crises, including Covid-19. .

The second tier will work on addressing the socioeconomic consequences through supporting NGOs to create new job opportunities at the local level through launching new projects

⁶ World Bank, 2020

⁷ Over 50% of employment in informal sector (ERF, 2015) and 43.10% of the working poor are employed in informal sector (CAPMAS 2017 and 2019)

⁸ About 5.8% of the population is aged 65 or above (CAPMAS, 2020)

The project will additionally support the Ministry of Social Solidarity on Egypt's social protection and emergency response mechanisms for vulnerable groups and communities at risk during times of crises and pandemics, including COVID-19, and emerging crises and challenges. To achieve its objectives, the project will strategically focus on key areas that are integral to the effectiveness of the social protection system. This encompasses strengthening the institutional capacity of the Ministry and reinforcing its responsive mechanisms to optimize the response to emergencies and pandemics, including COVID-19, and ensure efficient delivery of social protection services.

The project's multifaceted approach aligns directly with MoSS's vision to address the pressing needs of Egypt's most vulnerable citizens. It contributes to the realization of the Ministry's vision and aligns with its three main strategic policies, namely: Social Protection, Social Care, and Social Development.

Assumptions are mentioned in section III below

Some international community support has been provided to vulnerable groups directly (food) and the Government's swift expansion of MOSS social protection schemes have been applauded with international financial support to accommodate its budget increase for priority areas 1, 2, 3 and 5, but the institutional support required for comprehensive and most effective implementation and to tackle priority area 4 and 6 has been lacking.

Adapting and Expanding the following work areas (Waii, Forsa) and jumpstarting others (mobile money) will be pivotal in achieving the desired outcomes of the theory of change above:

Waii Programme

Waii programme addresses 12 interlinked social protection issues including: Maternal and Child Health, Family Planning, Education, Drug Abuse, Rights of Persons with Disabilities (PwDs) and early detection of disabilities, Human Trafficking, Child Marriage, Economic Empowerment, social inclusion, Positive Parenting Education, Female genital mutilation (FGM), and Good Hygiene Practice, and other socioeconomic problems within a unified MoSS curriculum. The programme was officially launched in February 2020 after a 8 months preparatory phase. The initial phase included preparation of awareness material and messages, testing of the efficacy of the messages training curriculum for social workers, in addition to training of social workers.

MOSS Forsa programme

Under the umbrella of MOSS the Programme "Forsa" has been launched in January 2019 as a complement to Takaful and Karama, with the aim to help the beneficiaries of Takaful and Karama graduate from the programme and move from protection to production and independent income generation. The economic empowerment programmes supported help that reduce the dependence on Takaful and Karama and provide an exit strategy in the form of sustainable income generation.

III. RESULTS AND PARTNERSHIPS

Expected Results

The project aims at supporting the Ministry of Social Solidarity on Egypt's Social protection response for COVID-19. The suggested outputs are responsive to the priority areas of interventions identified by MOSS.

Output 1: Enhanced awareness of Takaful and Karama beneficiaries on COVID-19 through supporting MoSS in adapting and expanding existing Waii programme advocacy and awareness tools

- 1.1 Utilize existing Waii social protection issues, including Good Hygiene Practices pillar and Economic Empowerment pillar to combat the spread of communicable diseases, including Covid-19, and correct harmful practices among most vulnerable communities.
- 1.2 Produce mass media and social media campaign to promote social protection and Waii programme issues including, among others, prevention against COVID-19 and other pandemics/health risks especially among groups at risk.

1.3 Support the establishment of a national social observatory including building a national database for Knowledge, Attitudes, and Practices of vulnerable households targeted by MoSS⁹

Output 2: Enhanced institutional capacity of MoSS and its responsive mechanisms for effective and timely delivery of social protection services.

- 2.1 Support the establishment of an operations room hosted by MoSS in MoSS's headquarters.
- 2.2 Develop an integrated digitized system to connect the Ministry with the heads of directorates (27), and heads of districts (360) to provide timely response to Covid-19 socio-economic impacts on MoSS' beneficiaries.
- 2.3 Provide technical assistance for the operationalization of MoSS's newly accredited organizational structure, to support the Ministry in fulfilling its overall mandate.
- 2.4 Strengthening capacities of MoSS officials and personnel at central and local levels.

Output 3: Improved socio-economic status of vulnerable groups amid Covid-19

3.1 Set a €2 million fund to support NGOs proposals for creating local projects to meet the demands of local markets and job creation based on the expected changes in the supply demand chain. This will focus on livelihoods support aiming at jump-starting the local economy and generating income for local households. The funded micro-projects will target the beneficiaries of the conditional cash transfer programme Takaful and Karama to graduate from the programme and to transfer them from protection to production.

The details of the suggested model is detailed in Appendix 1 to be considered integral part of Annex I- Description of Action. The detailed methodology includes the following documents: Request for Expression of interest, Request for Proposal including detailed Terms of Reference, and details for the Utilization Model for the funds allocated for economic empowerment after the project lifetime. The follow-up on the utilization of funds after the project end will be carried out by the Ministry of Social Solidarity and the EU Delegation.

3.2 Strengthen and promote existing social insurance schemes for SMEs to register their employees under a comprehensive right based social security scheme (social insurance, health insurance, pension plan)

Output 4: Strengthened emergency response of MoSS interventions/services to support vulnerable groups and communities at risk, including elderly, homeless, PWDs, and refugees.

- 4.1 Establish guidelines for early detection of communicable diseases, protection schemes for employees, hygienic procedures in elderly homes, and rehabilitation centers for PWDs.
- 4.2 Provision of crisis-response supplies/services, including medical supplies, personal protective equipment, and Antigen Covid-19 rapid tests to vulnerable groups, including elderly, homeless, PWDs, and refugees through the cooperation with NGOs specialized in emergency response including the Egyptian Red Crescent among others.

Resources Required to Achieve the Expected Results

- Contracting Media and Communication to roll out advocacy campaigns.
- Contracting NGOs to roll out awareness campaigns in targeted villages.
- Procurement of medical supplies, personal protective equipment, and Antigen Covid-19 rapid tests to supply MoSS care institutions and support MoSS's emergency response among vulnerable groups, including elderly, homeless, persons with disabilities (PWDs), and refugees.
- Contracting of selected NGOs for fostering economic empowerment among vulnerable groups, through establish income-generating activities, with a set revolving scheme, which involves disbursement of loans at favourable conditions to final beneficiaries for productive projects via selected NGOs.

⁹ The observatory is expected to include 4 million households/ 13 million individuals to inform the design of social protection interventions.

Contracting short term technical support \ embedded in the Ministry (project management and oversight)

Support of UNDP staff time spent on substantial programme oversight, quality assurance, administrative support, financial management support and communication (project management and oversight)

Partnerships

- The project will promote partnership between NGOs and private sector to strengthen the value chains and ensure sustainability of the funded projects.
- Care Institutions for Vulnerable groups (elderly, homeless, PWDs): there are 168 Elderly Care Institutions and 17 Homeless Shelters for the Elderly managed by MoSS. On average each center has around 50 – 60 people to decrease the risk of infection by Covid-19 to vulnerable groups
- NGOs: Local NGOs are the bodies in contact with the different communities and most knowledgeable of their needs and socioeconomic potential. In particular neighbourhood associations will be used to identify promising livelihoods activities that respond to a demand in the community and represent a sustainable way of graduating from Takaful and Karama. NGOs will serve as communities intermediary to identify and select beneficiaries and help develop innovative business plans for sustainable livelihood and small businesses in existing or new value chains. This component will take into consideration women empowerment, youth engagement and environmental sustainability. NGOs will be selected on their financial capability and track record in the communities. NGOs specializing in emergency response for vulnerable groups such as the Egyptian Red Crescent, play a crucial role in supporting the Ministry of Social Solidarity's emergency response mechanisms through providing assistance to communities at risk and ensuring they receive the necessary support and protection at times of crises, including Covid-19.

Risks and Assumptions

- Awareness activities are granted the status of urgent essential COVID-19 response activity to proceed physically in the villages.
- Restriction on movement between different cities and imposed curfew hours might affect reach out to people for awareness activities
- Protection supplies remain available in market to support care institutions.
- Some economic activity can be harnessed by participants in the social enterprise component to help them graduate from T&K.

Stakeholder Engagement

- Key Stakeholders:
 - The Ministry of Social Solidarity (MoSS) is the mandated government body responsible for providing social safety networks for Egypt's most vulnerable citizens. MoSS's main vision goals aims in creating a social safety net for citizens by supporting and protecting poor families, caring for low-income people, raising their standard of living and improving the level of services provided to them, in addition to MoSS' three main strategic policies: Social Protection, Social Care, and Social Development.
 - Care Institutions for Vulnerable groups (elderly, homeless, PWDs): there are 168 Elderly Care Institutions and 17 Homeless Shelters for the Elderly managed by MoSS. On average each center has around 50 – 60 people to decrease the risk of infection by Covid-19 to vulnerable groups.
 - NGOs: Local NGOs are the bodies in contact with the different communities and most knowledgeable of their needs and socioeconomic potential. In particular neighbourhood associations will be used to identify promising livelihoods activities that respond to a demand in the community and represent a sustainable way of graduating from Takaful and Karama.

Other potential stakeholders: Private sector and businesses associations

South-South and Triangular Cooperation (SSC/TrC)

The project will work on benefiting from the experience of other countries' policies and measures to alleviate the consequences of COVID-19 outbreak on the most vulnerable groups.

Knowledge

The project will produce a wide range of knowledge products in coordination with MOSS:

- A national social observatory including building a national database for Knowledge, Attitudes, and Practices of vulnerable households targeted by MoSS expected to include 4 million households/ 13 million individuals to inform the design of social protection interventions.
- Guidelines to respond to communicable diseases including COVID-19 at elderly care institutions and rehabilitation centres for PwDs.
- Social-media and media campaigns (TV and radio) for Waai Programme's social protection issues' awareness, including COVID awareness, adapting and expanding existing Waai advocacy and awareness tools.
- A central social operations rooms hosted by MoSS in MoSS's headquarters.
- Integrated digitized system to connect the Minister with the heads of directorates (27), and heads of districts (360)

Communication and Visibility

All communication and visibility activities will be implemented in accordance with Article 11 of the Financial and Administrative Framework Agreement concluded between the European Union and the United Nations, Article 8 of the Annex II to the EU-UNDP Contribution Agreement (General Conditions) and the Joint Visibility Guidelines for EC UN Actions in the field. A detailed Communication and Visibility Plan is included in Annex VI to the present EU-UNDP Agreement.

Sustainability and Scaling Up

The project will build on the existing programmes inside MoSS as the Takaful and Karama programme as well as Forsa programme. The databases of these two programmes will help the project to target the most vulnerable groups. The project will also build on the successful partnership between UNDP and MoSS, which has recently resulted in the development and dissemination of Waai social protection awareness and advocacy programme that currently targets the registered 3.4 million families within Takaful and Karama cash transfer programme, as well as 143 of the poorest villages in Egypt.¹⁰

IV. PROJECT MANAGEMENT

Cost Efficiency and Effectiveness

The implementation resort to institutional support of MoSS, the mandated and experienced institution on social protection, social care and social development. This delivers maximum results in the short run as it builds on MoSS networks, experience and credibility with local actors. In the long run it ensures MoSS is capacitated and strengthened with economies of scales and multiplier effects through MoSS network.

The support provided for social ventures to become sustainable chooses to rely on NGOs with extensive experience of the and keenly able to gauge the capacity and context and estimate the chance of success of the ventures proposed. This indirect approach is preferable to direct support from MoSS without the benefit of specific local experience and preserve MoSS cadres time for other mandated activity.

Procurement of protection equipment will be realized in coordination with the UNCT/PCRP steering team for procurement and logistic, and in liaison with the national committee on procurement. Such coordination would favour bulk buying and guarantee better availability of supplies, lower cost and shorter delays.

Project Management

¹⁰ In 2023, the number of Takaful and Karama cash transfer programme beneficiaries has been expanded to 5.1 million families.

The action will be nationally implemented by the Ministry of Social Solidarity (MoSS) with full support from UNDP Egypt Country Office in accordance with the UNDP National Implementation (NIM) guidelines. UNDP NIM rules and regulations for recruitment, procurement, and award criteria will be followed for all project activities related to the contracting of services, supplies and grants.

The Technical Team which will be responsible for the day to day follow up on the implementation of the project will be hosted inside MoSS. As such the unit will continue to work closely with the government where it is considered an integral part of MoSS, thus facilitating communication, transfer of knowledge, institutional support as well as ensuring government ownership.

The Technical Team will be hosted inside MoSS to ensure maximum collaboration with government counterparts.

Project Manager: The Project Manager has the authority to run the project on a day-to-day basis on behalf of the Implementing Partner within the constraints laid down by the Board. The Project Manager is responsible for day-to-day management and decision-making for the project. The Project Manager's prime responsibility is to ensure that the project produces the results (outputs) specified in the project document-, to the required standard of quality and within the specified constraints of time and cost.

Communication Officer (One):

He/she is responsible for the strategic planning and design of all communication activities associated with the project outputs. He/she will be responsible to integrate communication messages related to the project within the various communication portals of MOSS. H/she will be responsible for drafting the various ToRs for the communication activities and for revising and clearing the final products of all publications, audiovisual campaigns and social media campaigns associated with all project's outputs. S/he will be responsible for designing the awareness messages for Waai awareness programme, identifying intervention areas and vulnerable communities in the various villages. In addition, he/she will be responsible for communicating project's results to various stakeholders and partners.

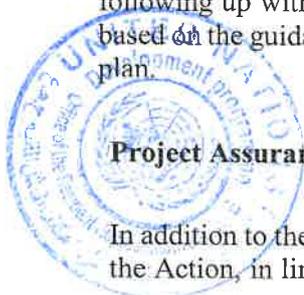
Technical Officer (One): He/she will support the Project Manager in project implementation and achievement of the Action milestones. He/she will support day-to-day management, ensuring that the Action produces the results specified, maintain coordination between different project activities, coordinating and reporting to the Project Manager.

Finance Officer (one)Full Time): He/she will ensure transparent and efficient financial and procurement services and processes during the whole project implementation period. He/she will work in close collaboration with other project staff to resolve complex financial and procurement-related issues and ensure full compliance of the Project's procurement activities with UNDP rules and regulations.

Administrative Officers (Two): The Administrative Officers will support the project team to implement and support administrative tasks and day-to-day tasks pertaining to the execution of program activities, including preparing necessary letters and memos that would support the program. They will support the Project Manager and team in efficient coordination and organization of project-related activities and events (field visits, workshops, events, meetings and trainings), ensuring compliance with UNDP rules and regulations. They will support the project's procurement processes, management of workshops, and following up with NGOs. Additionally, they will coordinate with relevant departments in the Ministry, based on the guidance of the Project Manager and the Finance Officer in accordance with the project work plan.

Project Assurance:

In addition to the Technical Team staff, UNDP will be responsible for monitoring the implementation of the Action, in line with the set targets and programme indicators. All progress and final reports will be



prepared by the UNDP and submitted to the EUD in accordance with provisions of Annex II to the EU-UNDP agreement. In addition, the UNDP team will carry out regular monitoring visits to the field.

Based on the needs of the action and the projected inputs, the following positions are included. The time allocation is based on the existing workflow in the UNDP office and is pro-rated to the scale of the budget and the scope of the action requiring different time inputs from different positions. The details of the budget allocation can be found in Annex III- C to the Special Conditions.

Programme Specialist (NOC) at 25%-time allocation (initially 2.5 years at 25% time allocation) and (subsequent 2.5 years at 10% time allocation)

The Programme Specialist (Social Inclusion and Local Development Team Leader) supports the implementation of the project by:

- S/he will supervise the Project Manager and provide strategic technical guidance for project implementation, maintain oversight on the delivery and realization of planned results of the Action.
- S/he will serve as a senior representative and engage with stakeholders accordingly.
- S/he will ensure that the project remains compliant with UNDP Rules and Regulations, with respect to (local) procurement, financial management and human resources management.
- S/he will be responsible for the annual and final technical and financial reporting on the project.
- In addition, s/he will ensure coordination and coherence with other projects/programs of UNDP and other organizations in the fields of social protection and COVID-19 response.

The programme specialist will be charged through direct project costs for the time spent directly attributable to the implementation of the Action, not exceeding 10% of the working time.

Communications Analyst (NOA) at (initially 2.5 years at 20% time allocation as NOA) and (subsequent 2.5 years at 10%-time allocation as NOB)

The Communications Analyst will liaise with the project manager and communication officer on all communication and awareness activities related to the project:

- S/he will provide direct support to the Project Manager and Communication Officer to ensure that the Joint EC-UN visibility guidelines are followed in the implementation of the project activities.
- S/he will supervise the implementation of the Communication and Visibility Plan (Annex VI)
- S/he will be responsible for drafting of strategic communications, speeches and press releases for public events, coordination of the development of promotional materials, .

The communication analyst will be charged through direct project costs for the time spent directly attributable to the implementation of the Action, not exceeding 10% of the working time.

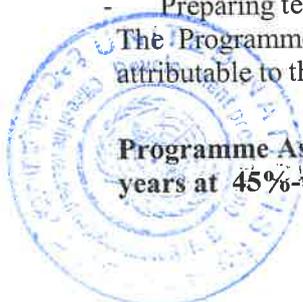
Programme Analyst (NOA) at: (initially 2.5 years at 25% time allocation) and (subsequent 2.5 years at 20%-time allocation)

The Programme Analyst supports the project by :

- Ensuring the project remains compliant with UNDP Rules and Regulations, with respect to (local) procurement, financial management and human resources management.
- Performing functions of Manager Level 1 in Atlas for POs and vouchers approval.
- Participating in recruitment processes for project staff and bid opening. panels to ensure UNDP rules and regulations are applied.
- Conducting regular monitoring visits for project's oversight
- Preparing technical progress reports

The Programme Analyst will be charged through direct project costs for the time spent directly attributable to the implementation of the Action, not exceeding 20% of the working time.

Programme Assistant (G 5) .(initially 2.5 years at 50% time allocation as G5) and (subsequent 2.5 years at 45%-time allocation as G6)



The Programme Assistant will be the day to day focal point to provide administrative support. S/he will maintain a close working relationship with the Project Manager and will provide further guidance to the project team as required. S/he will be responsible for:

- Providing direct support to the project in relation to local procurement and recruitment of staff.
- Providing support to project personnel on UNDP administrative and NIM reporting procedures and processes.
- Ensuring the use of proper templates, supporting documents provided for contracts/payments, procurement and recruitment processes.
- Preparation of budget revisions
- Monitoring delivery on monthly, quarterly and annual basis, requiring extraction of relevant data from Atlas
- Compilation of data/content for donor report
- Supporting operational and financial closure of project in Atlas.

The Programme Associate will be charged through direct project costs for the time spent directly attributable to the implementation of the Action, not exceeding 45% of the working time.

Programme Management Assistant (G6) at 20% time allocation :(initially 2.5 years at 20% time allocation) and (subsequent 2.5 years at 10%-time allocation)

Programme Management Assistant will work closely with the project's Financial Officer to:

- Ensure all payments for vendors are made in a timely manner after reviewing all supporting documents and ensuring it is in line with UNDP Rules and Regulations.
- Maintenance of the internal expenditures control system which ensures that vouchers processed are matched and completed, transactions are correctly recorded and posted in Atlas
- Update project technical team on new policies, rules and guidelines as needed
- Processing financial adjustments as needed.

Programme Management Assistant will be charged through direct project costs for the time spent directly attributable to the implementation of the Action, not exceeding 10% of the working time.

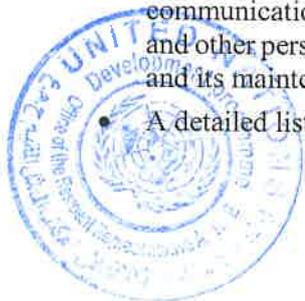
Programme Management Analyst (NOB) at 5% time allocation:

- The Programme Management Analyst supervises and leads the staff to effectively and transparently implement programme management services in support of project delivery.
- Supervises and leads Programme Management team to ensure smooth processing, quality and client—oriented operational services to project
- Ensure compliance with UNDP financial rules, regulations, and policies including the financial recording/reporting system.
- He/She approves budget revisions

The Programme Management Analyst will be charged through direct project costs for the time spent directly attributable to the implementation of the Action, not exceeding 5% of the working time.

In implementing this Action there are several other categories of costs that are envisaged for the functioning of the Project Office, including:

- General Expenses: To support all project activities, this proposed action includes expenses related to communication and internet, stationary and other office supplies, travel and subsistence costs for staff and other persons directly assigned to the operations of this project, and office furniture and equipment and its maintenance and repair.
- A detailed list of the project's assets will be kept and updated regularly.



V. RESULTS FRAMEWORK¹¹



¹¹ UNDP publishes its project information (indicators, baselines, targets and results) to meet the International Aid Transparency Initiative (IATI) standards. Make sure that indicators are S.M.A.R.T. (Specific, Measurable, Attainable, Relevant and Time-bound), provide accurate baselines and targets underpinned by reliable evidence and data, and avoid acronyms so that external audience clearly understand the results of the project.

EXPECTED OUTPUTS	OUTPUT INDICATORS ¹²	DATA SOURCE	BASELINE		TARGETS (by frequency of data collection)						DATA COLLECTION METHODS & RISKS		
			Value	Year	Year 1	Year 2	Year 3	Year 4	Year 5	FINAL			
Output 1 Enhanced awareness of Takaful and Karama beneficiaries on COVID-19 through supporting MoSS in adapting and expanding existing Waai programme advocacy and awareness tools	1.1 Number of villages that benefit from Takaful and Karama beneficiaries programme who receive awareness messages on Covid-19, as well as other Waai Programme issues.	MoSS	0	2020								500 villages in densely populated governorates (including 183 poorest villages)	Field reports
	1.2 Number of beneficiaries reached through mass-media and social media campaigns promoting social protection and Waai programme issues.			0	2020								5 million people in average in 500 villages
Output 2: Enhanced institutional capacity of MoSS and its	1.3 National social observatory for Knowledge, Attitudes, and Practices of vulnerable households targeted by MoSS, established.	MoSS	0	2020								1 national social observatory for Knowledge, Attitudes, and Practices of vulnerable households targeted by MoSS expected to include 4 million households/ 13 million individuals, is established.	MoSS reports.
	2.1 Number of operations rooms established.	MoSS	0	2020								1 operations room in MoSS's headquarters established.	MoSS reports

¹² It is recommended that projects use output indicators from the Strategic Plan IRRF, as relevant, in addition to project-specific results indicators. Indicators should be disaggregated by sex or for other targeted groups where relevant.

EXPECTED OUTPUTS	OUTPUT INDICATORS ¹³	DATA SOURCE	BASELINE Value	TARGETS (by frequency of data collection)						DATA COLLECTION METHODS & RISKS		
				Year 1	Year 2	Year 3	Year 4	Year 5	FINAL			
				Year	Year	Year	Year	Year	Year			
responsive mechanisms for effective and timely delivery of social protection services.	2.2 System established and promoted to connect central ministry with directorates	MOSS	0	2020							27 directorates are connected with the Ministry.	MOSS reports
	2.3 Number of MoSS officials and personnel who received capacity-building trainings and workshops.	MoSS	0	2023							500 MoSS officials and personnel have received capacity-building trainings and programs, to support the Ministry in fulfilling its mandate.	
Output 3: Improved socio-economic status of vulnerable groups amid Covid-19	3.1 Number of small businesses created by NGOs through the fund	MOSS	Zero	2020							60 – 70 projects established in the governorates of the presidential initiative “Decent Life” provided that the best bids meeting the needs of the biggest targeted group and achieving the greatest economic benefit are selected. Implementation in all governorates is not a necessity.	Contracts issued with NGOs
Output 4: Support MoSS emergency response interventions/services to support vulnerable groups and	4.1 Guidelines to respond to communicable diseases, including COVID-19 in elderly care institutions are developed and operational	MOSS	Zero	2020							Guidelines adopted and operational	Guidelines issued and used



¹³ It is recommended that projects use output indicators from the Strategic Plan IRRF, as relevant, in addition to project-specific results indicators. Indicators should be disaggregated by sex or for other targeted groups where relevant.

<p>communities at risk, including elderly, homeless, PWDs, and refugees.</p>	<p>4.2 Number of medical supplies, PPEs and Antigen Covid-19 rapid tests, provided to vulnerable groups, including elderly, homeless, PWDs, and refugees</p>		<p>Limited availability of medical supplies, PPEs, and Antigen Covid-19 rapid tests.</p>	<p>2020</p>						<p>TBD 55,100 Antigen Covid-19 rapid tests. 220,000 face masks. 125,000 pairs of White Latex Gloves.</p>	<p>MOSS reports</p>
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VI. MONITORING AND EVALUATION

In accordance with UNDP's programming policies and procedures, the project will be monitored through the following monitoring and evaluation plans: *[Note: monitoring and evaluation plans should be adapted to project context, as needed]*

Monitoring Plan

Monitoring Activity	Purpose	Frequency	Expected Action	Partners (if joint)
Track results progress	Progress data against the results indicators in the RRF will be collected and analysed to assess the progress of the project in achieving the agreed outputs.	Quarterly, or in the frequency required for each indicator.	Slower than expected progress will be addressed by project management.	
Monitor and Manage Risk	Identify specific risks that may threaten achievement of intended results. Identify and monitor risk management actions using a risk log. This includes monitoring measures and plans that may have been required as per UNDP's Social and Environmental Standards. Audits will be conducted in accordance with UNDP's audit policy to manage financial risk.	Quarterly	Risks are identified by project management and actions are taken to manage risk. The risk log is actively maintained to keep track of identified risks and actions taken.	
Learn	Knowledge, good practices and lessons will be captured regularly, as well as actively sourced from other projects and partners and integrated back into the project.	At least annually	Relevant lessons are captured by the project team and used to inform management decisions.	
Annual Project Quality Assurance	The quality of the project will be assessed against UNDP's quality standards to identify project strengths and weaknesses and to inform management decision making to improve the project.	Annually	Areas of strength and weakness will be reviewed by project management and used to inform decisions to improve project performance.	
Review and Make Course Corrections	Internal review of data and evidence from all monitoring actions to inform decision making.	At least annually	Performance data, risks, lessons and quality will be discussed by the project board and used to make course corrections.	



<p>Project Report</p>	<p>A progress report will be presented to the Project Board and key stakeholders, consisting of progress data showing the results achieved against pre-defined annual targets at the output level, the annual project quality rating summary, an updated risk log with mitigation measures, and any evaluation or review reports prepared over the period.</p>	<p>Annually, and at the end of the project (final report)</p>		
<p>Project Review (Project Board)</p>	<p>The project's governance mechanism (i.e., project board) will hold regular project reviews to assess the performance of the project and review the Multi-Year Work Plan to ensure realistic budgeting over the life of the project. In the project's final year, the Project Board shall hold an end-of project review to capture lessons learned and discuss opportunities for scaling up and to socialize project results and lessons learned with relevant audiences.</p>	<p>Specify frequency (i.e., at least annually)</p>	<p>Any quality concerns or slower than expected progress should be discussed by the project board and management actions agreed to address the issues identified.</p>	



VII. GOVERNANCE AND MANAGEMENT ARRANGEMENTS

The management arrangements for this project are in line with the UNDP requirements as reflected in the UNDP User Guide (Programme Operations Policies and Procedures manual / POPP), are as follows:

Project Board: A Project Board will be established to take executive management decisions and to provide guidance to the Project Manager, including approval of workplans and budgets, as well as project revisions including extensions, allocation of resources, or cancellation of project activities should the necessary conditions for the implementation of the project not be met, without prejudice to the duties and obligations of project partners. It is the authority that signs off the completion of annual plans as well as authorizes the start of the next annual plan. It ensures that required resources are committed and arbitrates on any conflicts within the project or negotiates a solution to any problems between the projects and external bodies. In addition, it approves the appointment and responsibilities of the Project Manager and any delegation of its Project Assurance responsibilities. Collectively, the project board ensures that the project is making progress towards intended outputs as per the Project Document and endorsed annual work plans. The Project Board is consulted by the Project Manager for decisions when Project manager tolerances (i.e. constraints normally in terms of time and budget) have been exceeded. Project assurance reviews by this group are made at designated decision points during the running of the project, or as necessary when raised by the Project Manager. The Project Board will meet annually (or more frequently if necessary).

This group contains four roles:

- An Executive role: representing the project ownership to chair the Board: this function is filled by the Ministry of Social Solidarity;
- A Senior Beneficiary: representing the interests of those who will ultimately benefit from the project: This function within the Board is to ensure realization of project benefits from the perspective of project beneficiaries: Ministry of Social Solidarity (as main recipient of technical assistance under this project), the Ministry of Foreign Affairs (as Government Co-operating Agency); and
- A Senior Supplier role: representing the parties which provide funding and/or technical expertise to the project to provide guidance regarding the technical feasibility of the project: this function is performed by the European Union and UNDP as provider of both technical assistance and project management and implementation support services.
- EU Delegation will be represented in the project board
- Project Assurance: Project Assurance is the responsibility of each Project Board member; however, the role is delegated to UNDP. The project assurance role supports the Project Board by carrying out objective and independent project oversight and monitoring functions. This role ensures appropriate project management milestones are managed and completed. Project Assurance has to be independent of the Project Manager; therefore, the Project Board cannot delegate any of its assurance responsibilities to the Project Manager.



Project Organisation Structure

Project Board (Governance Mechanism)

Senior Beneficiary
Ministry of Foreign Affairs
Ministry of Social Solidarity

Executive
Ministry of Social Solidarity

Senior Supplier
UNDP
EU Delegation

Project Assurance
UNDP

Project Manager

Communication Officer

Technical Officer

Finance Officer

Administrative Officers (two)



RISK LOG

#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner
1	Difficulty in implementing awareness activities in villages due to movement restrictions due to COVID-19 outbreak	June, 2020	Operational	P = 4 I = 4	Project is planning to limit person to person contact and use approaches for reach out like SMSs, mobile cars spreading awareness messages in addition to Radio and TV	PMU
2	Personal Protective Equipment supplies remain available in market to support care institutions	June, 2020	Operational	P = 3 I = 4	There are multiple suppliers in the market for PPEs. Currently local manufacturers are also available	PMU
3	Local NGOs have the capacity to create and jumpstart local projects	June, 2020	Operational Organizational	P= 3 I=4	Part of the selection criteria will be the financial and organizational capacity of the NGO and their track record	PMU
4	Attitudes towards mobile money remain positive	June, 2020	Operational Organizational Political Regulatory	P = 4 I = 4	Financial inclusion is one of the government strategic objectives and there is a will to eliminate all obstacles.	PMU
5	Micro-loan applicants fall behind to repay microloans.	June, 2023.	Operational.	P= 3 I=4	<ul style="list-style-type: none"> • NGOs will train loan applicants in managing economic projects to be able to manage and establish their income-generating economic activities. • Close follow-up with micro-loan applicants to ensure they are achieving agreed-upon milestone and corrective actions are timely applied. 	PMU



ANNEX III

BUDGET FOR THE ACTION

(The attached document replaces the previous Annex III)



Financial Report on the Budget of Action EU Contribution Agreement ENI/2020/418-590
Strengthening Institutional and Human Resources Capacities of the Ministry of Social Solidarity

Support to Covid-19 Response
Addendum No.1

Outputs	Budgetary Account	Description	Year 1 EUR	Year 2 EUR	Year 3 EUR	TOTAL Budget (EUR)	Proposed revised budget (EUR)	Reallocations	Variations per budget headings %
Output 1: Enhanced awareness of Takaful and Karama beneficiaries on COVID-19 through supporting MoSS in adapting and expanding existing Waal programme advocacy and awareness tools	75700	Training, Workshops and Conferences	37,164	38,442	23,822	99,428	62,084	-37,345	
	71300	Local Consultants	24,708	19,639	8,690	53,037	41,786	-11,251	
	71600	Travel	30,033	30,033	14,484	74,550	56,123	-18,427	
	74200	Audiovisual and Printing Production Costs	302,460	310,971	128,560	741,991	711,991	-30,000	
	72100	Contractual Services-Companies (72120 and 72165)	-	-	-	0	628,340	628,340	
	72500	Supplies (72505)	-	-	-	0	696	696	
		Subtotal for Output 1		394,365,24	399,084,68	175,556,30	969,006	1,501,021	532,014
Output 2: Enhanced institutional capacity of MoSS through digitalization of systems to better support beneficiaries respond to Covid-19 Output 2 Proposed Amended title: Enhanced institutional capacity of MoSS and its responsive mechanisms for effective and timely delivery of social protection services.	71300	Local Consultants	8,520	25,560	6,390	40,470	105,899	65,429	
	74200	Audiovisual and Printing Production Costs	204,654	170,400	0	375,054	419	-374,635	
	72100	Contractual Services - Companies	217,260	136,320	4,260	357,840	80,000	-277,840	
	75700	Training, Workshops and Conferences	-	-	-	0	222,000	222,000	
		Subtotal for Output 2		430,433,81	332,280,00	10,650,00	773,364	408,318	-365,046
Output 3: Improved socio-economic status of vulnerable groups amid COVID-19	71300	Local consultant	63,048	73,272	37,488	173,808	591,081	417,273	
	71600	Travel	8,520	12,780	12,780	34,080	34,080	0	
	72600	Grants	255,600	809,400	639,000	1,704,000	1,704,000	0	
	75700	Training, Workshops and Conferences	21,300	21,300	0	42,600	90,000	47,400	
	72100	Contractual Services - Companies	76,175	85,992	102,240	264,407	45,716	-218,691	
		Subtotal for Output 3		434,642,75	1,002,744,36	791,508,00	2,218,895	2,464,877	245,981,81
Output 4: Support 168 Elderly Care Institutions and 7 Homeless Shelters for the Elderly managed by MoSS and dedicate information and support to PWD to decrease the risk of infection by Covid-19 to vulnerable groups Output 4- Proposed Amended title: Strengthened emergency response of MoSS interventions/services to support vulnerable groups and communities at risk, including elderly, homeless, poor, and vulnerable	71300	Local consultants	132,912	0	0	132,912	45,936,21	-86,976	
	71600	Travel	17,040	17,040	17,040	51,120	13,564,08	-37,556	
	72100	Contractual Services - Companies	745,940	0	0	745,940	131,522,10	-614,418	
	74200	Audiovisual and Printing Production Costs	15,336	15,336	7,668	38,340	10,000	-28,340	
	72600	Grants	0	0	0	0	150,000	150,000	
	72300	Materials & Goods (72350- Medical Kits)	-	-	-	0	152,784	152,784	



Subtotal for Output 4		91,228.10	37,376.00	24,708.00	966,312	503,806	-464,505.67	-47.97%
Project Management and Operational cost	71800	128,311	128,311	53,463	310,085	368,533	58,447	
	72200	18,744	0	0	18,744	18,744	0	
	72400	852	1,704	1,704	4,260	4,260	0	
	72500	8,846	8,520	8,520	25,886	25,886	0	
	73400	5,964	5,964	5,964	17,892	5,000	-12,892	
		42,600	68,160	59,640	170,400	170,400	0	
		73,963	73,963	96,981	184,907	184,907	0	
		4,260	4,260	4,260	12,780	12,780	0	
		0	0	0	0	6,000	6,000	
		283,540.20	290,881.88	170,532.34	744,954	796,510	51,556	6.9%
Total direct cost		2,441,210.11	2,057,366.92	1,172,954.64	5,674,532	5,674,532	0	0.00%
Indirect costs (GMS) (7%EU, 8%UNDP)		171,765.34	144,015.68	82,107.30	397,888	397,888	0	0.00%
Total		2,615,975.45	2,201,382.61	1,255,061.95	6,072,420	6,072,420	0	0.00%

For the purpose of interpreting clause 11.3 of the General Conditions, the budget heading is understood as 'subtotal' 1, 2, 3, 4, and Project Management and Operational cost

Total EU contribution € 6,000,000.00

Euros
EU Contribution to Activities
EU 7% indirect costs (GMS)
Total EU Contribution

Euros
UNDP Contribution to Activities
UNDP 8% indirect costs (GMS)
Total UNDP Contribution
Total EU and UNDP contributions



