

UNDP Bangladesh
WING Project : Annual Work Plan (AWP) 2023 Review Checklist

Award ID: '00113159; Project ID: '00111454; Title: Women's Empowerment for Inclusive Growth (WING)

Format and General Issues:		Yes	No	N/A
1	Submitted AWP is prepared in Standard Prescribed Format including AWP cover page	✓		
2	Atlas codes correctly mentioned (Award ID, Project ID, and Project title, Donor, Account, Fund etc.)	✓		
3	AWP Planning meeting conducted	✓		
4	Minutes of the Appraisal/Review meeting attached		✓	
5	Annual/Mid year Review Meeting conducted	✓		
6	Annual HR, Procurement and Communications plans are prepared and attached with AWP	✓		
7	Resources are available to support the AWP	✓		
8	AWP is approved by the Implementing Partner, if applicable			✓
9	AWP is endorsed/agreed by the Project Board/Steering Committee, if applicable			✓
10	Signature of the Project Manager/NPD available in the RAWP	✓		

Results Related Issues:		Yes	No	N/A
1	The AWP reflects overall priorities of the year	✓		
2	The activities are clearly defined (indicate what exactly will be done, to the point with expected timelines by quarter)	✓		
3	The activity lines spell out the geographic location wise intervention			✓
4	Possible areas of collaboration with other projects have been considered in project activities			✓
5	Outputs and activities are aligned to the UNDAF, CPD and project document (The listed activity/s can be directly attributed to the achievement of the expected country programme outputs)	✓		
6	The activity/s implemented with CSOs, academic institutions, other quasi-Governmental institutions, and other UN agencies as implementing partners are reflected in the work plans			✓
7	A one page summary of intended/achievable results is attached			✓
8	The Outcome / Intermediate Outcomes and Outputs are correctly entered as per the language in the Results Framework	✓		
9	M&E plan attached and adequately budgeted in the AWP	✓		
10	Field monitoring plan attached (for field-based project only)	✓		
11	Risk Log, Issue Log, monitoring Log updated in ATLAS and attached with AWP	✓		
12	Gender Marker is attributed in ATLAS	✓		
13	Lessons learned have been incorporated in the AWP, as per the last APR minutes			✓
14	Baseline, Target and Deliverables for 2021 are aligned to the Results Framework			✓
15	Baseline data for each indicator have been collected			✓
16	Annual target for each indicator has been set	✓		
17	3 to 5 annual key results have been identified and attached			✓
18	The Targets and baselines are gender-disaggregated where a population group is being measured			✓
19	Articulation of results of the AWP has followed the SMART and RBM guidelines	✓		
20	Assumptions and risks specific to each output and outcome is contextualised and clearly spelt out	✓		
21	Knowledge Management has been planned and budgeted			✓
22	Generation and use of evidence - from monitoring, research and/or evaluation - has been considered			✓
23	The Budget comply with the spirit of Results Based Budgeting (RBB)	✓		

Resources Related Issues:		Yes	No	N/A
1	Total proposed budget for the AWP does not exceed approved total project budget	✓		
2	The AWP budget is within the scope of the funds availability/commitment (available Cash + Commitment)	✓		
3	Appropriate provisions are available according to the AWP Commissioning memo (Common cost, GMS, DPC, Communication, M&E etc.)	✓		
4	Updated list of Equipment assets with the project/Programme showing UNDP assets			✓
5	The summary page reflects the resources	✓		

Remarks/Comments (including justification for returning to Programme cluster):

Submitted by: **DocuSigned by: Kajal Chatterjee** (Signature)
 Kajal Chatterjee (E:081908C86E34A0...)
 National Project Manager
 WING Project
 Date: 23-Feb-2023

Reviewed by: **DocuSigned by: Arif Mohammad Faisal** (Signature)
 Arif Mohammad Faisal (E:52F684E60E74E9...)
 Programme Specialist- Environmental Sustainability and Energy
 UNDP Bangladesh
 Date: 23-Feb-2023

Cleared by Programme Cluster: **DocuSigned by: Khondker Pervez Ahmed** (Signature)
 Khondker Pervez Ahmed (E:0B366308E05F4EA...)
 Assistant Resident Representative
 R&IG portfolio, UNDP Bangladesh
 Date: 24-Feb-2023

Cleared by Partnerships Cluster: **DocuSigned by: H. Faraz Akh** (Signature)
 H. Faraz Akh (E:0B366308E05F4EA...)
 Partnerships & Dev. Effectiveness Associate
 UNDP Bangladesh
 Date: 24-Feb-2023

DocuSigned by: Sarfaraz M. Siddiqui (Signature)
 Sarfaraz M. Siddiqui (E:0B366308E05F4EA...)
 Head, Programme Management and Partnership Support
 UNDP Bangladesh
 Date: 24-Feb-2023

DocuSigned by: K. Ad. (Signature)
 K. Ad. (E:6B21D6A7A5A047...)
 Deputy Resident Representative a.i.
 UNDP Bangladesh
 Date: 25-Feb-2023

DocuSigned by: Bushra Tabassum (Signature)
 Bushra Tabassum (E:5458F58AF5074B2...)

DocuSigned by: Kazi Nasreen Naluar (Signature)
 Kazi Nasreen Naluar (E:0564567292AA491...)

Clearance Certification

Project Document (AWP)

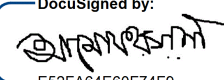
Or

Project/Budget Revision

**SHORT TITLE:** Women's Empowerment for Inclusive Growth (WING)**PROJECT NUMBER:** Award ID: 00113159**Project ID:** 00111454**(I) SUBMITTING PROGRAMME MANAGER:** Arif Mohammad Faisal

I have checked, and hereby certify, the following:

1. Reasons and Justification for this revision are clearly indicated on the cover page.
2. All relevant parties are in agreement with the revision:
 - As is indicated in the justification, or
 - As per signature(s) obtained on the cover page, or
 - As per written agreement as has been referenced in relevant signature block.
3. The cover page and budget are according to standard format.

DocuSigned by:

 Signature: _____ Date: 23-Feb-2023
 Arif Mohammad Faisal, Programme Specialist,



UNDP**(II) CLUSTER HEAD:** Prasenjit Chakma


I have reviewed and hereby recommend approval of this WING Project AWP-2023.

DocuSigned by:

 Signature: _____ Date: 24-Feb-2023
 Prasenjit Chakma, ARR, R&IG, UNDP

Bangladesh**(III) BUSINESS DEVELOPMENT & PARTNERSHIPS PORTFOLIO:**

Clearance from Desk Officer:	Clearance from ARR
<input type="checkbox"/> I have verified the attached submission and confirm that this budget/revision is in accordance with existing rules. <input type="checkbox"/> Justification for return Name: Khondker Pervez Ahmed Partnerships & Dev. Effectiveness Associate Partnership Unit	Recommendation for approval Name: Sarder M Asaduzzaman Head, Programme Management and Partnership Support, Partnership Unit
DocuSigned by:  Signature: _____ Date: 24-Feb-2023	DocuSigned by:  Signature: _____ Date: 24-Feb-2023

DocuSigned by:

 25-Feb-2023
 Recommended/Approved by Deputy Resident Representative a.i.

Approved by Resident Representative

Note: Please return approved version of the Project/Revision Document to Partnerships Cluster who retains original and forwards copy to Programme Manager concerned for his/her file and submission to national and, if applicable, UN agencies.

DocuSigned by:

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United Nations Development Programme

Budget Revision- "C"

UNDAF Outcomes(s)/Indicators(s) (Link to UNDAF outcome. If no UNDAF leave blank)	Outcome 1: Increase opportunities, especially for women and disadvantaged groups to contribute to and benefit from economic progress
Expected Output(s) /Annual Targets: (CPAP outputs linked to the above CPAP outcome)	Output 1.1 Mechanisms for effective utilization of provisions and allocations facilitating WEE are developed Output 1.2 A monitoring system developed to monitor allocation of funding provisions of lending to support WEE by LGIs and Bangladesh Bank
Implementing partner:	UNDP
Responsible parties:	UNDP

Brief Description

Women's Empowerment for Inclusive Growth' (WING) is a joint programme of UNDP, UN Women, and UNCDF that aims to foster skills that create dignified and formal participation of women as employees and entrepreneurs in local economies, breaking entrenched discriminatory attitudes, norms and stereotypes that created the current inequities in the social, political and economic spheres. In collaboration with the Embassy of the Kingdom of the Netherlands, the WING programme is being implemented in Manikganj, Thakurgaon, Jashore, Cox's Bazar and Kurigram districts (05 districts) of Bangladesh. WING targets 6,700 direct beneficiaries and 23,460 indirect beneficiaries, of which 80% are women, and 36% are youth.


WING is working on creating a progressive local landscape for women to work, drive business and leadership decisions in rural Bangladesh; creating a central and sustainable space for marginalized women and youth in the economy that is supportive of their aspirations as economic and political agents. WING is providing support to ensure women's participation in the local economy by developing their skills, offering access to the digital market, and facilitating access to financing.


This project is strategically contributing to the SDGs 5 (Gender), 8 (Decent Work and Economic Growth), 16 (Strong Institutions) and 17 (Partnerships for the Goals) and is aligned with the United Nations Development Assistance Framework (UNDAF 2017-2021) for Bangladesh. It aligns with the Government of Bangladesh's (GOB) efforts to attain gender equality and women's economic empowerment.

<p>Programme Component: Women Empowerment and Economic Development</p> <p>Project Title: Women's Empowerment for Inclusive Growth (WING)</p> <p>Award ID: 00113159, Project ID: 00111454</p> <p>Project Duration: 1 Nov 2020 to 31 Oct 2023</p>	<p>Summary of UNDP and Cost-Sharing inputs [as per attached budget]</p> <p><u>Total Funded Budget (UNDP Part Only) :</u></p> <ul style="list-style-type: none"> • Embassy of the Kingdom of Netherlands: USD 519,908 <p><u>In Kind Contribution</u></p> <ul style="list-style-type: none"> • UN Agencies, LGIs and WDFs: USD 635,875
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Justification for Budget Revision:

The WING Project Budget has been prepared according to the activity plan as the signed ProDoc .

DocuSigned by:

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Deputy Resident Representative a.i.
UNDP Bangladesh
Date: 25-Feb-2023

Atlas Project ID: '00111454	Annual Work Plan (AWP) for 2023	
Atlas Output ID: '00113159		
Project/Programme Title: Women's Empowerment for Inclusive Growth (WING)		
UNSDCF Outcome: Output 1.2 – The people in Bangladesh, especially young women and men from vulnerable and marginalized communities, benefit from market-driven skills development and access to financial and non-financial services that enable them to benefit from inclusive.		
Applicable Output(s) from the UNDP Strategic Plan: Output 6.2 Women's leadership and participation advanced through implementing affirmative measures, strengthening institutions and civil society, and addressing structural barriers, in order to advance gender equality, including in crisis contexts		
CPD Outcome: Increase opportunities, especially for women and disadvantaged groups to contribute to and benefit from economic progress		
CPD Output(s): Output 1.2: Women and youth, especially those who own cottage, small and medium-sized enterprises, benefit from market-driven skills development, access to financial and non-financial services to adopt appropriate technologies, innovative business models		

EXPECTED OUTPUTS	PLANNED ACTIVITIES	Timeframe				Activity	Responsible Party	Fund Code	Planned Budget			
		Q1	Q2	Q3	Q4				Donor	Budget Code	Budget Description	Amount (USD)
Output 1.1 Mechanisms for effective utilization of provisions and allocations facilitating WEE are developed Indicators: 1.1a Number of mechanisms developed Baseline: 0 Year 3 Target: 1 (Documentation based on testing in field) 1.1b Number of policies and practices (that facilitate WEE) reviewed and revised with necessary change Baseline: One review done jointly by UNDP and UN Women Year 3 Target:3	1. Activity Result:											
	1.1.1.Organize a national level programme orientation and follow-up meetings for local and national stakeholders including representatives from WDFs, LGIs, BB and relevant ministries using the best appropriate methods for conducting meetings and 5 District level programme orientation meetings	X	X	X	X	1.1.1_LEARNINGING	001981	30000	00032	75700	Training, Workshops and Confer	16,000.00
	1.1.2.Review of relevant components of national policies including National Guideline for Gender budgeting, Local Government, BB's SME lending policy, National Skills Development policy, and Labour Policy and National Financial Inclusion Strategy to identify gaps and improvements required to support women's enterprises, and follow up on these areas with advocacy					1.1.2_POLICYIMP	001981	30000	00032	71300	Local Consultants	-
	1.1.3.Organize a advocacy events and one capacity-building workshops at national level for identified stakeholders for necessary implementation or revision in the existing policies for making them more supportive towards WEE and sharing lessons learnt at national level	X	X	X	X	1.1.3_ADVOCACY	001981	30000	00032	75700	Training, Workshops and Confer	17,507.78
	1.1.4.Develop 4 communication materials (at least 2 vide and 4 leaflets/booklets) highlighting barriers and successes of women entrepreneurs for advocacy at both national, regional and local level; and information materials related to available supports in the context of covid19.		X	X		1.1.4_PRINT_PUB	001981	30000	00032	74200	Audio Visual&Print Prod Costs	20,000.00

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EXPECTED OUTPUTS	PLANNED ACTIVITIES	Timeframe				Activity	Responsible Party	Fund Code	Planned Budget			
		Q1	Q2	Q3	Q4				Donor	Budget Code	Budget Description	Amount (USD)
	General Management Services (GMS) x %	X	X	X	X	1.1.1_LEARNING	001981	30000	00032	75100	Facilities & Administration	3,745.54
Total of Atlas Activity Output-1											57,253.32	
Output 1.2 A monitoring system developed to monitor allocation of funding provisions of lending to support WEE by LGIs and Bangladesh Bank Indicators: 1.2a Number of districts that utilize the monitoring system and issue reports 1.2.b Monitoring reports on GRB allocations inform decision-making at local level Baseline: 0 Year 3 Target: The 3 new districts identify how the use of monitoring reports can be promoted. Output 1.2 A monitoring system developed to monitor allocation of funding provisions of	1.2.1 Review of M&E tools to identify gaps and suggest innovative approach to enforcing and monitoring policies promoting WEE including for gender-responsive ADP and budgetary allocations and lending provisions to women-led SMEs	X	X	X	X	1.2.1_M&E	001981	30000	00032	71300	Local Consultants	28,882.00
	Travel	X	X	X	X	1.2.1_M&	001981	30000	00032	71600	Travel	14,000.00
	1.2.2. Organize one advocacy and two (2) capacity-building workshops at district and national level for relevant duty bearers to ensure effective implementation of M&E mechanism for policies which promote WEE including gender-responsive ADP			X	X	1.2.2_AD VOCACY	001981	30000	00032	75700	Training, Workshops and Confer	18,184.00
	1.2.3. Organize one final workshops to share lessons learned	X	X	X	X	1.2.3_Lea rning	001981	30000	00032	75700	Training, Workshops and Confer	14,000.00
	General Management Services (GMS) x 7%	X	X	X	X	1.2.1_M&E	001981	30000	00032	75100	Facilities & Administration	5,254.62
Total of Atlas Activity 1.2											80,320.62	

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EXPECTED OUTPUTS	PLANNED ACTIVITIES	Timeframe				Activity	Responsible Party	Fund Code	Planned Budget			
		Q1	Q2	Q3	Q4				Donor	Budget Code	Budget Description	Amount (USD)
Technical Assistance	1. Activity Result											
	Staffs-Salary	X	X	X	X	PROG	001981	30000	00032	71400	Contractual Services - Individ	32,223.66
	Consultant	X	X	X	X	PROG	001981	30000	00032	71300	Local Consultants	15,700.00
	Direct Project Costs - GOE	X	X	X	X	PROG	001981	30000	00032	74500	DPC-GOE	12,577.33
	Rent for Project Management Unit (PMU) Office	X	X	X	X	PROG	001981	30000	00032	73100	Rental & Maintenance-Premises	8,000.00
	Internet, Mobile charge, T&T, Modem charges etc.	X	X	X	X	PROG	001981	30000	00032	72400	Communic & Audio Visual Equip	1,000.00
	Stationaries & Office supplies	X	X	X	X	PROG	001981	30000	00032	72500	Supplies	3,000.00
	Monitoring and Reporting	X	X	X	X	PROG	001981	30000	00032	74200	Audio Visual&Print Prod Costs	5,000.00
	General Management Services (GMS) x %	X	X	X	X	PROG	001981	30000	00032	75100	Facilities & Administration	5,425.07
Programme Management Cost											82,926.06	
Total 2023 Project Budget											220,500.00	

Total Budget by Output	Output-1	57,253.32
	Output-2	80,320.62
	Programme Management & Operation cost	82,926.06
	Total:	220,500.00
Total Budget by Fund & Donors	DONORS:	
	UN Women	220,500.00
	Total Programmable Budget	220,500.00
Total by Implementing Agency	Implementing Agency:	
	UNDP DCOS :	220,500.00
	Total Project Budget:	220,500.00


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Kajal Chatterjee

National Project Manager
SWAPNO & WING Project
23-Feb-2023


DocuSigned by:



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Prasenjit Chakma

Assistant Resident Representative
Resilience & Inclusive Growth
UNDP Bangladesh
24-Feb-2023

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Krishna Raj Adhikari

Deputy Resident Representative a.i.
UNDP Bangladesh
25-Feb-2023

Award ID :	00113159	Multi-Year Budget with UNDP Input - Version C		
Award Title :	Women's Empowerment for Inclusive Growth (WING)	Multi Year Budget		Country: Bangladesh
Project ID :	00111454	For the period from 01 January 2023 to 31 October 2023		Budget Type: Cost Sharing
Project Title :	Women's Empowerment for Inclusive Growth (WING)			Version/Status: C

Budgetary Account		Exp. Account		Activity ID	Implement Agent		Fund		Donor		Amount in USD			
Code	Description	Code	Description		Imp. Agent	Description	Code	Description	Code	Description	2021	2022	2,023.00	Total
71300	Lcl Cnslts	71300	Local Consultants	1.1.1_LEARNING	1981	UNDP	30000	Cost Shairing	00032	UN Women	3,563.85	11,187.18	-	14,751.03
71400	ContractSrv	71400	Contractual Services - Individ	1.1.1_LEARNING	1981	UNDP	30000	Cost Shairing	00032	UN Women	563.40	-	-	563.40
71600	Travel	71600	Travel	1.1.1_LEARNING	1981	UNDP	30000	Cost Shairing	00032	UN Women	3,795.89	89.99	-	3,885.88
72100	Contr-Cmpy	72100	Contractual Services-Companies	1.1.1_LEARNING	1981	UNDP	30000	Cost Shairing	00032	UN Women	-	1,435.00	-	1,435.00
72311	Fuel/Oils	72311	Fuel, petroleum and other oils	1.1.1_LEARNING	1981	UNDP	30000	Cost Shairing	00032	UN Women	194.12	-	-	194.12
73400	LeasedVehi	73400	Leased Vehicles	1.1.1_LEARNING	1981	UNDP	30000	Cost Shairing	00032	UN Women	787.54	-	-	787.54
74200	AudioVisl	74200	Audio Visual&Print Prod Costs	1.1.1_LEARNING	1981	UNDP	30000	Cost Shairing	00032	UN Women	495.55	5,463.47	-	5,959.02
75700	Learning costs	75700	Training, Workshops and Confer	1.1.1_LEARNING	1981	UNDP	30000	Cost Shairing	00032	UN Women	16,038.17	17,235.58	16,000.00	49,273.75
71300	Lcl Cnslts	71300	Local Consultants	1.1.2_POLICYIMP	1981	UNDP	30000	Cost Shairing	00032	UN Women	12,012.00	3,399.85	-	15,411.85
75700	Learning costs	75700	Training, Workshops and Confer	1.1.2_POLICYIMP	1981	UNDP	30000	Cost Shairing	00032	UN Women	-	-	-	-
75700	Learning costs	75700	Training, Workshops and Confer	1.1.2_POLICYIMP	1981	UNDP	30000	Cost Shairing	00032	UN Women	-	-	-	-
75700	Learning costs	75700	Training, Workshops and Confer	1.1.3_ADVOCACY	1981	UNDP	30000	Cost Shairing	00032	UN Women	2,294.23	9,012.59	17,507.78	28,814.60
71600	Travel	71600	Travel	1.1.3_ADVOCACY	1981	UNDP	30000	Cost Shairing	00032	UN Women	142.18	3,002.46	-	3,144.64
73400	LeasedVehi	73400	Leased Vehicles	1.1.3_ADVOCACY	1981	UNDP	30000	Cost Shairing	00032	UN Women	-	1,244.33	-	1,244.33
74200	AudioVisl	74200	Audio Visual&Print Prod Costs	1.1.3_ADVOCACY	1981	UNDP	30000	Cost Shairing	00032	UN Women	-	2,745.42	-	2,745.42
74200	AudioVisl	74200	Audio Visual&Print Prod Costs	1.1.4_PRINT_PUB	1981	UNDP	30000	Cost Shairing	00032	UN Women	10,174.55	6,960.41	20,000.00	37,134.96
75100	F&A	75100	Facilities & Administration	1.1.4_PRINT_PUB	1981	UNDP	30000	Cost Shairing	00032	UN Women	712.21	201.00	-	913.21
75100	F&A	75100	Facilities & Administration	1.1.3_ADVOCACY	1981	UNDP	30000	Cost Shairing	00032	UN Women	170.55	1,102.82	-	1,273.37
75100	F&A	75100	Facilities & Administration	1.1.2_POLICYIMP	1981	UNDP	30000	Cost Shairing	00032	UN Women	840.84	1,403.10	-	2,243.94
75100	F&A	75100	Facilities & Administration	1.1.1_LEARNING	1981	UNDP	30000	Cost Shairing	00032	UN Women	1,780.70	1,617.38	3,745.54	7,143.62
Sub Total: Output: 1.1											53,565.78	66,100.58	57,253.32	176,919.68
75700	Learning costs	75700	Training, Workshops and Confer	1.2.1_M&E	1981	UNDP	30000	Cost Shairing	00032	UN Women	-	13,954.87	-	13,954.87
71200	Intl Cnslt	71200	International Consultants	1.2.1_M&E	1981	UNDP	30000	Cost Shairing	00032	UN Women	-	4,635.00	-	4,635.00
71300	Lcl Cnslts	71300	Local Consultants	1.2.1_M&E	1981	UNDP	30000	Cost Shairing	00032	UN Women	20,808.18	12,759.20	28,882.00	62,449.38
71600	Travel	71600	Travel	1.2.1_M&E	1981	UNDP	30000	Cost Shairing	00032	UN Women	-	89.99	14,000.00	14,089.99
71600	Travel	71600	Travel	1.2.2_ADVOCACY	1981	UNDP	30000	Cost Shairing	00032	UN Women	-	11,475.95	-	11,475.95
75700	Learning costs	75700	Training, Workshops and Confer	1.2.2_ADVOCACY	1981	UNDP	30000	Cost Shairing	00032	UN Women	-	-	18,184.00	18,184.00
75700	Learning costs	75700	Training, Workshops and Confer	1.2.3_Learning	1981	UNDP	30000	Cost Shairing	00032	UN Women	-	-	14,000.00	14,000.00
75100	F&A	75100	Facilities & Administration	1.2.2_ADVOCACY	1981	UNDP	30000	Cost Shairing	00032	UN Women	-	1,172.36	-	1,172.36
75100	F&A	75100	Facilities & Administration	1.2.1_M&E	1981	UNDP	30000	Cost Shairing	00032	UN Women	1,456.57	1,831.64	5,254.62	8,542.83
Sub Total: Output: 1.2											22,264.75	45,919.01	80,320.62	148,504.38

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Budgetary Account		Exp. Account		Activity ID	Implement Agent		Fund		Donor		Amount in USD			
Code	Description	Code	Description		Imp. Agent	Description	Code	Description	Code	Description	2021	2022	2,023.00	Total
63200	Contrib	63200	Contrib Dispensary Cost-GS Stf	PROG MGT_OPS	1981	UNDP	30000	Cost Shairing	00032	UN Women	497.08	623.89	-	1,120.97
71300	Lcl Cnslts	71300	Local Consultants	PROG MGT_OPS	1981	UNDP	30000	Cost Shairing	00032	UN Women	-	1,600.00	15,700.00	17,300.00
71400	CntractSrv	71400	Contractual Services - Individ	PROG MGT_OPS	1981	UNDP	30000	Cost Shairing	00032	UN Women	24,108.17	11,018.10	32,223.66	67,349.93
71500	Un Vol	71500	UN Volunteers	PROG MGT_OPS	1981	UNDP	30000	Cost Shairing	00032	UN Women	5,859.70	10,316.31	-	16,176.01
71600	Travel	71600	Travel	PROG MGT_OPS	1981	UNDP	30000	Cost Shairing	00032	UN Women	663.70	1,613.88	-	2,277.58
74500	DPC-GOE	74500	Direct Project Costs - GOE	PROG MGT_OPS	1981	UNDP	30000	Cost Shairing	00032	UN Women	-	-	12,577.33	12,577.33
72800	InfoTechEq	72800	Information Technology Equipmt	PROG MGT_OPS	1981	UNDP	30000	Cost Shairing	00032	UN Women	-	1,464.52	-	1,464.52
73100	Rent&Maint	73100	Rental & Maintenance-Premises	PROG MGT_OPS	1981	UNDP	30000	Cost Shairing	00032	UN Women	1,544.21	8,951.64	8,000.00	18,495.85
73400	LeasedVehi	73400	Leased Vehicles	PROG MGT_OPS	1981	UNDP	30000	Cost Shairing	00032	UN Women	162.00	1,019.02	-	1,181.02
72400	BuildMant	72400	Building Maintenance	PROG MGT_OPS	1981	UNDP	30000	Cost Shairing	00032	UN Women	70.14	26,906.58	1,000.00	27,976.72
72500	Supplies	72500	Supplies	PROG MGT_OPS	1981	UNDP	30000	Cost Shairing	00032	UN Women	1,360.37	1,381.93	3,000.00	5,742.30
74200	AudioVisl	74200	Audio Visual&Print Prod Costs	PROG MGT_OPS	1981	UNDP	30000	Cost Shairing	00032	UN Women	-	1,659.94	5,000.00	6,659.94
74300	Contribut	74300	Contrib.To CO Common Security	PROG MGT_OPS	1981	UNDP	30000	Cost Shairing	00032	UN Women	452.03	424.47	-	876.50
75700	Learning costs	75700	Training, Workshops and Confer	PROG MGT_OPS	1981	UNDP	30000	Cost Shairing	00032	UN Women	-	2,559.03	-	2,559.03
75100	F&A	75100	Facilities & Administration	PROG MGT_OPS	1981	UNDP	30000	Cost Shairing	00032	UN Women	2,433.32	4,867.85	5,425.07	12,726.24
Sub Total: PROG MGT_OPS											37,150.72	74,407.16	82,926.06	194,483.94
Total (Acitivity 1-3)											112,981.25	186,426.75	220,500.00	519,908.00
Grand Total (without GMS)											105,587.06	174,230.60	206,074.77	485,892.43
GMS											7,394.19	12,196.15	14,425.23	34,015.57
Total with GMS											112,981.25	186,426.75	220,500.00	519,908.00

Summary of the Budget

Total Budget by ACTIVITY	Output - 1.1	176,919.68				53,565.78	66,100.58	57,253.32	176,919.68				
	Output - 1.2	148,504.38				22,264.75	45,919.01	80,320.62	148,504.38				
	Programme Management & Operation cost	194,483.94				37,150.72	74,407.16	82,926.06	194,483.94				
	Total	519,908.00				112,981.25	186,426.75	220,500.00	519,908.00				
Total Budget by Fund						30000	Cost Sharing	00032	UN Women	112,981.25	186,426.75	220,500.00	519,908.00
							Total			112,981.25	186,426.75	220,500.00	519,908.00
Total Budget by Donor									Cost Sharing	112,981.25	186,426.75	220,500.00	519,908.00
									Project Total	112,981.25	186,426.75	220,500.00	519,908.00

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Kajal ChatterjeeNational Project Manager
SWAPNO Project
UNDP Bangladesh
23-Feb-2023

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Prasenjit ChakmaAssistant Resident Representative
UNDP Bangladesh
24-Feb-2023

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Krishna Raj AdhikariDeputy Resident Representative a.i.
UNDP Bangladesh
25-Feb-2023

WING Procurement Plan-2023

Country Office	Bangladesh
Submitted by:	Kajal Chatterjee
Date:	6-Dec-22

Instructions:

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

Project Name	Project ID	Type of Procurement Action	Title of Procurement Action	Procurement Category	Description of goods, services or works required	Unit of Measure	Quantity	Estimated Unit Price in USD	Estimated Total Price in USD	Multi-year contract in USD		Is Amendment?	Amendment Value (USD)	Procurement request submission date	Target Purchase Order Date (if Goods) and Planned Contract Start Date (if Civil Works, IC,	Final Delivery Date of Good/Services/ Civil works/IC	End user of goods, services or works	Procurement Process Status	
										Jan-23	Jan-24								
Fresh Procurement:																			
WING	00111454	Services	Workshop/Conference facilities	Workshop/Seminar Cost (Location and /or Catering)	Logistics for event management cost	EA	1	15,000.00	15,000.00	15,000.00	\$0.00	No	N/A	10-Mar-2023	25-Mar-2023	24-May-2023	WING	Initiated	
WING	00111454	Services	Individual Consultant (IC) - Local	Communications and Advocacy Services	National Consultant-Programme Facilitator	EA	1	19,000.00	19,000.00	19,000.00	\$0.00	Yes	N/A	1-Dec-2022	1-Jan-2023	31-Oct-2023	WING	Initiated	
WING	00111454	Services	Individual Consultant (IC) - Local	Communications and Advocacy Services	National Consultant-Documentation and Reporting	EA	1	4,000.00	4,000.00	4,000.00	\$0.00	Yes	\$4,000.00	1-Dec-2022	1-Jan-2023	31-Oct-2023	WING	Initiated	
WING	00111454	Services	Individual Consultant (IC) - Local	Communications and Advocacy Services	National Consultant-Anandomela Coordinator	EA	1	5,300.00	5,300.00	5,300.00	\$0.00	Yes	N/A	1-Dec-2022	1-Jan-2023	31-Oct-2023	WING	Initiated	
Total Estimated 2023 Fresh Procurement (USD)									43,300.00										
Micro Purchase:																			
WING	00111454	Services	Workshop/Conference facilities	Workshop/Seminar Cost (Location and /or Catering)	Logistics for event management cost	EA	1	14,000.00	14,000.00	14,000.00	\$0.00	No	N/A	10-Mar-2023	25-Mar-2023	2-May-2023	WING	Initiated	
WING	00111454	Services	Workshop/Conference facilities	Workshop/Seminar Cost (Location and /or Catering)	Logistics for event management cost	EA	1	10,000.00	10,000.00	10,000.00	\$0.00	No	N/A	20-Mar-2023	20-Apr-2023	20-Aug-2023	WING	Initiated	
WING	00111454	Services	Other Goods	Printing/ Publishing and Design	Communication materials (videos and leaflets/booklets)	EA	1	10,000.00	10,000.00	10,000.00	\$0.00	No	N/A	15-Apr-2023	7-May-2023	25-Jul-2023	WING	Not started	
WING	00111454	Services	Other Goods	Printing/ Publishing and Design	Communication materials (videos and leaflets/booklets)	EA	1	9,000.00	9,000.00	9,000.00	\$0.00	No	N/A	20-Apr-2023	5-Jul-2023	25-Oct-2023	WING	Not started	
WING	00111454	Services	Workshop/Conference facilities	Workshop/Seminar Cost (Location and /or Catering)	Logistics for event management cost	EA	1	15,000.00	14,000.00	14,000.00	\$0.00	No	N/A	1-Jun-2023	5-Jul-2023	19-Sep-2023	WING	Initiated	
WING	00111454	Goods	Other Goods	Office supplies	Office stationaries and other supplies	EA	1	5,000.00	5,000.00	5,000.00	\$0.00	No	N/A	10-Jun-2023	1-Jul-2023	1-Oct-2023	WING	Not started	
Total Estimated 2023 Micro Procurement Plan (USD)									62,000.00										
Multi-year Contract:																			
Total Estimated 2023 Multi-year Contract (USD)									-										
Total Estimated 2023 Procurement Plan (USD)									105,300.00	48%									

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Kajal Chatterjee

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Kajal Chatterjee

National Project Manager
SWAPNO Project
UNDP Bangladesh
23-Feb-2023

UNDP Bangladesh project Recruitment Plan - 2023
Project/Cluster: WING

1. HR Plan for 2023

Position	Position reflected in Annual work Plan Yes/No	Contract modality	Number of position(s)	Category/B and	Contract Duration	Person Expected on board*	Budgeted Amount in USD	Position budgeted & reflected in AWP Yes/No**

NOTE:* Request for Service to be submitted at least 2 months prior the recruitment process

** The SCs salaries and Performance Bonus amount shall be allocated under 71405

2. Position management - Existing Staff (both national and international if applicable) - all contract type (NPSA, IFTA, ITA, SSA)

Name	Position Title	Contract Modality	Level/Band	Contract end date (DD/MM/YYYY)	Planned extension	Remarks
Kajal Chatterjee	National Project Manager	NPSA	NPSA 11	6/30/2023	4/30/2023	20% of total salary
Bushra Tabassum	Programm Associate	NPSA	NPSA 7	11/1/2023	NA	

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Kajal Chatterjee

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Kajal Chatterjee

National Project Manager
 WING & SWAPNO Project
 UNDP Bangladesh
 23-Feb-2023

DocuSigned by:

Arif Mohammad Faisal

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Arif Mohammad Faisal

Programme Specialist
 Environmental Sustainability
 and Energy UNDP Bangladesh
 23-Feb-2023

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Krishna Raj Adhikari

Deputy Resident Representative a.i.
 UNDP Bangladesh
 25-Feb-2023

Women's Empowerment for Inclusive Growth (WING) Project

Communication Plan (Jan – October 2023)

<u>Target Audience</u> (Ranked by Importance; highlights contacts already made)	<u>Communication Activities & Tools</u> (How best to reach your respective target audiences with key messages?)	<u>Timing</u> (When is the activity due or how often?)	<u>Expected Result/Indicator of achievement</u> (for each tool chosen)	<u>Activity Number & Strategic Planning</u>	<u>Resource/Fund Requirement</u> (person/days required, budget implications, also consider outsourcing)	<u>Responsible CO Unit/Person</u> (And supporting unit/persons if any)
Donors and UNDP CO	<ul style="list-style-type: none"> Quarterly Monitoring Report Annual activity report Qualitative study report on project interventions 	Q1-Q3	Timely updates on activities and results and incorporating changes as per suggestions	Outcome #1; Output No 1.2a, 1.2b All reporting is related to Result framework of the program and to follow the sustainability strategy	-	<ul style="list-style-type: none"> Project Manager / Coordinator Programme Facilitator Consultants M&E Consultant
Mass people, Donor, Communities, policy makers	<ul style="list-style-type: none"> Develop communication materials (at least 2 vide and 4 leaflets/booklets) highlighting barriers and successes of women entrepreneurs for 	Q1-Q3	Social awareness creation and policy advocacy	Outcome #1; Output # 1.1.4 These activities are to ensure following communication strategy and sustainability strategy	\$5,000	<ul style="list-style-type: none"> Project Manger WING Team Communication Team member

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Kashfia Sharmin, National Consultant-Research & Communications support

	advocacy at both national, regional and local level; and information materials related to available supports in the context of covid19.					
Mass people, target beneficiaries, target market/customers, donors, and other stakeholders	<ul style="list-style-type: none"> National Dailies: Articles in newspapers as per major events and partnerships. Video documentation of women entrepreneurs BCC materials on project intervention-based Success stories Anondomela Logo Sticker and Shopping Bag printing Media releases, news media partnership with print and electronic media 	Q1-Q3	<p>Showcasing project's interventions on women entrepreneurs and creating support system for women CMSME entrepreneurs.</p> <p>Promoting digital platform as a support system tool for SME women entrepreneurs.</p>	<p>Outcome #1; Output # 1.1.4</p> <p>These activities are to ensure following communication strategy and sustainability strategy</p>	\$3,000	<ul style="list-style-type: none"> Project Manager / Coordinator WING Team Communication Team member
Existing & Target Beneficiaries;	<ul style="list-style-type: none"> 3 explainer learning material 	Q1-Q2	Promoting Anondomela online	Outcome #1; Output#1.1.4	\$3,000	<ul style="list-style-type: none"> Project Manager / Coordinator

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<p>Target Customers, Mass people, community, Donor, UNDP CO</p>	<p>on digital marketplace features</p> <ul style="list-style-type: none"> • Social media boosting with the materials 		<p>platform</p>	<p>These activities are to ensure following communication strategy and sustainability strategy</p>		<ul style="list-style-type: none"> • WING Team • Communication Team member
<p>Communities and mass people, target seller & buyer group</p>	<ul style="list-style-type: none"> • Social Media: At-least two Facebook posts monthly. Highlighting beneficiaries and products and events. Boosting 1 post monthly targeting sellers & buyers • National Dailies: Articles in newspapers as per major events and partnerships. • Anondomela website & Facebook page, group: One blog post per month, managing social media page and group. 	<p>Q1-Q3</p>	<p>Promoting WING project's activities, scopes and popularize digital platform (Anondomela) under WING project</p>	<p>Outcome #1; Output#1.1.4 These activities are to ensure following communication strategy and sustainability strategy</p>	<p>\$3,000</p>	<ul style="list-style-type: none"> • Project Manager / Coordinator • WING Team • Communication Team member

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Kashfia Sharmin, National Consultant-Research & Communications support



Gender Action Plan

Project Title	Women's Empowerment for Inclusive Growth (WING)
Duration	January to June 2023
Project ID (Atlas)	00111454

Actions	Person/Unit Responsible	Timeline	Budget allocation		Proposed Indicator
			Budgeted amount	%	
Awareness building sessions on Basic DOs and DONTs and WEPS for project beneficiaries including Anondomela entrepreneurs.	WING Project Manager; Programme Facilitator	January to June 2023	\$2,000	1%	250 Entrepreneurs get the training and start following the WEPS
Arrange workshop to create awareness and disseminating information on rights and VAW, PSHAA issues in family life, in social life and in entrepreneurship for WING beneficiaries in project areas engaging Women Development Forums.	Project Manager; Programme Facilitator; Gender Focal of the project and Hired expert	May -June 2023	\$2,500	1.5%	Increased awareness on GBV, VAW, PSHAA at community level.
Observe different events (like International Women's Day/ 16 days activism/ Human Rights Day: Storytelling and Experience Sharing open session arrangement on Girls Child Day		January to April 2023	\$2,500	1.5%	Days Observe and Report Preparation
A pocket card including all emergency help contact numbers for distributing among project beneficiaries and colleagues	Project Manager; Programme Facilitator; Gender Focal	January- February 2023	\$1,000	1%	500 cards are prepared and distributed
Total Gender Budget			\$8,000		

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National Consultant - facilitating
the Anondomela platform



Monitoring & Evaluation Plan
Women Empowerment for Inclusive Growth (WING)
01 November 2020 to 31 October 2023

Project Title	Women Empowerment for Inclusive Growth (WING)
Duration	01 November 2020 to 31 October 2023
Project ID (Atlas)	00111454

CPD Output	Output 1.2: Women and youth, especially those who own cottage, small and medium-sized enterprises, benefit from market-driven skills development, access to financial and non-financial services to adopt appropriate technologies, innovative business models
UNSDCF Output	Output 1.2 – The people in Bangladesh, especially young women and men from vulnerable and marginalised communities, benefit from market-driven skills development and access to financial and non-financial services that enable them to benefit from inclusive growth.
Strategic Plan (SP) Output	Output 1.3 Access to basic services ¹ and financial and non-financial assets and services improved to support productive capacities for sustainable livelihoods and jobs to achieve prosperity. Output 3.1 Institutional systems to manage multi-dimensional risks and shocks strengthened at regional, national and sub-national levels.
SDG Target	Goal 5: Achieve gender equality and empower all women and girls, Target 1- End all forms of discrimination against all women and girls everywhere. Goal 8: Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all. Target 5- By 2030, achieve full and productive employment and decent work for all women and men, including for young people and persons with disabilities, and equal pay for work of equal value. Goal 16: Goal 16. Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels Targets 16.a.1- Existence of independent national human rights institutions in compliance with the Paris Principles By 2030, progressively achieve and sustain income growth of the bottom 40 per cent of the population at a rate higher than the national average, Goal 17: Strengthen the means of implementation and revitalize the Global Partnership for Sustainable development. Targets 17.17.1: Amount of United States dollars committed to public-private and civil society partnerships

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M&E Officer

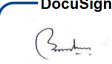
Monitoring

Component/Outcome:									
Project Output Indicators	Data Source	Baseline (M/Y)	Target (2023)	EOP¹ Target (Year)	Progress Against Target (M/Y)	Frequency	Data Collection Methods (M&E Activities)	Resources (M&E Cost)	Assumptions and Risks
Output 1.1: Mechanisms for effective utilization of provisions and allocations facilitating WEE are developed									
1.1.1: # of mechanisms developed	<ul style="list-style-type: none"> Project Report & documentation 	0 (2020)	<ul style="list-style-type: none"> 0 mechanisms (2021); 1 mechanism (2022); 1 mechanism (2023); 	1 mechanism (2023);	1 mechanism (Dec. 2022);	Annually	Document Review of regulations, policy plans, outcomes of social dialogue or development strategies	USD: 57,253.32	NA
1.1.2: # of policies and practices (that facilitate WEE) reviewed and revised with necessary change	<ul style="list-style-type: none"> Review report by vendor 	<ul style="list-style-type: none"> 1 review done by UNDP and UN WOMEN (2020) 	<ul style="list-style-type: none"> 1 review (2021); 3 reviews (2022); 3 reviews (2023); 	3 reviews (2023)	3 reviews (Dec. 2022)	Annually	Policy & practices document review		
1.1.3 # of national level programme orientation and follow-up meetings conducted for local and national stakeholders including representatives from WDFs, LGIs, BB and relevant ministries using the best appropriate methods (i.e. online)	<ul style="list-style-type: none"> Event reports 	0 (2020)	<ul style="list-style-type: none"> 1 (2021); 3 (2022); 3 (2023); 	3 (2023);	3 (Dec. 2022)	Annually	Review of orientation workshop report/meeting minutes		
1.1.4: # of national level advocacy events and capacity-building workshops conducted to identify stakeholders for necessary implementation or revision in the existing policies for making them more supportive towards WEE and sharing lessons learnt.	<ul style="list-style-type: none"> Event reports 	0 (2020)	<ul style="list-style-type: none"> 2 (1 advocacy event & 1 workshop 2021); 4 (2 advocacy event & 2 workshop 2021); 4 (2 advocacy event & 2 workshop 2023); 	4 (2023)	4 (Dec. 2023)	Annually	Review of event report, capacity building training report		
Output 1.2: A monitoring system developed to monitor allocation of funding provisions of lending to support Women Economic Empowerment by LGIs and Bangladesh Bank									

¹ EOP: End of Project
Please add rows as needed



<p>1.2.1: # of districts that utilize the monitoring system and issue reports</p>	<ul style="list-style-type: none"> • Project Reports 	<ul style="list-style-type: none"> • 0 (2020) 	<ul style="list-style-type: none"> • M&E system is developed & training completed (2021) • 5 districts established M&E (2022) • 5 district established M&E system (2023) 	<ul style="list-style-type: none"> • 05 (2023) 	<ul style="list-style-type: none"> • 03 (Dec. 2023) 	<p>Annually/Quarterly</p>	<p>Review of M&E system/mechanism, Progress report</p>	<p>USD: 80,320.62</p>	<p>NA</p>	
<p>1.2.2: Produced monitoring reports on GRB allocations inform decision-making at local level</p>	<ul style="list-style-type: none"> • Project Reports 	<ul style="list-style-type: none"> • No (2020) 	<ul style="list-style-type: none"> • Capacity building and advocacy for the use of monitoring reports for decision making on track (2021) • The 1 piloted District identified gaps in using monitoring reports on GRB allocation (2022) • 3 new Districts identify how the use of monitoring reports can be promoted (2023) 	<ul style="list-style-type: none"> • 3 new Districts identify how the use of monitoring reports can be promoted (Dec. 2023) 	<ul style="list-style-type: none"> • 3 new Districts identify how the use of monitoring reports can be promoted (Dec. 2023) 	<p>Annually</p>	<p>Review of monitoring reports on GRB /review of progress report</p>			
<p>1.2.3: # of workshops organized to ensure effective Implementation of M&E mechanism for policies which promote WEE including gender- responsive ADP</p>	<ul style="list-style-type: none"> • Event reports 	<ul style="list-style-type: none"> • 0 (2020) 	<ul style="list-style-type: none"> • 0 workshops (2021) • 5 workshops (2022) • 5 workshops (2023) 	<ul style="list-style-type: none"> • 5 (2023) 	<ul style="list-style-type: none"> • 3 workshops (2022) 	<p>Annually</p>	<p>Review of workshop report/M&E mechanism</p>			

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 M&E Officer

Key Results Tracking

Indicators	Baseline (Year)	Target (Month/Year)		Progress Against Target (M/Y) *	Evidence (Data sources/Name of Document/Website, etc.)			
		Jun 2023	Dec 2023		Full Title	Date of Publication	Author	Link (if available)
Key Result 1 (2023): WING's Small and Medium Women Entrepreneur's households have improved their living standard								
1.1) # of mechanism developed for Women Small and Medium Entrepreneurs (SME)	0 (2020)	1 functional	1 functional	1 mechanism developed	N/A	N/A	N/A	N/A
1.2) % of WING's Small and Medium Women Entrepreneur's households increased annual income	TBD (2021)	60% of SMEs	60% of SMEs	N/A	N/A	N/A	N/A	N/A
Key Result 2 (2023): A monitoring system developed to monitor allocation of funding provisions of lending to support WEE by LGIs and Bangladesh Bank								
2.1) # of Districts that utilize the monitoring system and issue reports	0 (2020)	5 Districts (December 2022)	5 Districts (December 2022)	2 districts developed M&E system and reporting	N/A	N/A	N/A	N/A

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M&E officer



Evaluation

Evaluation/Study/ Survey Title	UNDP Strategic Plan Outcome	Partners (Joint evaluation)	Evaluation commissioned by (if not UNDP)	Type of Evaluation/S tudy/ Survey	Planned Evaluation/Study/Survey Completion Date (Month/Year)	Estimated Cost	Provisional Source of Funding	Commissioned to external firm/consultant
Mapping Available Resources for Women's Economic Empowerment	OUTPUT 1.3 Access to basic services ¹ and financial and non-financial assets and services improved to support productive capacities for sustainable livelihoods and jobs to achieve prosperity. OUTPUT 3.1 Institutional systems to manage multi-dimensional risks and shocks strengthened at regional, national and sub-national levels.	Independent Consultant on Justice, Human Rights and Development	National level Consultant	Study	October 2021	USD: 12,000.00	Project Budget	Yes
An Impact Assessment of Women Entrepreneurs' Access to E-commerce Platforms through Smartphones	Do	BIDS	Third party engagement	Assessment	August 2021	May 2022	TRAC -2	Yes
Reviewing National Financial Policies and M&E Mechanism for Suggesting Better Implementation of Gender Responsive Policies Supportive to Women's Economic Empowerment	Do	Independent Consultant, Institute of Business Administration (IBA), University of Dhaka	Third party engagement	Study	December 2022	USD: 20,500.00	Project Budget	Yes
Internal Result Assessment	Do	Internal	Project M&E Unit	Internal Result assessment	December 2022	US\$ 3000	Project Budget	No

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M&E Officer

M&E Budget and Utilization

Description	Budget allocated in 2022 (USD)	Total cost spent till 2022 (USD)	Time spent on 1) Monitoring and 2) Evaluation
1. Monitoring Activities			
a) Knowledge product (Annual Report, and Leaflet, video, printing materials) Lum sump	4,000.00	4,000.00	
Sub-Total	4,000.00	4,000.00	
2. Evaluation Activities			
a) Study/assessment	4,000.00	4,000.00	
Sub-Total	4,000.00	4,000.00	
Grand Total	8,000.00	8,000.00	
Proportion to Total Project Budget/Cost	3.6%	3.6%	

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M&E Officer



Field Monitoring Plan

Women Empowerment for Inclusive Growth (WING),
January - October 2023

DATE (Month/ Year)	LOCATION (District / Upazila)	MISSION MEMBERS (Name / Designation)	PURPOSE	METHODOLOGY
January / 2023	<ul style="list-style-type: none"> Cox's Bazar Manikgonj 	<ul style="list-style-type: none"> Kajal Chatterjee: National Project Manager (NPM) Muhammad Rajiur Rahman, Administrative Associate Sarah Zita, Coordinator Anandamela 	<ul style="list-style-type: none"> Discussion & participate in the district level advocacy workshop To check the process and progress of Women SMEs 	<ul style="list-style-type: none"> Participatory discussion in the workshop and documentation Progress observation and meeting with Women SMEs Sample data/information gathering/Success Story collection from Women SMEs
March/ 2023	<ul style="list-style-type: none"> Thakurgoan Kurigram 	<ul style="list-style-type: none"> Muhammad Rajiur Rahman, Administrative Associate Sharmin Islam, Gender Analyst Mizanur Rahman, PO-M&E, SWAPNO & WING 	<ul style="list-style-type: none"> To monitoring M&E tools utilization and mechanism in the district level Observe and discussion with Anandamela Women Entrepreneurs 	<ul style="list-style-type: none"> Orientation/discussion and interaction with M&E tools and techniques with the Distract level focal person/IPs
April 2023	<ul style="list-style-type: none"> Cox's Bazar 	<ul style="list-style-type: none"> AZM Saleh, Monitoring & Evaluation Analyst, UNDP, Bangladesh Country Office Kazi Nasreen Nahar, Programme Associate, UNDP, Bangladesh Country Office Khondker Pervez Ahmed, Partnerships & Dev. Effectiveness Associate Muhammad Rajiur Rahman, Administrative Associate, WING Mizanur Rahman, PO-M&E, SWAPNO & WING 	<ul style="list-style-type: none"> To monitoring M&E tools utilization and mechanism in the District level. To participate in the discussion meeting of WDF and Upazila Administration 	<ul style="list-style-type: none"> Progress observation and meeting with Women Development Forum Sample data/information gathering/Success Story collection from WDF & Upazila

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M&E officer




May/ 2023	<ul style="list-style-type: none"> Jessore 	<ul style="list-style-type: none"> Kajal Chatterjee: National Project Manager (NPM) Muhammad Rajiur Rahman, Administrative Associate Sarah Zita, Coordinator Anandamela 	<ul style="list-style-type: none"> Participation in the Women Development Forum & meeting Local Government Institutions Visit M&E system and mechanism in the district level Observe and discussion with Anandamela Women Entrepreneurs 	<ul style="list-style-type: none"> Discussion and interaction with the Women Development Forum & meeting Local Government Institutions Orientation/discussion and interaction with M&E tools and techniques with the District level focal person/IPs
July/ 2023	<ul style="list-style-type: none"> Cox's Bazar Manikgonj 	<ul style="list-style-type: none"> Kajal Chatterjee: National Project Manager (NPM) Muhammad Rajiur Rahman, Administrative Associate Sharmin Islam, Gender Analyst Sarah Zita, Coordinator Anandamela Mizanur Rahman, PO-M&E, SWAPNO & WING Bushra Tabassum, Programme Associate 	<ul style="list-style-type: none"> Progress monitoring of the activities of the Women Entrepreneurs Final assessment findings sharing with WING Project Stakeholders as Women Development Forum & meeting Local Government Institutions Observe and discussion with Anandamela Women Entrepreneurs 	<ul style="list-style-type: none"> Participatory meeting with Women Development Forum & meeting Local Government Institutions Discussion & documentation of the progress of the project activities
August/ 2023	<ul style="list-style-type: none"> Thakurgoan Kurigram 	<ul style="list-style-type: none"> Kajal Chatterjee: National Project Manager (NPM) Muhammad Rajiur Rahman, Administrative Associate Sarah Zita, Coordinator Anandamela Mizanur Rahman, PO-M&E, SWAPNO & WING 	<ul style="list-style-type: none"> Discussion with Women SMEs and collect success stories Observe the process and progress of Women SMEs 	<ul style="list-style-type: none"> Discussion & documentation of success stories Discussion with some key informants Collect Success Story & documentation

Project Name: Women Empowerment for Inclusive Growth (WING)

Note: This is a tentative Field Monitoring Plan which might be changed considering the present situation

Guideline

- Use the table above. Expand it, if needed. Info in *Italic* is shown as an example.
- Add all field monitoring visits **planned in 2023. Plan is tentative due to the COVID-19 situation.**
- **Add only M&E-related field visits.** DO NOT ADD any other field visit for attending a workshop/meeting, which is not relevant to M&E.
- M&E-related field visits include but are not limited to: **progress monitoring, results/data verification, data quality check, survey preparation, field testing of survey instruments, enumerator's training, and data collection monitoring.**
- **Describe a methodology briefly,** if the purpose of field visit is progress monitoring or results/data verification, or data quality check. It cannot be a rigorous method due to limited time of a field visit, but a rapid method should be identified before going to the field.

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 M&E Officer



Contract Management Plan

Project Title	Women's Empowerment for Inclusive Growth (WING)
Duration	January to October 2023
Project ID (Atlas)	00111454

Type of Contract ¹	Partner's Name	End Date	Actions to be undertaken ²

Not Applicable

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23-Feb-2023

National Project Manager

¹ LOA/MOU/PO

² Action to be taken before end of the contract



Donor Reporting Calendar

Project Title	Women's Empowerment for Inclusive Growth (WING)
Duration	January to October 2023
Project ID (Atlas)	00111454

Donor's Name	Type of Report ¹	Reporting Frequency ²	Reporting Deadline
UN Women	Annual work plan	Annual	30 November 2023
UN Women	Annual narrative Progress Report	Annual	31 May 2023
UN Women	Annual Financial Report	Annual	31 May 2023
UN Women	Annual Certified Financial Statement	Annual	30 June 2023

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23-Feb-2023

National Project Manager

¹ Narrative/Financial

² Quarterly/Half-yearly/Annual



HACT Follow-up Action Plan

Project Title	Women's Empowerment for Inclusive Growth (WING)
Duration	January to October 2023
Project ID (Atlas)	00111454

Type of Assessment/Assurance ¹	IP's Name	List of Observations	Deadline
Micro Assessment			
Spot Check			
Not Applicable			
Audit			

¹ Micro Assessment, Audit, Spot Check (year should be mentioned)
Please add more rows if needed.

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National Project Manager



Resource Mobilization Plan 2023

Project Title	Women's Empowerment for Inclusive Growth (WING)
Duration	January to October 2023
Project ID (Atlas)	00111454

Target partner	Expected funding (+X% or \$Y from \$Z in YYYY)	Targeted area(s) of cooperation* (Linked to new Strategic Plan) (*Can also name the titles of associated projects)	Concrete actions and timing for engagement (Consider partners' budget cycle and most influencing persons for identifying good entry points for partnership and influencing funding decisions by partners. Specify the joint policy dialogues, high level meeting/letters, proposal submissions, etc. Indicate needed CO capacity investments)	Responsible CO Unit/Person (And supporting unit/persons if any)

Not Applicable

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23-Feb-2023

National Project Manager



Private Sector Engagement Plan 2023

Project Title	Women's Empowerment for Inclusive Growth (WING)
Duration	January to October 2023
Project ID (Atlas)	00111454
Plan to engage with the Private Sector (PS) partners (Yes/No)¹	NO

Target PS partner (Name)	Nature of Engagement (Capacity building/implementation/funding/anything else. Pls explain briefly)	Technical support/assistance needed from CO (if any)

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 23-Feb-2023

National Project Manager

¹Yes = If you have any plan for the engagement with private sector; No = If you do not have any plan for the engagement with private sector



Issue Log (Offline)

Project Title	Women's Empowerment for Inclusive Growth (WING)
Duration	January to June 2023
Project ID (Atlas)	00111454

#	Description of the Issue	Issue Type ¹	Date Identified	Status ²
1	Not Applicable			
2				
3				
4				

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23-Feb-2023

National Project Manager

¹ Change/Problem/Other

² Ongoing/Solved



Risk Log (Offline)

Project Title	Women's Empowerment for Inclusive Growth (WING)
Duration	January to October 2023
Project ID (Atlas)	00111454

#	Event	Cause	Impact(s)	Risk Category and Sub-category <i>(including Risk Appetite)</i>	Impact, Likelihood & Risk Level <i>(see Annex 3 Risk Matrix)</i>	Risk Valid From/To	Risk Owner <i>(individual accountable for managing the risk)</i>	Risk Treatment and Treatment Owner
1.	There is a risk that WDF may change in its leadership and commitment	As a result of Local elections taking place every year	The sustainability of the programme is under risk with the changing ideologies and strategies of elected local women representatives.	7. STRATEGIC (7.6. Change/turnover in government) - UNDP Risk Appetite: OPEN TO SEEKING	Likelihood: 2 - Low likelihood Impact: 2 - Minor Risk level: LOW (equates to a risk appetite of MINIMAL)	From: 01-Nov-22 To: 31-Oct-23	Project manager	Risk Treatment 1.1: ... An interim plan will be developed in consultation with local partners to engage in programme activities remotely. Risk Treatment Owner: Project Manager
2.	There is a risk of mismanagement of grant funds	As a result of fund flow mismanagement of the implementing partners such as WDF, SME or NGOs due to internal policy	Which will impact to conduct the activities and achieve the results	2. FINANCIAL (2.3. Corruption and fraud) - UNDP Risk Appetite: MINIMAL TO CAUTIOUS	Likelihood: 3 - Moderately likely Impact: 3 - Intermediate Risk level: MODERATE (equates to a risk appetite of EXPLORATORY)	From: 01-Nov-22 To: 31-Oct-23	Programme Specialist – RIG Portfolio	Risk Treatment 2.1: ... WING will have a grant agreement with the implementing partners. Selection of Implementing Partners and Responsible Parties will follow the relevant policies which includes safeguards such as competitive call for purpose, capacity assessment and risk assessment to determine sample size for financial monitoring. Investment will


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								<p>be directly made in SMEs and NGOs and not WDFs. However, for added security for proper fund management, the proper Monitoring, Evaluation and Reporting tools and procedural expectation will be given to partners to safeguard their internal fund management.</p> <p>Risk Treatment Owner: Project Manager</p>
3.	<p>There is a risk of less participation during different meeting/ seminar, five year plan, budget preparation meeting or discussion, gender committee meeting at UP level</p>	<p>As a result of inadequate capacity building of UP members, lack of monitoring and accountability</p>	<p>Which will impact in decision making at local level by women may hampered or delayed.</p>	<p>7. STRATEGIC (7.3. Stakeholder relations and partnerships) - UNDP Risk Appetite: OPEN TO SEEKING</p>	<p>Likelihood: 2 - Low likelihood</p> <p>Impact: 3 - Intermediate</p> <p>Risk level: LOW (equates to a risk appetite of MINIMAL)</p>	<p>From: 01-Nov-22</p> <p>To: 31-Oct-23</p>	<p>Programme Specialist – RIG Portfolio</p>	<p>Risk Treatment 3.1: WING will provide capacity development training on responsive planning and budgeting to local governments. The programme will also utilize funding from the public sector to help develop new industries/sectors in the district that lack opportunities for women through investments and technical capacity support to implementing projects.</p> <p>Risk Treatment Owner: Project Manager</p>

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4.	There is a risk that WDF members fail to effectively make decision at upazilla Parishad level and mobilize women in their communities..	As a result of lack of capacity building of UP members, absence of monitoring mechanism and accountability to ensure women participation	Which will impact in 3% GRB allocation will not be utilized for gender responsive project form the Upazila level ADP	3. OPERATIONAL (3.8. Capacities of the partners) - UNDP Risk Appetite: EXPLORATORY TO OPEN	Likelihood: 2 - Low likelihood Impact: 2 - Minor Risk level: LOW (equates to a risk appetite of MINIMAL)	From: 01-Nov-22 To: 31-Oct-23	Programme Specialist – RIG Portfolio	Risk Treatment 4.1: ... WING focuses on developing capacity of WDF members in decision-making process, gender sensitization and negotiation skills for gender funding. Risk Treatment Owner: Project Manager
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5.	There is a risk in adequate or less allocation of 3% GRB from ADP	Because of less interest/ or mentality of upazila administration scale up HeforShe initiative with concrete commitment on gender equality	Upazila ADP may not allocated budge to take women lead projects.	2. FINANCIAL (2.5. Delivery) - UNDP Risk Appetite: MINIMAL TO CAUTIOUS	Likelihood: 3 - Moderately likely Impact: 4 - Extensive Risk level: SUBSTANTIAL (equates to a risk appetite of OPEN)	From: 01-Nov-22 To: 31-Oct-23	Programme Specialist – RIG Portfolio	Risk Treatment 5.1: ... To manage this risk, the country team has completed a resource mobilization strategy whereby each agency has identified and been given responsibility to engage with relevant donors, understand their priorities to align programme activities. Risk Treatment Owner: Project Manager
6.	There is a risk of community resistance, perception, attitude and behavior at local level.	As a result of ... Lack of awareness among male female, practices of gender equality is not in place and absence of monitoring	Which will impact in... Women participation at local level is not practiced adequately and effectively	3. OPERATIONAL (3.7. Occupational safety, health and well-being) - UNDP Risk Appetite: EXPLORATORY TO OPEN	Likelihood: 3 - Moderately likely Impact: 3 - Intermediate Risk level: MODERATE (equates to a risk appetite of EXPLORATORY)	From: 01-Nov-22 To: 31-Oct-23	Programme Specialist – RIG Portfolio	Risk Treatment 6.1: Community male and female leaders will be sensitized on gender equality and women economic empowerment. Local government will be involved to promote gender equality, anti-sexual harassment and encourage male to committee to gender equality. WDF member will be actively engaged to remove social norms that create barriers to women economic empowerment. Risk Treatment Owner: Project Manager

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7.	There is a risk that unwillingness to money channel for women entrepreneur, mentality and understanding of concern authority, Public fund mismanagement, misused allocated for women development.	As a result of the lack of confidence on women entrepreneur and inappropriate fund allocation for making women entrepreneurship	Which will impact to achieve the results since the women entrepreneurs may lose their interest	2. FINANCIAL (2.3. Corruption and fraud) - UNDP Risk Appetite: MINIMAL TO CAUTIOUS	Likelihood: 2 - Low likelihood Impact: 3 - Intermediate Risk level: LOW (equates to a risk appetite of CAUTIOUS)	From: 15-Feb-21 To: 31-Oct-23	Programme Specialist – RIG Portfolio	Risk Treatment 7.1: WING will address this in two pronged approaches– i) addressing this issue through interventions related to Gender Responsive Budgeting ; and ii) through capacity building of WDF members as this resources will be used through WDFs. In addition, regular monitoring activities will be in place with WDFs. Risk Treatment Owner: Project Manager
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


8.	There is a risk insufficient capacity to follow on resource mobilization, of 3% allocation by WDF	As a result of insufficient resources or lack resource mapping at local and national level.	The programme may not continue if resources are not mobilized by the end of the proposed programme	7. STRATEGIC (7.1. Alignment with UNDP strategic priorities) - UNDP Risk Appetite: OPEN TO SEEKING	Likelihood: 3 - Moderately likely Impact: 2 - Minor Risk level: LOW (equates to a risk appetite of MINIMAL)	From: 15-Feb-21 To: 31-Oct-23	Programme Specialist – RIG Portfolio	Risk Treatment 8.1: To manage this risk, the country team has completed a resource mobilization strategy whereby each agency has identified and been given responsibility to engage with relevant donors, understand their priorities to align programme activities. The WING country team has already arranged field visits, dialogue sessions, shared programme knowledge products and held bilateral meetings with HOAs. Risk Treatment Owner: Project Manager
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9.	There is of trade movement, capital movement, stock exchange operations	As a result of international market rate	Anticipated cost of the program may hampered till end	2. FINANCIAL (2.4. Fluctuation in credit rate, market, currency) - UNDP Risk Appetite: MINIMAL TO CAUTIOUS	Likelihood: 2 - Low likelihood Impact: 2 - Minor Risk level: LOW (equates to a risk appetite of CAUTIOUS)	From: 15-Feb-21 To: 31-Oct-23	Programme Specialist – RIG Portfolio	Risk Treatment 9.1: The contribution agreement will be in USD. The programme will also periodically report such impact on the programme activities to partner agency and will periodically revise the proposal if required to accommodate programmatic plans. Risk Treatment Owner: Project Manager
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


10.	There is of continuation of COVID, limited mobility, safety measure and norms during meeting with people	As a result of Risk to transmission of COVID if the situation is not improved	Delay implementation of activities designed including procurement, field mobility and monitoring.	3. OPERATIONAL (3.4. Reporting and communication) - UNDP Risk Appetite: EXPLORATORY TO OPEN	Likelihood: 3 - Moderately likely Impact: 3 - Intermediate Risk level: MODERATE (equates to a risk appetite of EXPLORATORY)	From: 25-May-20 To: 31-Oct-23	Programme Specialist – RIG Portfolio	Risk Treatment 10.1: WING will revisit the implementation strategy for each intervention at the field level; and will leverage the UN roster to procure capable independent experts in the areas of development; and agencies will consult one another to assess technical proposals of consultants to ensure engagement of appropriate firms and individuals for these studies. UN agencies also adopted fast track approaches for HR, procurement and partner selection. For training and other capacity building activities, WING team will consider to address the limitations related to virtual communication and limited physical mobility as part of the capacity building. Risk Treatment Owner: Project Manager
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11.	There is of unwillingness and absence of monitoring and reporting mechanism is not in practice	COVID-19, lack of motivation of UP body in women participation, inappropriate monitoring mechanism	Women participation in decision making at local level may affected	3. OPERATIONAL (3.8. Capacities of the partners) - UNDP Risk Appetite: EXPLORATORY TO OPEN	Likelihood: 3 - Moderately likely Impact: 3 - Intermediate Risk level: MODERATE (equates to a risk appetite of EXPLORATORY)	From: 15-Feb-21 To: 31-Oct-23	Programme Specialist – RIG Portfolio	Risk Treatment 11.1: WING will focus on developing capacity of WDF members in decision-making process, gender sensitization and negotiation skills for gender funding. On the other hand, sensitizing Upazilla Parishad male members on gender and create space for WDF member to be politically empowered and create opportunities for local women to economically empower themselves. Risk Treatment Owner: Project Manager
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