

## Guidance on the preparation of the 2024 AWP

UNDP Pacific Multi-Country Office

September 2023

The [2024 workplan template](#) includes a number of tabs. DIM projects should submit all of them. In NIM/NGO/IGO implemented projects, the IP should fill out only the relevant ones. These include:

- **AWP** – to be completed by the IP,
- **M&E plan** – to be completed by the IP,
- **Risk register** – to be completed by the IP,
- **Field monitoring plan** - to be completed by UNDP Programme team,
- **Procurement plan** – to be completed by the IP only provide procurement actions to be conducted by UNDP through CO support to NIM,
- **HR plan** – to be completed by the IP only provide project positions to be recruited by UNDP,
- **HACT plan** – to be completed by UNDP Programme team,
- **Communication plan** – not needed,
- **Resource Mobilization plan** – not needed,
- **Gender action plan** - to be completed by the IP,
- **Donor reporting** - to be completed by UNDP Programme team.

To complete the AWP, please *download* the document on your computer and fill out the document offline. When the AWP is ready for review by the Programme Team and the verification team, please upload the AWP in the [dedicated project folder](#) and notify the team. Do not edit the online template.

In the AWP review process, the Programme and the verification teams will be guided by the [AWP checklist](#) and this guidance note.

To complete the AWP tabs, please consider the following key points.

### AWP Tab

- Provide outputs, output indicators and targets, *as per project document*.
- Provide activity name and number *as per project document*.
- Sub-activities are required for DIM projects. NIM projects can provide sub-activities for Q1. For the remaining quarters, the sub-activities can be provided through the quarterly itemized costing as part of the submission of the ICE form as annex to the FACE form.
- Indicate the cash transfer modalities agreed between UNDP and the partner for the implementation of the activities.

Page 1

- Under Resp the transac engaged via project. Thi
- The timelin cost-sharing
- **Budget am**
  - o AWP 2( RPs anc
  - o Ensure targets.
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Click on the hypelinked [technical guidance note on the AW](#) on word document of the guideline:

possible Party include the entities and their code that are expected to process transactions for the respective activities. This includes the Responsible parties a LoA, RPA, UN to UN agreement, or UNDP providing support services in a NIM is also includes activities handled by UNDP in a DIM project.

ie of activities and the agreements signed by the project cannot be beyond the g agreement end date or the prodoc end date, whichever comes first.

ount:

024 budget should be separated by donor, responsible parties (RPs)/potential d account codes (please do not accumulate the figures).

alignment to the UNDP CO BP delivery targets and indicate quarterly delivery

: in the 2024 AWP the estimated non-core resources carryover from 2023.

: the 2023 past due receivables if not utilized by 31 December 2023.

sh-based contribution, align the 2024 AWP budget to the estimated 2023 rer and 2024 contribution receivables from signed cost-sharing agreements, as nor workplan and/or project document.

L based contributions, align the 2024 AWP budget to the 2023 carryover, the SL, and the project document.

:E/Vertical Funds, ensure consultation with the BPPS/NCE team (RTA) and ent with the data in [PIMS+](#). For Global Fund, ensure consultation with IIST and alignment with the grant agreement and [Hyperion](#).

project available resources, please use the [PowerBI Bureau Resource Overview](#)

To review 'future due' and 'past due' contributions to be budgeted, please > Quantum reports:

[UN\\_PPM\\_Pending\\_Events\\_Report](#)

[UN\\_PPM\\_PastDue\\_Pending\\_Event\\_Report](#)

tivity will be implemented in 2024 but the PO was created with budget date of .e., no multi-year PO), the amount for those activities will not be included in 24 AWP. However, these activities can be shown in the 2024 AWP *without* a assigned.

: the amount for activities that will be implemented in 2024 through a multi- ) created in 2023 with budget date of 2024.

is with budget date of 2023 and earlier, and for which the receipt is not d in 2023, kindly calculate the GMS on it and budget the GMS in the 2024

: in the 2024 AWP the 2023 cash advances that are estimated to be dated as of 31 December 2023.

: technical and operational costs, as per corporate guidance on [Major Budget](#)

rther guidance is provided for DPC (DES) costs, please use the UPL and LPL through the Pacific MCO's [2023 LPL calculator](#). Provide an estimate of the id project support services (payments, complex procurement, simple

procurement, payment of tickets, recruitments, | activity.

- o At the beginning of each year, all project mar project support services. UPL/LPL based service prior years' statistics or expected support servic volume of support services needed for each pr UPL/LPL categories as shown in the Pacific N corporate [Planning and estimation of DPC for UP](#)
- o GMS is calculated using the 'earn as you go' met at US\$ 100,000, to calculate the 8% GMS please i
  - o  $100,000 \times 0.8 / 1.08 = US\$ 7,407.41$
- o To calculate salary costs, please use the 2024 prc
- o Include audit costs for HACT micro-assessments,
- o Include M&E costs for project monitoring, oversi
- o Should the project receive additional re: foreseen/included in the 2024 AWP, the AWP wi by the IP, UNDP, and the project board.

#### M&E Plan Tab

- Provide outputs, output indicators, targets, and M& the details were not available at the time of projec latest M&E plan approved by the project board.
- Ensure a tentative schedule for the project board m in place, in line with the M&E requirements and f document. Communicate the estimated Project Boar the project board submission (as per [standard packa](#))

#### Risk Register Tab

- Update the project risk register as per latest project r
- Include risks identified across all relevant risk areas social and environmental screening procedures, etc.
- Ensure the offline risk register is aligned with the Qu:

#### Field Monitoring Plan Tab

- For NIM projects, this tab is completed by the progr on the *estimated* field visits. The plan can change c informed of the new date, purpose, location, etc.
- For DIM projects, this tab is completed by the projec of the main monitoring and field missions. Program *estimated* dates of the verification visits, if known.

payment of F10, etc.) to deliver each

nagers shall provide an estimate of  
as can be estimated based on either  
ces required for project delivery. The  
project can be estimated using major  
VICO's [2023 LPL calculator](#) and the  
[LPL based service](#).  
thod. Example, if gross resources are  
use the formula:

o-forma costs available [here](#).  
spot-checks and audits, as needed.  
ght, and data collection.  
sources in 2024 that are not  
ill have to be amended and approved

&E data, [as per project document](#). If  
ct document formulation, reflect the

meeting (s) to be conducted in 2024 is  
frequency mentioned in the project  
rd dates to MPO and share with MPO  
[ge](#) ahead of time.

risk review/meeting/workshop.  
s, including through HACT processes,

entum Risk Register.

amme team and includes information  
during the year, and [MPO](#) should be

ct manager and provides an overview  
me teams can complement with the

- For verification visits, please, ensure the [project monitoring and assurance](#) submitted MPO and at the end of the project visit.

#### Procurement Plan Tab

- Include all procurement processes (consultants, services, goods, etc.) to be carried out by UNDP, either in a DIM project or in support to an IP.
- For NIM projects, please refer to the procurement plan attached to the MPO document.

#### HR Plan Tab

- Include project positions to be recruited by UNDP in 2024.
- Include the details of existing staff (FTA, TA, IPSA, NPSA, etc.) with a UNDP contract including when their contract extensions or completion are expected.

#### HACT Plan Tab

- Provide an overview of the most recent findings of HACT assessments and activities, the agreed remedial measures, and the status of their implementation.

[the report](#) is

carried out by

the project

to P contract,

and assurance  
on.

Quantum Project ID: 123236  
 Project Title: Vanuatu Electoral Environment Project (VEEP) phase II  
 Country: Vanuatu  
 Implementing Partner: UNDP  
 UNSDCF Outcome: 3.2 Institutions and systems accelerate inclusive development through responsive, participatory, and transparent governance processes

**Annual Work Plan (AWP) 2024**

Applicable Output(s) from the UNDP Strategic Plan: Applying combination of Signature Solutions for greater impact but primarily Signature Solution 2 - Governance; Signature Solution 6 - Gender Equality.  
 Enablers: Digitization and Strategic Innovation

EXPECTED OUTPUTS	Activity	Sub-activity	Timeframe	Responsible Party [Name and code]	Fund Code	Planned Budget					Quarterly delivery targets				Cash transfer modality			
						Donor	Budget Code	Budget Description	Quantity	Total Amount (USD) [unit cost * quantity]	Q1	Q2	Q3	Q4				
Output 1: Institutional Capacities of the Electoral Authorities Strengthened	1.1	Support the Electoral Commission (EC)/Vanuatu Electoral Office (VEO) and Civil Registration and Identity Mngt (CRIM) Departments in sustaining their staffing structure, incl. technical, financial and logistics support, capacity-building activities, and establish Standard Operating Procedures (SOPs), including planning and evaluation workshops.	1.1.1	Technical assistance	1	1												
Indicator: See tab M&E Plan	1.2	Support the EC/VEO and CRIM Dept in review and continuous development/updates of regulations, operational procedures, manuals, forms etc. in line with new legislation.	1.2.1	Capacity building through workshops and trainings	1	1												
Baseline: See tab M&E Plan	1.3	Support the VEO and CRIM Dept in building and strengthening their decentralized frameworks (provincial offices) and put in place administrative arrangements, physical and IT infrastructure incl. alignment of VEO/CRIM/DLA resources etc.	1.3.1	Decentralization of Services Office Space Upgrade	1	1												
			1.3.2	Procurement of necessary equipment to sustain CRIM and VEO's modernization (IT equipment, polling booths, ballot boxes)														
Quarterly Target: See tab M&E Plan	1.4	Support digital transformation and National ID / e-ID enhancement as a tool to strengthen resilience and help the Government respond better to pandemics/natural disasters, including legal identity issues, voting rights, and strategy for interoperability of governments and development partners in harmonisation in use of unique IDs.	1.4.1	Technical assistance	1	1												
Annual Target: See tab M&E Plan	1.5	Support digitization and training efforts of EC/VEO and CRIM for increased data accuracy.	1.5.1	Technical assistance														
	1.6	Sustain the modernization and upgrading of the VEO with procurement support to the new voter identification model based on unique ID, incl. scanners/tablets for all polling stations, and additional ballot boxes/voting booths.	1.6.1	Assist VEO and CRIM in continuation of modernization of their processes														
	1.7	Development and roll-out of cascade training, training of trainers (ToT) on identification, biometrics, electoral processes, based on new legislation	1.7.1	Capacity building through workshops and trainings														

EXPECTED OUTPUTS	Activity	Sub-activity	Timeframe				Responsible Party [Name and code]	Fund Code	Planned Budget					Quarterly delivery targets				Cash transfer modality	
			Q1	Q2	Q3	Q4			Donor	Budget Code	Budget Description	Quantity	Total Amount (USD) [unit cost * quantity]	Q1	Q2	Q3	Q4		
	<a href="#">1.8</a> Assist the EC/VEO and CRIM Dept in mainstreaming gender-sensitive policies and procedures, and ensure gender-sensitivity in all outreach activities in the electoral process, and registration processes. Support the increased participation of women in political processes.	1.1.8 Technical assistance					UNDP 001981	30000	MFAT	71205	International consultant	2							
	<a href="#">1.9</a> Support VEO and CRIM in the identification and registration of People with Disabilities (PWD). Develop a PWD Action Plan for increased access and participation.	1.1.9 Capacity building through workshops and trainings					UNDP 001981	30000	MFAT	75705	Workshops	2	\$ 30,000	\$ 15,000	\$ 15,000				
	<a href="#">1.1</a> Effective technical advisory services and project implementation	1.1.10 Technical assistance					UNDP 001981	30000	MFAT		VEEP Team Salaries	4	\$ 60,000	\$ 30,000	\$ 30,000				
	<a href="#">1.11</a> Direct Project Costs	1.1.1 Direct Project Cost					UNDP 001981	30000	MFAT	74500	Direct Project Cost		\$ 12,500						
		<b>Sub-Total for Output 1</b>												<b>\$ 370,000</b>	<b>\$ 212,500</b>	<b>\$ 140,000</b>	<b>0</b>	<b>0</b>	
<b>Output 2: Integrity and Accuracy of the Voter Register Enhanced</b>	<a href="#">2.1</a> Support the transition to the new 'voter registration and identification model' based on national ID, and capacity building support in ICT related infrastructure to ensure its sustainability and cost-effectiveness, as well as improve technical resources, systems sustainability and stimulating local ownership.	2.1.1 Technical assistance					UNDP 001981	30000	MFAT		International consultant								
<b>Indicator: See tab M&amp;E Plan</b>	<a href="#">2.2</a> Support implementation of strategy and operations to establish the National Voter Register from the Central Civil Register based on unique National ID and village location	2.2.1 Vanuatu Geo-Data Location Registry completion					MOIA	30000	MFAT	71205 75705	LOA with MOIA	2	\$ 45,000	\$ 25,000	\$ 20,000				
<b>Baseline: See tab M&amp;E Plan</b>	<a href="#">2.3</a> Provide coordination and training support to the CRIM data center for the data cleaning and validation of joint civil & voter data. Support the migration of cleaned/verified data to the new foundational identity system (RV5).	2.3.1 Capacity building through workshops and trainings					UNDP 001981	30000	MFAT		Procurement,		\$ 15,000	\$ 10,000	\$ 5,000				
		2.3.2 Procurement of necessary equipment to sustain CRIM and VEO's modernization					UNDP 001981	30000	MFAT	71205	Trainings, workshops, events	1	\$ 20,000	\$ 20,000				LOA with MOIA	
<b>Quarterly Target: See tab M&amp;E Plan</b>	<a href="#">2.4</a> Support the development of a mobile service application for voter identification/verification based on the National ID Number.	2.4.1 Technical assistance					UNDP 001981	30000	MFAT	71205	International Consultants	1	\$ 30,000	\$ 15,000	\$ 15,000				
<b>Annual Target: See tab M&amp;E Plan</b>	<a href="#">2.5</a> Provide technical support to the CRIM processes, systems and databases, revise the identity management system to establish accuracy between the existent citizen information and the quality of related services. Continuous enhancement of the newly developed Integrated Identity Management System database (RV5). Continous Application Platform Interfaces with other data systems and interoperability	2.5.1 Capacity building through workshops and trainings					UNDP 001981	30000	MFAT	75705	Training, Workshops and Conferences	2	\$ 30,000	\$ 20,000	\$ 10,000				
	<a href="#">2.6</a> Finetune and evolve the biometrics system as biometric data collection begins to increase accuracy and de-duplication	2.6.1 Technical assistance					UNDP 001981	30000	MFAT	71205	International Consultants	2	\$ 30,000	\$ 15,000	\$ 15,000				
	<a href="#">2.7</a> Create/develop an e-ID application as a soft mechanism to identify people and access government services online (VanKonnekt)	2.7.1 Technical assistance					UNDP 001981	30000	MFAT	71205	International Consultants	2	\$ 10,000	\$ 10,000					
	<a href="#">2.8</a> Create/develop e-voting features to increase voter turnout and reduce costs related to OCV and proxy voting	2.8.1 Technical assistance					UNDP 001981	30000	MFAT	71205	International Consultants	2	\$ 30,000	\$ 10,000	\$ 10,000				
	<a href="#">2.9</a> Create/develop an Electoral Results Management System (ERMS) for quicker, higher quality and more cost effective results management during elections.	2.9.1 Technical assistance					UNDP 001981	30000	MFAT	71205	International Consultants	2	\$ 20,000	\$ 10,000	\$ 10,000				

EXPECTED OUTPUTS	Activity	Sub-activity <i>Not to be included in Quantum</i>	Timeframe				Responsible Party [Name and code]	Fund Code	Planned Budget					Quarterly delivery targets				Cash transfer modality	
			Q1	Q2	Q3	Q4			Donor	Budget Code	Budget Description	Quantity	Total Amount (USD) [unit cost * quantity]	Q1	Q2	Q3	Q4		
	<a href="#">2.1</a> Support VEO in undertaking country-wide voter list inspection period to update voters lists and village address accuracy	<a href="#">2.10.1</a>					UNDP 001981	30000	MFAT		Workshops, materials, events International Consultants	2	\$ 25,500	\$ 20,000	\$ 7,500				
	<a href="#">2.11</a> Increase automatic linkages between the voter register/population register systems, and other government or private sector systems to increase data accuracy and timely updates	<a href="#">2.11.1</a>					UNDP 001981	30000	MFAT	75705/	International Consultants	2							
	<a href="#">2.12</a> Effective technical advisory services and project implementation	<a href="#">2.12.1</a>					UNDP 001981	30000	MFAT	71205	VEEP team salaries	4	\$ 60,000	\$ 30,000	\$ 30,000				
	<a href="#">2.13</a> Direct Project Costs	<a href="#">2.13.1</a>					UNDP 001981	30000	MFAT	74500	Direct Project Cost		\$ 12,500						

EXPECTED OUTPUTS	Activity	Sub-activity	Timeframe				Responsible Party [Name and code]	Fund Code	Planned Budget					Quarterly delivery targets				Cash transfer modality
			Q1	Q2	Q3	Q4			Donor	Budget Code	Budget Description	Quantity	Total Amount (USD) [unit cost * quantity]	Q1	Q2	Q3	Q4	
														Not to be included in Quantum				
		<b>Sub-Total for Output 2</b>											<b>378,000</b>	<b>235,000</b>	<b>122,500</b>	<b>0</b>	<b>0</b>	
<b>Output 3: Ability to Conduct Voter Education and Raise Public Awareness strengthened</b>	<b>3.1</b>	Continuously support maintenance of the VEO and CRIM websites as online archives, and key points of updated information, and actively use of VEO and CRIM Facebook pages as an inclusion strategy.	<b>3.1.1</b>				UNDP 001981	30000	MFAT	75705	Training, Workshops and Confer International Consultants	2	\$ 35,000	\$ 20,000	\$ 15,000			
<b>Indicator: See tab M&amp;E Plan</b>	<b>3.2</b>	Continue to support the functioning of the established Voter Awareness Committee as a mechanism to coordinate all stakeholders and manage clear messages/use as sounding board for key messages	<b>3.2.1</b>				UNDP 001981	30000	MFAT	75705	Training, Workshops and Confer International Consultants	2	\$ 30,000	\$ 20,000	\$ 10,000			
<b>Baseline: See tab M&amp;E Plan</b>	<b>3.3</b>	Support targeted Voter Information and Civic Awareness campaigns (media, material etc) on National ID & E-ID registration, Municipal Elections, Provincial Elections, By-Elections, possible Referendum and related messaging.	<b>3.3.1</b>				MOIA	30000	MFAT	74205 (audio visual) 74210 Printing Publications	LOA with MOIA		\$ 20,000	\$ 20,000				
<b>Quarterly Target: See tab M&amp;E Plan</b>	<b>3.4</b>	Support the printing and publication of Civic and Voter Education Materials (teacher manual, student handbook, textbook) and distribution through MoET/CDU to provinces, Support rollout of civic education across the schools of Vanuatu (teacher training etc)	<b>3.4.1</b>				UNDP 001981	30000	MFAT	75705	Procurement (services and goods)	2	\$ 35,000	\$ 35,000				
<b>Annual Target: See tab M&amp;E Plan</b>	<b>3.5</b>	Support implementation of the gender & inclusion strategy "Leftemap Fuija - Hear our Voices", candidate/campaign training of potential women candidates and youth trainings on democratic processes	<b>3.5.1</b>				MOIA	30000	MFAT	75705	LOA with MOIA	2	\$ 35,000	\$ 35,000				
	<b>3.6</b>	Support the dialogue between MPs and their constituents (MP Face to Face TokTok Stret/with Parliament) for increased accountability	<b>3.6.1</b>				UNDP 001981	30000	MFAT	75705	Procurement (services and goods)	2	\$ 20,000	\$ 20,000				
	<b>3.7</b>	Support the VEO and CRIM in further deepening of partnerships and knowledge exchanges between various local, regional and international stakeholders and the electoral and legal identity authorities, including focus on inclusion of women through grassroots outreach and activities.	<b>3.7.1</b>				UNDP 001981	30000	MFAT	75705	Training, Workshops and Confernces	2	\$ 35,000	\$ 20,000	\$ 15,000			
	<b>3.8</b>	Support youth organizations on structures, functioning and electoral processes, incl gender equality, in collaboration with PPEI, SLIP, Parliament 'Provincial Open Democracy Days'	<b>3.8.1</b>				UNDP 001981	30000	MFAT	75705	Trainings, workshops, events	1	\$ 10,000	\$ 10,000				
			<b>3.8.2</b>				MOIA	30000	MFAT	75705	LOA with MOIA	1	\$ 10,000	\$ 10,000				LOA with MOIA
	<b>3.9</b>	Effective technical advisory services and project implementation	<b>3.9.1</b>				UNDP 001981	30000	MFAT		VEEP team salaries	4	\$ 80,000	\$ 40,000	\$ 40,000			
	<b>3.1</b>	<b>Direct Project Costs</b>	<b>3.10.1</b>				UNDP 001981	30000	MFAT	74500	Direct Project Cost		\$ 12,500					
		<b>Sub-Total for Output 3</b>											<b>322,500</b>	<b>230,000</b>	<b>80,000</b>	<b>0</b>	<b>0</b>	
<b>Output 4: Legal Electoral Framework Improved and Capacity Building on Electoral Reform to Key Stakeholders provided</b>	<b>4.1</b>	Develop legislative option papers/concept notes and provide technical advice as inputs to legal reforms.	<b>4.1.1</b>				UNDP 001981	30000	MFAT	71205	International Consultants	1	\$ 10,000	\$ 10,000				
<b>Indicator: See tab M&amp;E Plan</b>	<b>4.2</b>	Provide support to the implementation of electoral reforms (Single Harmonised Electoral Act). Provide support to implementation of civil registration and identity management reform.	<b>4.2.1</b>				UNDP 001981	30000	MFAT	71205	Procurement	1	\$ 25,000	\$ 20,000				
<b>Baseline: See tab M&amp;E Plan</b>	<b>4.3</b>	Provide support to consultations regarding the impact of legal framework changes	<b>4.3.1</b>				UNDP 001981	30000	MFAT	71205	International Consultants	1	\$ 20,000	\$ 15,000	\$ 5,000			
<b>Quarterly Target: See tab M&amp;E Plan</b>	<b>4.4</b>	Support the operationalizing of the positive outcome of electoral reform - review of all regulations, procedures, operational manuals, forms etc. - and provide expert advisory	<b>4.4.1</b>				UNDP 001981	30000	MFAT	71205	International Consultants, Training and workshops	1	\$ 30,000	\$ 20,000	\$ 10,000			



EXPECTED OUTPUTS	Activity	Sub-activity	Timeframe	Responsible Party [Name and code]	Fund Code	Planned Budget				Quarterly delivery targets				Cash transfer modality	
						Donor	Budget Code	Budget Description	Quantity	Total Amount (USD) [unit cost * quantity]	Q1	Q2	Q3		Q4
Annual Target: See tab M&E Plan	4.5	Support the operationalizing of the positive outcome of the political reform process for political parties. Development of procedures and forms. Establishment of the Office of the Political Party Registrar/coordinator embedded in the independent EC structure.	4.5.1	UNDP 001981	30000	MFAT	71205	International Consultants	1						
		Technical Assistance								\$ 20,000	\$ 10,000	\$ 10,000			
	4.6	Support political parties and MPs to effectively participate and understand political and electoral reform processes. Support political parties to understand and adhere to the legal framework, in collaboration with PPEI, SLIP	4.6.1	UNDP 001981	30000	MFAT	75705	Trainings, workshops, events	2						
		Capacity building and technical assistance								\$ 32,000	\$ 20,000	\$ 12,000			
	4.7	Development of a Political Party Database	4.7.1	UNDP 001981	30000	MFAT	71205	International Consultants	1						
		Technical Assistance								\$ 20,000	\$ 10,000	\$ 10,000			
	4.8	Support development and implementation of data protection, data privacy/data security policy and related legislation.		UNDP 001981	30000	MFAT	71205	International Consultants							
		Technical assistance								\$ 10,000	\$ 5,000	\$ 5,000			
	4.9	Effective technical advisory services and project implementation	4.9.1	UNDP 001981	30000	MFAT		VEEP team salaries	1						
		Technical Assistance								\$ 76,060	\$ 38,030	\$ 38,030			
	4.1	Project Monitoring, evaluation, communication and visibility		UNDP 001981	30000	MFAT	71205	International Consultants							
										\$ 25,000					
	4.11	Direct Project Costs	4.11.1	UNDP 001981	30000	MFAT	74500	Direct Project Cost							
		Sub-Total for Output 4								\$ 280,560	\$ 148,030	\$ 90,030	\$ 0	\$ 0	
		Sub total activities								\$ 1,351,060	\$ 825,530	\$ 432,530	\$ 0	\$ 0	
		GMS (8%)								\$ 108,085					
<b>Total of Budget:</b>										1,459,145					

**Total Budget by Output**

Output		
Output-1	217,500	207,500
Output-2	210,000	160,000
Output-3	195,000	105,000
Output-4	148,030	108,030
Total:	770,530	580,530


**Total Budget by Fund & Donors**

DONORS:	1,351,060
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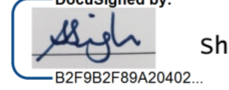
**Total by Implementing Agency**


Total Programmable Budget	1,459,145
Implementing Agency	
UNDP DCOS :	
NIM DP :	
NIM :	
Total Project Budget:	

DocuSigned by:  
  
 Annette Gerhardt  
 Project Manager  
 Signature and Date

DS  
  
 Bui Phuong Tra

DocuSigned by:  
  
 Rustam Pulatov

DocuSigned by:  
  
 Shobna Singh

DocuSigned by:  
  
 Merewalesi Laveti

DocuSigned by:  
  
 Hemesrach workie  
 Deputy Resident Representative  
 Title, Signature & Date

This Annual Work Plan (AWP) is based on Results Management Guidelines (RMG) of UNDP. Once signed by UNDP and the Implementing Partner, the plan authorizes the responsible parties and project management to manage available resources and achieve set results.

- Notes:
- GMS
  - DPC
  - Evaluation
  - Audit
  - Security Costs
  - Communications cost

\* UNDP RR Signs for DIM projects, only once. For NIM or NGO Implementation: Gov or NGO + RR sign

**Monitoring & Evaluation Plan**

<b>Project Title</b>	Vanuatu Electoral Environment Project (VEEP)
<b>Country</b>	Vanuatu
<b>Duration [end date]</b>	1 January 2021-30 June 2024
<b>Quantum Project ID</b>	123236
<b>CPD Outcome/Output</b>	CPD Output 3.1: Increased voice and more inclusive participation by women youth and marginalized groups in national and subnational decision-making bodies that are more representative.
<b>UNSDCF Output</b>	Outcome 5: Governance and Community Engagement - By 2022, people and communities in the Pacific will contribute to and benefit from inclusive, informed and transparent decision-making processes; accountable and responsive institutions; and improved access to justice. Outcome 2: Gender Equality: By 2022, gender equality is advanced in the Pacific, where more women and girls are empowered and enjoy equal opportunities and treatment in social, economic and political spheres, contribute to and benefit from national development and live a life free from violence and discrimination.
<b>Strategic Plan (SP) Output</b>	UNDP Strategic Plan 2022-2025: The Project responds to Signature Solution 2 to strengthen effective, inclusive and accountable governance; and Signature Solution 6 to strengthen gender equality and the empowerment of women and girls however applies a combination of Signature Solutions for greater impact incl. Signature Solution 1 Poverty & Inequality, and Signature Solution 3 Resilience The Project also falls directly under the sub-regional programme document for the Pacific Island Countries and Territories (SRPD) (2018-2022)
<b>SDG Target</b>	SDG 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 Target 16.6: Develop effective, accountable and transparent institutions at all levels. Target 16.7: Ensure responsive, inclusive, participatory, and representative decision-making at all levels. Target 16.9: By 2030, provide legal identity for all, including birth registration. Target 16.10: Ensure public access to information and protect fundamental freedoms, in accordance with national legislation and international agreements. SDG 5: Achieve gender equality and empower all women and girls

**Monitoring**

Component/Outcome:											
Project Output Indicators	Data Source	Baseline (M/Y)	Target (2024)	Q1 target	Q2 target	EOP <sup>1</sup> Target (June 2024)	Progress Against Target (M/Y)	Frequency	Data Collection Methods (M&E Activities)	Resources (M&E Cost)	Assumptions and Risks
<b>Output 1. Institutional Capacities of the Electoral Authorities Strengthened</b>											
1.1 Number of provincial electoral and civil registration offices with recruited and trained staff, sufficient physical and technical infrastructure to accommodate their mandate	VEO/CRIM Staff lists for provinces, Approved restructure documents, New Project Plan (NPP) documents	0	NA			6	VEO and CRIM have a presence in all six provinces with all required services being provided to citizens close to their areas of residence. VEO has five Provincial Electoral Officers, one in each of five provinces, and one more in the process of recruitment. CRIM has six permanent Provincial Registrars and now also six Assistant Provincial Registrars.	Quarterly, Annual Reporting	Regular meetings with key stakeholders, travel to provinces	2,500	
1.2 Number of new increased and trained permanent staff at HQs and provincial offices, including joint training activities with the CRVS Department	Departmental Business Plans, CRIM Training Needs Assessment and Skills Gap Audit undertaken	5	18	18		54	Vanuatu Electoral Office has 12 staff including four women as permanent staff and Civil Registration and Identity Management Department has 18 staff members including eight females. Both departments are working on completing their new structures.	Quarterly, Annual Reporting	Regular meetings with key stakeholders		
1.3 Number of formalized EC internal regulations and VEO operational procedures drafted and endorsed.	Government documents and gazette	0 Regulations, 5 procedures	15 Regulations, 8 procedures			15 internal regulations, 8 operational procedures	EC regulations and 3 codes of conduct have been developed by the Electoral Commission with support from UNDP/VEEP in the form of orders, to substantially improve the practices involved in the preparation and conduct of the various phases of the electoral processes in Vanuatu. More regulations will be supported after the passage of the Single Harmonized Electoral Bill and Political Parties Bills by the parliament. Civil Registration and Identity Management (CRIM) Department also introduced a number of regulations following the passing of Acts related to National Identity Card and Civil Registration. A comprehensive set of Standard Operating Procedures was also developed and signed to govern the management of various aspects of the civil registration through RV5.	Quarterly, Annual Reporting	Regular meetings with key stakeholders		
1.4 The percentage of progress in codifying and digitizing institutional memory of EC/VEO systems and procedures, including congregating files to the Government Document Management System (Saperion);	Government documents and gazette	5%	20%			100%	This activity is on standby. However, additional Data Validation Officers (DVOs) could be utilized for this activity when/if no operational pressure of elections is on/priorities allow. Unexpected, unbudgeted By-Elections create unexpected budget and delivery issues causing some activities to be deferred due to competing priorities.	Quarterly, Annual Reporting	Regular meetings with key stakeholders		

1.5 No of electoral administrative processes where gender is mainstreamed, and gender-disaggregated	New legislations, government documents	0	2		8	All electoral laws have been amended to be gender sensitive; All Job Descriptions have been amended to be gender-neutral; Furthermore, VEEP supported the development of an EC/VEO PWD Action Plan to raise awareness of issues faced in electoral inclusion for People with Disabilities. New CRIM legislation for Civil Registration and Identity Management, and National ID Acts approved November 2021 in Parliament, gazetted Feb 2022 are gender-sensitive. The Electoral Commission and Vanuatu Electoral Office (VEO) have endorsed a VEEP-supported Gender and Inclusion Policy "Leftemap Fuija", which is Vanuatu's first ever culturally nuanced approach to gender and inclusion in the electoral processes.	Quarterly, Annual Reporting	Regular meetings with key stakeholders		
<b>Output 2: Integrity and Accuracy of the Voter Register Enhanced</b>										
2.1: Proportion of eligible voters who are registered to vote, disaggregated by sex, age, and location – to be done every year	CRIM Data, Data reports from the voter register (GRVS) and civil register (RV4).	265000	100%		100%	The ongoing verification and validation project following the national joint CVRS registration campaign begun in 2019 has been extended to be a "de facto" registration process, with the entire population being registered.	Quarterly, Annual Reporting	Regular meetings with key stakeholders, travel to provinces	2,500	
2.2: Number of voters issued with national ID card disaggregated by gender (replacing the electoral cards)	CRIM/VEO Data, Data reports from the voter register (GRVS) and civil register (RV4).	130000	190000		200000	By the end of 2022, over 300,000 Ni-Vanuatu citizens were issued with National ID cards. This makes up over 90% Ni-Vanuatu population having National ID cards. Female: 149,285, Male: 152,685	Quarterly, Annual Reporting	Regular meetings with key stakeholders		
2.3 Percentage of merge of databases/transition to new voter registration model.	CRIM/VEO Data, Data reports from the voter register (GRVS) and civil register (RV4).	0%	100%		100%	The new civil registration system, RV5, will have voter registration and voter management features, in addition to being an integrated interoperable identity management system. The software and system has been fully developed, with full documentation and SOPs, and will be deployed on Vanuatu servers will full data migration from RV4 in October 2023.	Quarterly, Annual Reporting	Regular meetings with key stakeholders		
2.4 Expected number of duplicated and deceased citizens removed from the Civil and Voter registries.	CRIM/VEO Data, Data reports from the voter register (GRVS) and civil register (RV4).	20000	5000		40000	UNDP/VEEP has supported a comprehensive data cleaning exercise through an operational data center with data validation officers, which has resulted in the cleaning of the civil registration data. The issuance of National ID cards to citizens is now based on clean and complete data, following new validation processes and criteria. The new RV5 system supported by the UNDP/VEEP will have a systematic arrangement to avoid the majority of duplications in the future. Provided target awareness in Emau, Malekula, and Tanna on the part every citizen must play to ensure that deceased people are removed from the Civil Registration System and thus the Electoral lists.	Quarterly, Annual Reporting	Regular meetings with key stakeholders, travel to provinces		
2.5 New components developed and updated for Civil and Voter registration systems.	CRIM/VEO Data, Data reports from the voter register (GRVS) and civil register (RV4).	NA	20%		100%	The new CRIM central civil register, RV5, is a foundational system with provisions to meet multiple requirements of whole of government's digital transformation needs. The system provides for the management of all aspects of citizens' legal identity as well needs of other government departments, including the VEOs voter management requirements.	Quarterly, Annual Reporting	Regular meetings with key stakeholders, travel to provinces		
<b>Output 3: Ability to Conduct Voter Education and Raise Public Awareness strengthened</b>										

<p>3.1: Number of new partnerships with civil society developed (Women, PWDs, churches), as well as regional bodies, and national and international stakeholders.</p>	<p>VEO Annual Reports, Annual Plans</p>	<p>0</p>	<p>3</p>			<p>9</p>	<p>With the support of UNDP/VEEP, the VEO has established partnerships with over 10 civil society, government, and media organizations. These organizations are represented in the Voter Awareness Committee. VEO Facebook now has more than 7,000 followers of whom 45% are women and 54% are men in Port Vila, Luganville, Australia; Fiji; NZ; New Caledonia, and Solomon Islands, PNG - biggest audience group is 25-34 years; VEEP supported Awareness Posters, booklets, and Brochures being reprinted and disseminated.</p>	<p>Quarterly, Annual Reporting</p>	<p>Regular meetings with key stakeholders, travel to provinces</p>	<p>2,500</p>	
<p>3.2 Percentage of matrix on gender tracking in elections developed, including gender-disaggregated data on all aspects of the electoral administration - done on an annual basis.</p>	<p>Official Electoral Data</p>	<p>25%</p>	<p>100%</p>			<p>100%</p>	<p>VEO with the support of CRIM has started collecting gender-disaggregated data on all aspects of elections. Improved gender-disaggregated data collection was practiced for the 2022 snap elections. The practice of collecting gender-disaggregated data will be further improved with the full rollout of RV5 and its electoral management features.</p>	<p>Quarterly, Annual Reporting</p>	<p>Regular meetings with key stakeholders</p>		
<p>3.3 Percentage of matrix on gender tracking in Civil registry developed, including gender-disaggregated data – done on an annual basis.</p>	<p>Official Electoral Data</p>	<p>0</p>	<p>100%</p>			<p>100%</p>	<p>Gender tracking in Civil Registry data, including gender-disaggregated data has been developed and integrated into the new civil register, RV5.</p>	<p>Quarterly, Annual Reporting</p>	<p>Regular meetings with key stakeholders</p>		
<p>3.4 Assessment of civic understanding and access to information implemented.</p>	<p>Secondary Data</p>	<p>0</p>				<p>1</p>	<p>UNDP/VEEP produced a detailed analysis and statistics of civil registry processes including birth certificate and national ID coverage; electoral participation, and; access to information and news. The analysis report produced recommendations used for VEEP II's supported awareness campaigns for improved reach and strengthened engagement in elections.</p>	<p>Quarterly, Annual Reporting</p>	<p>Regular meetings with key stakeholders, travel to provinces</p>		
<p><b>Output 4: Legal Electoral Framework Improved and Capacity Building on Electoral Reform to Key Stakeholders provided</b></p>											
<p>4.1 Number of viable and practical reform proposals developed</p>	<p>Official Electoral Data</p>	<p>0</p>				<p>8</p>	<p>UNDP/VEEP has supported the drafting of six substantive bills to introduce electoral and civil registration reforms. Additional amendments have been drafted to provide more effectiveness to the bills. Following bills and amendments have been passed and gazetted, while others are still in the process. Three EC regulations and the code of conduct were drafted, vetted, approved, signed, and recorded in the official Government Gazette, along with General Election Order No. 127 of 2021, Municipal Government Council Election Regulations Order No. 128 of 2021, and Provincial Government Council Election Regulations Order no. 129 of 2021; National ID Card Act. # 27 (2021), Civil Registration and Identity Management Act #28 (2021), An amendment to the Representation of Peoples Act has mandated the VEO to use National ID cards as the only source of voter registration and identification. Another amendment was passed in the National ID Card Act. This amendment legitimized the use of electronic forms of National ID for citizens' identification. This amendment has paved the way for advancing the journey of digital transformation of Vanuatu's civil registration.</p>	<p>Quarterly, Annual Reporting</p>	<p>Regular meetings with key stakeholders, travel to provinces</p>	<p>2,500</p>	

<p>4.2 Number of electoral staff (gender disaggregated) trained on new reform measures</p>	<p>VEO and CRIM reports</p>	<p>10</p>	<p>40</p>			<p>40</p>	<p>All VEO &amp; CRIM staff trained on the laws passed in Parliament. For the comprehensive pending bills, it will be 2023 -2024 activity if/when Bills are passed</p>	<p>Quarterly, Annual Reporting</p>	<p>Regular meetings with key stakeholders</p>		
<p>4.3 Number of key stakeholders trained on new reform measures</p>	<p>Project Reports, VEO Reports</p>	<p>5</p>	<p>5</p>			<p>70</p>	<p>All VEO &amp; CRIM staff trained on the laws passed in Parliament. For the comprehensive pending bills, it will be 2023 -2024 activity if/when Bills are passed.</p>	<p>Quarterly, Annual Reporting</p>	<p>Regular meetings with key stakeholders, travel to provinces</p>		
<p>4.4 Electoral Gender mainstreaming action plan for the project developed and monitored</p>	<p>Project Reports, VEO Reports</p>	<p>0</p>	<p>5</p>			<p>70</p>	<p>'Leftemap Fuji'a' Gender and Inclusion Strategy, anchored into culturally nuanced approach, provides a way forward to Electoral Commission and Vanuatu Electoral Office to enhance gender and inclusion aspects of the electoral and political participation. Based on a 9 C's approach, the strategy takes into account various important features of Vanuatu (and Melanesian) culture and custom to effectively engage with culture, custom, chiefs, churches, communities and other stakeholders. It uses the "Nasara" tool to engage with all important voices for coordination and consultation. People With Disability (PWD) Action Plan developed that includes polling and electoral staff sensitization training and website information, with intentions to improve physical accessibility issues to polling booths (ramps, PWD-friendly transport).</p>	<p>Quarterly, Annual Reporting</p>	<p>Regular meetings with key stakeholders, travel to provinces</p>		

#	Event	Cause	Impact(s)	Risk Category and Sub-category <i>(including Risk Appetite)</i>
1	<b>The government coalition remains fragile, running the risk of no confidence motions</b>	Vanuatu's political parties and parliamentary system is not well established. There are no restrictions on party swapping which is used as a tool for political negotiations and short term gains.	Frequent and unplanned, under resourced elections. Policy reform process is disrupted frequently. Delay in implementation of the project activities as per plan	<b>Political/Political Instability</b>

2	<b>The Government IT infrastructure faces the risk of hacking and collapse, New RV5 system goes wrong, eroding public trust in the services including in voter register</b>	<p>The Government's IT infrastructure lacks cyber security arrangements, lack of understanding for secure IT infrastructure</p> <p>Government with the support of UNDP has introduced a new foundational civil registration system, it introduces various new features of providing e-services to citizens. There can be incidents of data security or mismanagement of data which could be linked to the VEEP project</p>	<p>Key government functions become dysfunctional, data and financial losses incurred</p> <p>If the risk materialises, it could cause an erosion of public trust and bring reputational risk for UNDP and/or New Zealand as the development partner</p>	<b>Reputational/Operational/Political</b>

3	<b>Important positions in key institutions (VEO/CRIM) are vacant</b>	Lack of qualified human resource in the country and delay in recruitment and implementation of full structures.. Regional seasonal work schemes are causing “brain drain”. Short term nature of government contracts result in lack of interest in key positions.	Key stakeholders’ absorptive capacity to implement reforms is impacted, resulting in slow progress	<b>Operational/Leadership and Management</b>



4	<b>Frequent recurrence of natural disasters</b>	Vanuatu is one of the top countries on the list of climate vulnerable countries	Natural disasters and pandemics including COVID-19 in Vanuatu change stakeholder priorities and ability to implement and participate in activities under the project.	<b>Environmental/Health and Safety</b>

5	<b>Financial resources are not sufficient to meet emerging requirements</b>	Political and operational context requires frequent readjustment of priorities	Important opportunities to influence the policy and capacity are missed due to lack of resources	<b>Financial/Budget availability and cash flow</b>

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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
<p>Likelihood:</p> <p><b>moderately likely</b></p> <p>Impact:</p> <p><b>intermediate</b></p> <p>Risk level:</p>	<p>From:</p> <p>1-Jan-21</p> <p>To:</p> <p>30-Jun-24</p>	<p>Anne-Sofie Gerhard</p>	<p>Risk Treatment 1.1: The risk is treated through programmatic interventions of VEEP project. The project is supporting the Ministry of Internal Affairs, electoral and civil registration authorities in institutional strengthening, improved legislative and operational framework to carry out their mandates in a sustainable, well planned and anticipatory way.</p> <p>Risk Treatment Owner: ... Anne-Sofie Gerhard</p> <hr/> <p>Risk Treatment 1.2: Regular monitoring of electoral and political situation of the country through media, stakeholder engagement and consultations</p>

<p><b>substantial</b></p>			<p>Risk Treatment Owner: Anne-Sofie Gerhard</p>
<p>Likelihood:</p> <p><b>moderately likely</b></p> <p>Impact:</p> <p><b>intermediate</b></p>	<p>From:</p> <p>1-Jan-21</p> <p>To:</p> <p>30-Jun-24</p>	<p>Anne-Sofie Gerhard</p>	<p>Risk Treatment 1.3: Supporting structural changes within the relevant institutions to build in sustainability of key achievements</p> <p>Risk Treatment Owner: Anne-Sofie Gerhard</p> <p>Risk Treatment 2.1: VEEP provides technical advice as requested by OGCIO and contributes to drafting of the Concept Notes for improved Cyber Security Systems</p> <p>Risk Treatment Owner: Anne-Sofie Gerhard</p>

<p>Risk level:</p> <p><b>substantial</b></p>			<p>Risk Treatment 2.2: VEEP project is working closely with the CRIM, VEO and other stakeholders to support the policy, legislative, procedural and technical features of the digital transformation.</p> <p>Risk Treatment Owner: Anne-Sofie Gerhard</p>
<p>Likelihood:</p> <p><b>moderately likely</b></p> <p>Impact:</p> <p><b>intermediate</b></p> <p>Risk level:</p>	<p>From:</p> <p>1-Jan-21</p> <p>To:</p> <p>30-Jun-24</p>	<p>Anne-Sofie Gerhard</p>	<p>Risk Treatment 2.3: ...</p> <p>Risk Treatment Owner: ...</p> <p>Risk Treatment 3.1: VEO and CRIM are encouraged to complete recruitments according to restructured organogram.</p> <p>Risk Treatment Owner: Anne-Sofie Gerhard</p> <p>Risk Treatment 3.2: The programmatic interventions include mentorship and peer learning approach to</p>

<b>moderate</b>			Risk Treatment Owner: Anne-Sofie Gerhard
			Risk Treatment 3.3: ...
			Risk Treatment Owner: ...
Likelihood:	From:	Anne-Sofie Gerhard	Risk Treatment 4.1: As part of the Sector Strategy, UNDP Office Fiji and New York have supported Anticipatory Planning training to assist VEEP’s sector partners in mitigating risks This will be a valuable, sustainable strategy for risks to the sector. UNDP is also supporting Vanuatu Electoral Office in participating in a study on preparedness of elector lmanagement bodies against climate change
<b>highly likely</b>	1-Jan-21		Risk Treatment Owner: Anne-Sofie Gerhard
Impact: <b>extensive</b>	To: 30-Jun-24		

Risk level:     <b>substantial</b>			Risk Treatment 4.2: Ensure flexible schedule for activity implementation to minimise potential impact on outputs and ensure sequenced and timely implementation of project activities, with adjustments made where necessary.  Risk Treatment Owner: Anne-Sofie Gerhard
Likelihood:     <b>moderately likely</b>  Impact: <b>intermediate</b>	From:  Anne-Sofie Gerhard		Risk Treatment 4.3: Be prepared to support national efforts to mitigate climate effects specially through provision of updated and reliable data on citizens  Risk Treatment Owner: Anne-Sofie Gerhard
	From:  1-Jan-21 To: 30-Jun-24		Risk Treatment 5.1: Flexible financial management is adapted to readjust the programming priorities to respond to emerging needs of the institutions.  Risk Treatment Owner: Anne-Sofie Gerhard



<p>Risk level:</p>                 <b>moderate</b>			<p>Risk Treatment 5.2: Donor is kept informed of emerging and changing priorities</p>     <p>Risk Treatment Owner: Anne-Sofie Gerhard</p>
			<p>Risk Treatment 5.3: Project governance structure/Board is used for key decision making</p>     <p>Risk Treatment Owner: Anne-Sofie Gerhard</p>

### Field Moni

January - De

Project Name: Vanuatu El

Country

DATE (Month/Year)	LOCATION (Country)	MISSION MEMBERS (Name / Designation)	PURPOSE
Feb-24	Port Vila	Project Board	Strategic Oversight and decision making
January-June 2024	Port Vila	Chief Technical Advisor and Electoral Analyst	Progress monitoring on electoral reforms, Identification of any issues to be addressed
January-June 2024	Port Vila and Provinces	Chief Technical Advisor and Civil Registration Procedures Expert	Monitor progress on extracting the voters list from the new RV5 based system and its inspection periods
January-June 2024	Port Vila and Provinces	Chief Technical Advisor and Civil Registration Procedures Expert	Monitor operationalization of new civil registration system RV5  Backstopping for any recurrent issues as the new identity management system rolls out

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-related field visits include but are not limited to: **progress monitoring, results/data verification, data quality check, surv**

**Describe a methodology briefly**, if the purpose of field visit is progress monitoring or results/data verification, or data quality c

## Monitoring Plan

December 2024

### Electoral Environment Project

Location: Vanuatu

#### METHODOLOGY

Face to Face Interaction with online participation of those who cant attend in person.

Face to face interaction and discussion with key stakeholders (Vanuatu Electoral Office, Electoral Commission)

In person visits and meetings of the project locations

Regular meetings with key stakeholders (CRIM, VEO)

Regular check-in meetings with CRIM and VEO officials

Monitoring the work of Data Verification Officers

M&E.

Key preparation, field testing of survey instruments, enumerator's training, and data collection monitoring.

heck. 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









## UNDP Pacific HR Plan - 2024

Project/Cluster:

## 1. HR Plan for 2024 - positions to be recruited

Position	Position reflected in Annual work Plan Yes/No	Contract modality	Number of position(s)	Category/ Band	Contract Duration	Person Expected on board*	Budgeted Amount in USD
Finance and Admin Specialist	No	IPSA	1	10	6 months	01-Jan-24	

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 71400

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

Name	Position Title	Contract Modality	Level/Band	Contract end date (DD/MM/YYYY)	Planned extension
Anne-Sofie Gerhard	Chief Technical Advisor/Project Manager	FTA	P4 / 10	30-Apr-24	6/30/2026
Niaz Kandhir	Electoral Specialist	IPSA	10	14-May-24	6/30/2026
Olivier Kasso	Project Associate	NPSA	9	30-Jun-24	30/06/2026
Sofaia Waqavonovono	Project Assistant	NPSA	5	30-Jun-24	30/06/2024
	Finance & Admin Specialist (50%)	IPSA	10		6/30/2026

	Name/ Signature	Designation	Date
Prepared by			
Recommended by			
Certified by Team Leader			
Approved by OM/DRR			

<b>Position budgeted &amp; reflected in AWP Yes/No**</b>

<b>Project Title</b>	<b>Vanuatu Electoral Environment Project (VEEP) Phase II</b>
<b>Country</b>	<b>Vanuatu</b>
<b>Duration</b>	<b>01/01/2021 - 30/06/2024</b>
<b>Project ID</b>	<b>123236</b>

<u>Type of Assessment/Assurance</u>	IP's Name	List of Observations	Actions undertaken	Deadline
<b>Micro Assessment</b>	Ministry of Internal Affairs, Government of Vanuatu	<p>The IP should strengthen its internal controls system with respect to maintenance of documentation and records.</p> <p>The IP should be able to share the documents to demonstrate that the policy and the procedures are in place or start preparing and documenting the same in case they do not have the documents.</p> <p>The IP should develop work plans which also specifies budget for the planned activities for better monitoring of the activities in the work plan.</p> <p>The IP should identify the potential risk and the mechanism for mitigate the risks for smooth implementation of the programme activities.</p> <p>The IP should ensure that regular monitoring activities are carried out for the smooth implementation of the project.</p> <p>The monitoring activities should be properly documented through minutes of the meetings and on-site project visit report providing details of shortcomings identified and actions to be taken in the future to overcome the same.</p>	<p>Three comprehensive actions have been undertaken by the Ministry of Internal Affairs, following the Micro Assessment findings and recommendations. These actions have overarching impact for most of the HACT findings and recommendations.</p> <p>Following is the summary of two actions undertaken:</p> <p>1. Following approval by Cherol Ala Ianna, Director General of the Ministry of Internal Affairs based on a HRO Network Concept Note, a Human Resources Officer Training Network for nominated officers working within MoIA Departments and agencies was established to undertake human resources administration and management training. A HR Officer Survey was administered to provide an evidence based training program based on the skills gaps identified.</p> <p>The MoIA HRO Network will be coordinated through the HR Unit of the Corporate Services Unit with Acting HRM Clemency Bebe as the Network Coordinator. It is intended that the Network Group meets once a month for ½ day, with officers released from work to attend. Training Program developed (PowerPoints &amp; materials) could be provided to the Office of the Public Service's (OPSC) training wing the Vanuatu Institute of Public Administration &amp; Management (VIPAM) and other Ministries to improve sustainability.</p> <p>2. Following approval by Cherol Ala Ianna, Director General of the Ministry of Internal Affairs (MoIA) based on a FO Network Concept Note, a Finance Officer Training Network was established for nominated officers working within MoIA Departments and agencies to undertake finance administration and management training. A specially designed Finance Officer Survey was administered to MOIA officers responsible for financial administration (or with career path aspirations) to propose topics based on the skills gaps identified in the survey to create an evidence based training program.</p>	

HACT Assessment	<p>The IP should systematically collect, monitor and evaluate data on the achievement of project results. These should be properly documented in the form of a report.</p> <p>The IP should develop and maintain a system of proper segregation of duties to ensure all the tasks/activities are independently performed.</p> <p>The IP should prepare the comparison of actual and budgeted expenditure showing the variance/ difference and provide the explanation for any significant variance from the budgeted expenditure.</p> <p>Training should be provided to the MoIA finance to generate the reports from Smart Stream Software and provide explanations for the variations from budget.</p> <p>The IP should follow the practice of affixing paid stamp project code and account code on the invoices to avoid duplicate payments, and ensure expenditures are not claimed in more than one project and recorded under incorrect account codes.</p> <p>The IP should develop and maintain a system of internal audit for critical examination of the internal controls and processes being practiced within the IP.</p> <p>For the purpose, a well-qualified and experienced internal auditor should be appointed by the IP.</p> <p>The IP should strengthen its internal controls system with respect to maintenance of documentation and records.</p> <p>The IP should obtain insurance policy to safeguard all the assets and inventory from various uncertainties and risks.</p> <p>The IP should maintain computerized procurement system for better internal control over procurement activities ensuring adequate access controls and segregation of duties between entering purchase orders, approval and receipting of goods.</p> <p>The IP should prepare the procurement report to monitor the procurements undertaken.</p> <p>The IP should establish a structured procurement unit represented by qualified and experienced procurement staff who has knowledge of UN procurement procedures apart from the IPs procurement rules and regulations.</p> <p>The IP should keep a database of past suppliers and their performance for future reference to save time, energy, and cost in case of demand of similar service in the future.</p>	<p>The MoIA Finance Officer Training Network is coordinated through the HR Unit of the Corporate Services Unit with Pierro Willie, Finance Manager, Corporate Services Unit, MoIA as Chair and Acting Human Resources Manager Clemency Bebe as the Network Coordinator. Ms Bebe also runs the HR Network. It is intended that the Finance Officer Network and the HR Network Groups meet regularly for ½ day sessions, with officers released from work to attend. Training Program materials developed (PowerPoints &amp; exercises) are being provided to the Office of the Public Service's (OPSC) training wing the Vanuatu Institute of Public Administration &amp; Management) (VIPAM) and other Ministries to improve sustainability. As the identified skills gaps are ubiquitous across all Ministries, inquiry from other Ministries is increasing.</p> <p>For the Vanuatu Electoral Environment Project (VEEP), this approach directly addresses knowledge gaps and skills sets identified through the HACT (Harmonised Approach to Cash Transfers) audit.</p> <p>3. A budget cycle was developed by the Ministry of Internal Affairs with clearly defined timelines to prepare and report the budgets of the Ministry.</p>	Completed
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[\[1\] Micro Assessment, Audit, Spot Check \(year should be mentioned\)](#)

Please add more rows if needed.

**Communication Plan**

<b>Target audience</b>  <i>(ranked by importance; highlight if contacts already made)</i>	<b>Communication Activities &amp; Tools</b>  <i>(how best to reach your respective target audiences with the key messages?)</i>	<b>Timing</b>  <i>(when is the activity due or how often?)</i>	<b>Expected Result/Indicator of achievement</b>  <i>(for each tool chosen)</i>	<b>Resource requirements</b>  <i>(person/days required, budget implications (also consider outsourcing costs))</i>	<b>Responsible CO Unit/Person</b>  <i>(And supporting unit/persons if any)</i>
Donors, civil society, general public in Vanuatu	Infographics on achievements of VEEP	Apr-24	Increased awareness about VEEP main achievements	5,000	VEEP CTA/PM
Key Stakeholders - Government of Vanuatu, Donors, civil society, general public in Vanuatu	PWD video	Feb-24	Increased awareness about PWD access to voting / importance of citizens living with a Disability come forward to register their disability in RV5		VEEP CTA/PM
Key Stakeholders - Government of Vanuatu, Donors, civil society, general public in Vanuatu	Launch of RV5, CRIM Website, Citizens Portal VanKonekt, Electoral App VanElekta	Feb-24	Increased awareness about Digital Transformation and new citizen portal (e-services)	10,000	VEEP CTA/PM

Resource Mobilization Plan

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)
New Zealand Ministry of Foreign Affairs & Trade (NZ MFAT)	6 million NZD July 2024 - 2026	Vanuatu Electoral Environment Project (VEEP) Phase III	Evaluation Report VEEP II completed Nov/Dec 2023, NAM Desk Review Dec 2023, Formulation VEEP III Dec-Jan 2023-24, LPAC and ProDoc signing Feb-Mar 2024	UNDP MCO Pacific Office/Fiji (Rustam Pulatov) UNDP/VEEP (Anne-Sofie Gerhard)

**Gender Action Plan**  
 Project Name Vanuatu Electoral Environment Project (VEEP)  
 Country Vanuatu

Actions	Person/Unit Responsible	Timeline	Budget allocation		Proposed Indicator
			Budgeted amount	%	
Support implementation of the gender & inclusion strategy "Leftemap Fuija - Hear our Voices" Events	VEEP Team	Jan-May 2024	25,000		Number of sessions conducted for generating national dialogue on Gender Mainstreaming
Candidate/campaign training of potential women candidates and youth trainings on democratic processes, women candidate curriculum development	VEEP Team	Jan-May 2024	25,000		Number of women candidates trained through the modular training programme Number of curriculum modules developed
MPs Face to to Face - Tok Tok Stret - Support the dialogue between MPs and their constituents for increased accountability	VEEP Team	Jan-May 2024	20,000		Number of leaders and MPs participating in the Dialogue on advancing reform agenda including womens politial participation Number of citizens engaged in Dialogue through call-in and social media
			<b>Total Gender Budget</b>		<b>70,000</b>



<b>Project Title</b>	<b>Vanuatu Electoral Environment Project (VEEP) II</b>		
<b>Country</b>	Vanuatu		
<b>Duration</b>	1 January 2021 - 30 June 2024		
<b>Project ID (Quantum)</b>	123236		
<b>Donor's Name</b>	<b>Type of Report</b>	<b>Reporting Frequency</b>	<b>Reporting Deadline</b>
NZ MFAT	Quarterly Progress Report	Quarterly	15 days after the end of each quarter
NZ MFAT	Annual Report	Annually	31-Dec-23
NZ MFAT	End of Action Report	Project Closure	30-Sep-24

<b>Account</b>	<b>Description</b>
61105	Salaries - NO Staff
61160	Other Payroll Costs - NO Staff
61205	Salaries - GS Staff
61260	Other Payroll Costs - GS Staff
61305	Salaries - IP Staff
61310	Post Adjustment - IP Staff
61360	Other Payroll Costs - IP Staff
61399	Salaries - UN MPO International Staff
62105	Dependency Allowance - NO Staff
62110	Contributions to Joint Staff Pension - NO Staff
62115	Contributions to Medical, Social Insurances - NO Staff
62120	Hazard Duty Station Allowance - NO Staff
62140	Annual Leave Expense - NO Staff
62205	Dependency Allowance - GS Staff
62210	Contributions to Joint Staff Pension Fund - GS Staff
62215	Contributions to Medical, Social Insurances - Staff outside New York
62220	Language Allowance - GS Staff
62225	Hazard Duty Station Allowance - GS Staff
62240	Annual Leave Expense - GS Staff
62305	Dependency Allowance - IP Staff
62310	Contributions to Joint Staff Pension Fund - IP Staff
62315	Contributions to Medical, Social Insurances - Staff in New York
62320	Hardship and Non-Mobility Allowance - IP Staff
62325	Representation Allowance (exclude hospitality payment)
62330	Rental Supplement - IP Staff
62335	Hazard Duty Station Allowance - IP Staff
62340	Annual Leave Expense - IP Staff
63105	Compensatory Payments - NO Staff
63115	Reimbursement of Income Tax - NO Staff
63125	Termination Indemnity Cost - NO Staff
63130	Contribution Dispensary Cost - NO Staff
63135	Special Education Grant and Travel Expense - LNO Staff
63140	Security Evacuation Cost - LNO Staff
63145	Medical Evacuation Cost - LNO Staff
63150	Reimbursement of Medical Costs - LNO Staff
63160	Appendix D Compensation Cost - NO Staff
63205	Compensatory Payments Cost - GS Staff
63215	Reimbursement of Income Tax - GS Staff
63220	Cost of Repatriation - GS Staff
63225	Termination Indemnity Cost - GS Staff
63230	Contribution Dispensary Cost - GS Staff
63235	Special Education Grant and Travel Expense - GS Staff

63240	Security Evacuation Cost - GS Staff
63245	Medical Evacuation Cost - GS Staff
63250	Reimbursement of Medical Costs - GS Staff
63260	Appendix D Compensation Cost - GS Staff
63310	Cost of Repatriation - IP Staff
63315	Compensatory Payments Cost - IP Staff
63320	Medical Evacuation Cost - IP Staff
63325	Security Evacuation Cost - IP Staff
63330	Education Grant and Travel Expense - IP Staff
63335	Home Leave Travel Allowance - IP Staff
63340	Rest and Recuperation Allowance - IP Staff
63350	Reimbursement of Income Tax - IP Staff
63355	Termination Indemnity Cost - IP Staff
63360	Medical Exams including Pre-employment - Staff
63365	Special Operations Living Allowance - IP
63370	Assignment Allowance - IP Staff
63385	Family Visit Travel - IP Staff
63405	Learning Costs - Course Fee (staff)
63406	Learning Costs - Air Ticket (staff)
63407	Learning Costs - Daily Subsistence Allowance (staff)
63408	Learning Costs - Subcontractors (staff)
63505	Hazard Insurance
63510	War Insurance
63511	Staff related Insurance - Others
63515	Security Cost - Staff Residences
63520	Security Cost - Personal
63530	Contribution to Repatriation Grant
63535	Contribution to Security - Staff
63540	Contribution to Training
63545	Contribution to Information And Communications Technology (ICT) - Staff
63550	Contributions to MAIP
63555	Contribution to UN JFA
63560	Contributions to Appendix D
64105	Appointment Cost - National Officers
64110	Separation Cost - National Officers
64115	Competency Assessment - National Officers
64120	Detail Assignment - National Officers
64205	Appointment Cost - GS Staff
64210	Separation Cost - GS Staff
64215	Competency Assessment - GS Staff
64220	Detail Assignment - GS staff
64305	Appointment Cost - IP Staff
64306	Appointment Cost - Air Ticket for IP Staff
64307	Appointment Cost - Daily Subsistence Allowance for IP Staff

64308	Appointment Cost - Lump Sum Salary for IP Staff
64309	Appointment Cost - Shipment for IP Staff
64310	Separation Cost - IP Staff
64315	Detail Assignment - IP Staff
64316	Relocation Grant upon Initial Assignment - IP Staff on Fixed-Term Appointment
64319	Relocation Grant upon Reassignment - IP Staff on Fixed-Term Appointment
64320	Reassignment Grant - IP Staff
64321	Reassignment Cost - Air Ticket for IP Staff
64322	Reassignment Cost - Daily Subsistence Allowance for IP Staff
64323	Reassignment Cost - Lump Sum Salary for IP Staff
64324	Reassignment Cost - Shipment for IP Staff
64325	Recruitment Cost - IP Staff
64330	Competency Assessment - IP Staff
64333	Competency Assessment - Other
64397	Direct Project Cost - Services provided by CO Staff
64399	Expert Advisory Services - HQ Staff
65105	Contribution to Medical Insurance Plan -Retired National Officers
65115	Contributions to ASHI Reserve
65118	Death Benefit Cost - Staff
65119	Repatriation Grant Surcharge
65120	Contribution to Medical Insurance Plan -Retired GS Staff
65135	Payroll Management Cost Recovery - Atlas
66105	Overtime and Night Differential Benefits - GS Staff
67205	Labour Cost – NO Staff
67305	Labour Cost – GS Staff
67405	Labour Cost – IP Staff
71165	Medical Insurance of UN Agencies NOT Administered by UNDP
71167	Pension Fund of UN Agencies NOT Administered by UNDP
71168	Personnel-related Cost with Other UN Agencies
71205	International Consultants Expenses - Short-Term Technical Contractors
71210	International Consultants Expenses - Short-Term Support Contractors
71305	Local Consultants Expenses - Short-Term Technical Contractors
71350	Internship Stipend
71405	Service Contract Holders Cost
71410	MAIP Premium - Service Contract Holders
71415	Contribution to Security - Service Contract Holders
71420	Payroll Management Cost Recovery - Service Contract Holders
71440	Appendix D Compensation Cost - Service Contract Holders
71455	Innovation Prizes - Individuals
71460	International Personnel Services Agreement
71465	Labour Cost - International Personnel Services Agreement
71470	National Personnel Services Agreement
71475	Labour Cost - National Personnel Services Agreement
71501	Labour cost - UN Volunteers

71505	UNV Volunteer Living Allowances
71510	UNV Settling-In Grant
71511	UNV Contribution towards expenses incurred for commencement of services
71515	UNV Security Allowance
71520	UNV Volunteer Learning
71525	UNV Hazard Pay
71526	UNV Wellbeing Differential
71530	UNV Rest and Recuperation
71535	UNV Medical Insurance
71536	UNV Medical Evacuation Cost
71537	UNV Security Evacuation Cost
71540	UNV Global Charges
71541	Contribution to Security - UN Volunteers
71545	UNV Home Leave Travel and Allowance
71550	UNV Resettlement Allowance
71560	UNV International Appointment Repatriation Cost
71565	UNV National Appointment Repatriation Cost
71581	UNV UN Mission Housing
71582	UNV UN Mission Liberty Mileage
71583	UNV UN Mission Telephone
71584	UNV UN Mission Medical Expenses
71585	UNV Lost or Damaged Property UN Mission
71586	UNV UN Mission Food Rations
71590	UNV Development Effectiveness
71591	UNV Cost Recovery Deployment
71592	UNV Cost Recovery Recurring
71605	Travel Tickets - International
71610	Travel Tickets - Local
71615	Daily Subsistence Allowance - International
71620	Daily Subsistence Allowance - Local
71625	Daily Subsistence Allowance - Meeting Participants (Non-Staff)
71630	Shipment Cost
71635	Travel Cost - Other
71810	Long Term Contractual Service Cost - Individual Implementing Partners
72105	Service Cost - Construction and Engineer
72110	Service Cost - Agricultural Management
72115	Service Cost - Natural Resources and Environment
72120	Service Cost - Trade and Business Services
72125	Service Cost - Studies and Research Services
72126	Service Cost - Security Blast Assessment
72130	Service Cost - Transportation Services
72135	Service Cost - Communications Services
72136	Service Cost - System Development
72137	Service Cost - Help Desk Support Training

72138	Service Cost - Business Analysis
72140	Service Cost - Information Technology
72145	Service Cost - Training and Education Services
72150	Service Cost - Manufacturing Services
72155	Service Cost - Public Admin and Politics
72160	Service Cost - Education and Health Services
72165	Service Cost - Social Services and Social Sciences
72170	Service Cost - Humanitarian Aid and Relief
72175	Service Cost - Urban, Rural and Regional Services
72180	Innovation Prizes - Companies
72205	Office Equipment
72210	Machinery and Equipment
72215	Transportation Equipment
72216	Special Purpose Transportation - Armored and Mine
72220	Furniture
72225	Asset External Clearing
72305	Consumables - Agriculture and Forestry Products
72310	Consumables - Minerals, Mining and Metal Products
72311	Consumables - Fuel, Petroleum and Other Oils
72315	Consumables - Food and Textile Products
72320	Consumables - Wood and Paper Products
72325	Consumables - Chemical, Glass and Non-Metallic Products
72330	Consumables - Medical Equipment and Supplies
72335	Consumables - Pharmaceutical Products
72340	Consumables - Contraceptive Pills
72342	Consumables - Contraceptive Condoms
72343	Consumables - Contraceptive Injectables
72345	Consumables - Contraceptives Spermicides
72350	Consumables - Medical Kits
72366	Consumables - Dignity and Hygiene Kits
72367	Consumables - Personal Protective Equipment for Infectious Disease
72370	Consumables - Security-related Supplies and Materials
72399	Other Materials and Goods
72401	Prefabricated Structure - Other Buildings
72402	Other Building Maintenance
72406	Security Equipment
72410	Information and Communications Technology (ICT) Equipment
72415	Courier Charges
72420	Land Telephone Charges
72425	Mobile Telephone Charges
72430	Postage and Pouch System
72435	E-mail-Subscription
72440	Connectivity Charges
72445	Common Services - Communications

72505	Consumables - Stationery and Other Office Supplies
72515	Print Media
72520	Electronic Media
72605	Grants to Institutions and Other Benefactors
72610	Micro Capital Grants - Credit
72615	Micro Capital Grants - Other
72620	Joint Programming Expenditure
72625	Non-Credit Capital Grants - Financial Service
72630	Non-Credit Capital Grants - Local Government
72635	Grant by International Professional (IP) toSubGrantee
72640	Performance - based Payments Performance Based Grants (PBP)
72645	Low Value Performance-based Payment
72705	Hospitality Expenses - Special Events
72710	Hospitality Expenses - Invoiced Expenses
72715	Hospitality Expenses - Catering
72810	Computer Software
72815	Information and Communications Technology (ICT) Supplies
72820	Internally Developed Software
72825	Trademark, Copyrights and Licenses expensed
72915	Direct Passthrough - Indirect Cost
72950	Direct Budget Support Expenditure
73101	Lease Expense - Land
73104	Lease Expense - Building
73105	Lease Expense - Adjustments
73106	Leasehold Improvement on Leased Buildings
73107	Rental Expense - Meeting Rooms
73108	Rental Expense - Office Equipment and Furniture
73110	Custodial and Cleaning Services
73115	Office Relocation Expenses
73120	Utilities
73125	Common Services - Premises
73201	Land
73204	Building
73205	Leasehold Improvement on Owned Premises
73210	Security Reinforcement on Owned Premises
73216	Construction Cost
73305	Maintenance Cost - Hardware
73310	Maintenance Cost - Software Licenses
73315	Rental Expense - Information And Communications Technology (ICT) Equipment
73405	Rental and Maintenance Cost - Other Office Equipment
73406	Maintenance Cost - Equipment
73410	Maintenance Cost - Transportation Equipment
73420	Lease Expense - Vehicles
73440	Lease Expense - Heavy Equipment and Other Equipment

73505	Reimbursement to UNDP for Support Services
73510	Reimbursement to UN for Support Services
73515	Reimbursement to UN for External Audit Services
73520	Reimbursement to UN for System Entity Support Services
74105	Management and Reporting Services
74110	Audit Fees
74112	Accounting Related Fees
74115	Legal Fees
74120	Capacity Assessment
74125	Investment Management Fees
74205	Audio Visual Productions
74210	Printing and Publications
74215	Promotional Materials and Distribution
74220	Translation Costs
74225	Other Media Costs
74305	Contributions to Consultative Committee on Administrative Questions (CCAQ)
74310	Contributions to Joint Inspection Unit (JIU)
74315	Contributions to International Civil Service Commission (ICSC)
74320	Contributions to Chief Executive Board (CEB) Activity
74325	Contributions to Country Office Common Security
74335	Contributions to RC System
74340	Contributions to Global Evaluation Initiative (GEI)
74410	Charges on Financially-Completed Projects
74420	Exchange Loss - Executing Agency
74505	General Insurance
74507	Warranty Expense for Office Equipment
74510	Bank Charges
74515	Claims and Adjustments
74520	Storage Cost
74525	Sundry Expenses
74530	Staff Welfare
74595	Appraisal and De-Risking
74596	Services to Projects - General Opex
74597	Direct Project Costs to Recover Waived
74599	UNDP Cost Recovery Charged - Bills
74705	Port Operation Costs
74710	Land Transport Costs
74715	Electronic Data Processing Operations Cost
74720	Distribution Cost
74725	Other Logistics Expenses
74906	Gain/Loss Disposal Fixed Asset
74955	Non - Property Plant Equipment (PPE) Transfers - Intra-unit
75105	Facilities and Administration - Implementation
75110	GMS current year adjustment



75115	GMS prior year adjustment
75705	Learning Costs - Course Fee (non staff)
75706	Learning Costs - Air Ticket (non staff)
75707	Learning Costs - Daily Subsistence Allowance (non staff)
75708	Learning Costs - Subcontractors (non staff)
75709	Learning Costs - Training of Counter
75710	Learning Costs - Participation of Counterparts
75711	Learning Costs - Stipends for Training, Workshop, Conference
75712	Learning Costs - Honorariums to Professionals
76110	Unrealized Foreign Exchange Losses
76125	Realized Loss
77101	Labour Cost – NO Staff on Temporary Appointment
77105	Salaries - NO Staff on Temporary Appointment
77110	UNJSPF Pension Contribution - NO Staff on Temporary Appointment
77115	Employer Portion of Medical and Social Insurance - NO Staff on Temporary Appointment
77120	Cost of Repatriation and Annual Leave - NO on Temporary Appointment
77125	Termination Indemnity Cost - NO Staff on Temporary Appointment
77126	Death Benefits Cost - Temporary Appointment
77135	Special Education Grant - LNO on Temporary Appointment
77145	Dependency Allowance - NO Staff on Temporary Appointment
77150	Reimbursement of Medical Costs - LNO Staff on Temporary Appointment
77153	Reimbursement of Income Tax - NO Staff on Temporary Appointment
77155	Appointment Cost - NO Staff on Temporary Appointment
77160	Other Payroll Costs - NO Staff on Temporary Appointment
77165	Hazard Duty Station Allowance - NO Staff on Temporary Appointment
77170	Overtime and Night Differential Benefits - NO Staff on Temporary Appointment
77190	Relocation Grant - National Officers on Temporary Appointments
77195	MAIP Premium - NO Staff on Temporary Appointment
77197	Appendix D Compensation Cost - National Officers on Temporary Appointment
77201	Labour Cost – GS Staff on Temporary Appointment
77205	Salaries - GS Staff on Temporary Appointment
77210	UNJSPF Pension Contribution - GS Staff on Temporary Appointment
77215	Employer Portion of Medical and Social Insurance - GS Staff on Temporary Appointment
77220	Language Allowance - GS Staff on Temporary Appointment
77225	Termination Indemnity Cost - GS Staff on Temporary Appointment
77235	Special Education Grant - GS Staff on Temporary Appointments
77240	Security Evacuation Cost - GS Staff on Temporary Appointment
77245	Dependency Allowance - GS Staff on Temporary Appointment
77250	Reimbursement of Medical Costs - GS Staff on Temporary Appointment
77253	Reimbursement of Income Tax - GS Staff on Temporary Appointment
77255	Assignment Grant - GS Staff on Temporary Appointment
77260	Other Payroll Costs - GS Staff on Temporary Appointment
77265	Hazard Duty Station Allowance - GS Staff on Temporary Appointment
77270	Overtime and Night Differential Benefits - GS Staff on Temporary Appointment