



Annex -1: Description of Action (DoA)

NDPG Secretariat Project Document

Project Title: The Nigeria Development Partners' Group (NDPG) Secretariat

Brief Description

The Nigeria Development Partners Group (NDPG) was set up by bilateral and multilateral development partners having presence in the country. The main objective of NDPG is to better facilitate coordination among Nigerian development partners. In addition, the NDPG also focuses in improving Official Development Assistance (ODA) in line with development aid effectiveness principles encapsulated in the Paris Declaration for Aid effectiveness (2005), the Accra Agenda for Action (2008) and the Busan Partnership for Effective Development Cooperation (2012).

To support its objectives, the NDPG has established a Secretariat to manage and administer the day to-day activities of the NDPG in the coordination and management of overall development assistance and to support the Development Partners Thematic Working Groups (TWGs) to deliver on their sectoral coordination agenda.

The Secretariat is hosted by the UNDP Nigeria Country Office tasked to ensure its management. However, the sustainability and functionality of the Secretariat requires financial support from development partners. In this regard, UNDP has developed this project document in order to establish a NDPG secretariat and mobilize the resources needed to support the Secretariat's activities.

Contributing Outcome (UNSDCF):

Outcome 2: By 2027, Nigeria sustains inclusive economic growth and development that provides equitable opportunities for decent employment and livelihoods.

Indicative Output(s) with gender marker¹: GEN2

Output 1: A Secretariat that provides the NDPG, KPPG and the TWGs with necessary support to effectively coordinate international development assistance to Nigeria is established and functional. (G1)

¹ The Gender Marker measures how much a project invests in gender equality and women's empowerment. Select one for each output: GEN3 (Gender equality as a principle objective); GEN2 (Gender equality as a significant objective); GEN1 (Limited contribution to gender equality); GEN0 (No contribution to gender quality)

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Abbreviations and Acronyms

AWP	Annual Work Plan
CSOs	Civil Society Organizations
DAD	Development Assistance Database
DIM	Direct Implementation
DP	Development Partner
EU	European Union
FCT	Federal Capital Territory
FMFBNP	Federal Ministry of Finance, Budget and National Planning
GoN	Government of Nigeria
HACT	Harmonized Approach to Cash Transfer
INGO	International Non-Governmental Organization
KPPG	Key Political Partners
M&E	Monitoring and Evaluation
NDPG	Nigeria Development Partners Group
ODA	Official Development Assistance
PD	Paris Declaration on Aid Effectiveness
SDG	Sustainable Development Goal
SSC/TrC	South-South Cooperation / Triangular Cooperation
ToC	Theory of Change
ToR	Terms of Reference
TWG	Thematic Working Group
UN	United Nations
UNDP	United Nations Development Program
UNRCO	United Nations Resident Coordinator's Office

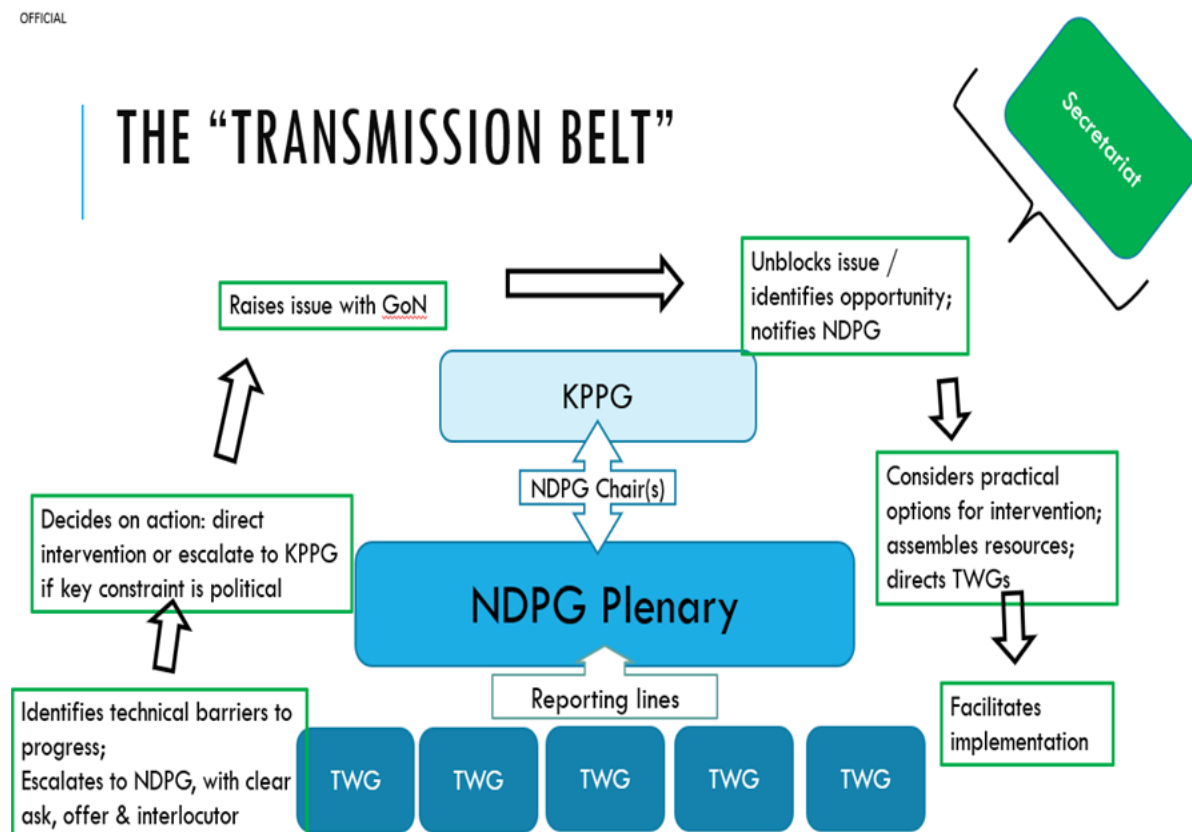
Section 1: Rationale behind the NDPG Secretariat Project

The Nigeria Development Partners Group (NDPG) was restructured in January 2020 and is composed of the United Nations; bilateral donors; multilateral donors; the International Financial Institutions, and representatives from International Non-Governmental Organizations (INGOs). The proposed objective of the NDPG is in line with the SDG 17 which aims at revitalizing the global partnership for sustainable development. The NDPG pursue the objective to strengthen the international partner coordination at national level and foster alignment with the Government of Nigeria (GoN) on planning and delivery of all development and related activities in line with the five pillars of the Paris Declaration on Aid Effectiveness and the Accra Agenda for Action and the Busan agreement on Aid effectiveness. There is broad agreement that the NDPG could be driving greater development impact through better coordination around an agreed set of priority areas as well as a stronger, more constructive relationship with the Government of Nigeria (GoN).

The NDPG works closely with other international coordination mechanisms, notably the Key Political Partners' Group (KPPG) and the Thematic Working Groups (TWGs). The KPPG is chaired by the UN Resident Coordinator and is composed of Ambassadors and Heads of like-minded diplomatic missions and development agencies with significant investment in Nigeria. They come together for the core purpose of driving critical agendas in the country through effective political dialogue, supported by the coordinated mobilization of international development resource. The TWGs are structured working groups bringing together the development partners and the government focal points to jointly foster coordination of the international support to key development sectors. The recent mapping process has counted 26 technical working groups of which 21 are declared active and 5 inactive.

The following transmission belt illustrates the working relationships between the NDPG, KPPG and the TWGs under the overall support and facilitation of the Secretariat.

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The NDPG Secretariat overarching duties are:

1. Support and oversee the functioning of the NDPG and NDPG Executive Committee.
2. Multi-stakeholder coordination and advocacy promoting a coordinated approach to achieve the development objectives of the NDPG.
3. Facilitation and coordination of political, policy and strategic advice in support of the work of the NDPG.
4. Knowledge management, analysis, and information sharing.
5. Equivalent support to other relevant international coordination bodies notably the KPPG and the TWGs.

The NDPG Secretariat is hosted by UNDP and is providing administrative services. It is expected that the NDPG Members will contribute funds needed for the effective and smooth running of the Secretariat. The Secretariat will be composed of staff specifically recruited to support its activities under the overall guidance of the NDPG Co-Chairs, and administrative supervision of the Resident Representative of UNDP. Cognizant of this fact, UNDP recruited and deployed a consultant for 6 months from March to August 2022 and paid US\$ 51,000. The consultant left by end of August 2022 due to lack of fund.

The Foreign, Commonwealth and Development Office has since September 2022 provided in-kind contribution to the NDPG secretariat via the deployment of a technical expert to support the secretariat on a 50%-time basis.

UNDP will also provide financial contribution to the secretariat to support the recruitment of a full-time Head of Secretariat. This will be in addition to UNDP hosting the secretariat and providing office space and equipment for the secretariat.

Section 2: Strategy

2.1 Scope and approach

This project primarily focuses on strengthening ODA coordination among development partners. The project also foster partnership with the Government of Nigeria through political and strategic dialogues.

The project approach consists of setting up of a functional Secretariat with the necessary technical and logistic capacity to carry out the substantive and administrative work of the NDPG, the KPPG and the TWGs This will foster a joint work approach and avoid duplication of efforts.

A result-based management approach will prevail at all stages of the Secretariat's coordination efforts. This entails an evidence-based planning and management of the Secretariat activities to ensure the committed resources are used to achieve desired results. A communication strategy will also be adopted to promote the visibility of the development partners assistance to Nigeria and raise awareness on the development partners' overall impact on the country sustainable development.

2.2 Guiding principles of engagement

To achieve the planned output, the project will apply the following principles in implementing activities:

- **Alignment to ODA coordination and management priorities and policies:** *Support to NDPG Secretariat Project* will ensure the planned activities lead to tangible results. These results are

consistent with the international agreements on the development assistance effectiveness as per the NDPG commitment to support effective ODA coordination and management in Nigeria.

- **Partnership between government and international development partners:** The project will undertake to support the political and strategic dialogue with the national stakeholders on key political, social, and economic development issues as provided in the NDPG Terms of Reference (ToR).
- **Transparency and Accountability:** In compliance with the UNDP rules and regulations, the project will ensure transparency on its plans, budgets and activities to avoid corruption and misuse of the funds.
- **Human Rights Based Approach:** The project will harness Human Rights approach to planning and implementing activities and commits to serve its direct and indirect beneficiaries without discrimination.
- **Participation and Inclusiveness:** The project will adopt an inclusive and participatory approach to planning, implementing, and monitoring activities it will undertake.
- **Do No Harm-Conflict Sensitive Approach** The activities of the project will be conflict sensitive and underpinned by the Do-No-Harm principle.

2.3 Alignment to Development Frameworks

The project is expected to support the NDPG, KPPG, TWGs to foster alignment with the following development frameworks: The Agenda 2030 and the SDGs; Paris, Accra and Busan Agreements on Aid Effectiveness; The United Nations System Country Development Framework 2023-2027; the National Development Plan 2021-2025; the National ODA coordination and management Policy.

2.4 Theory of Change

The following theory of change is designed to illustrate how a chain of actions in this project will lead to the achievement the NDPG Secretariat objectives.

The theory of change argues that:

- **If the financial and technical supports committed** to the project are timely released to allow a smooth running of the Secretariat, **then** there will be
 - ✓ An enhanced coordination mechanism for development assistance to the country,
 - ✓ A harmonized and efficient channel of engagement between the development partners and national stakeholders including, the Government, the Private Sector, and the Civil Society Organizations, on key actions and development priorities.
- **If the international coordination system is strengthened with the Secretariat's support, then** ODA effectiveness in generating political, social, and economic development dividends for the population will be enhanced.
- **If the ODA contribution to the sustainable development in the country is effective, then** Nigeria will be enabled to sustain its international commitments to achieve the SDGs by 2030 and the zero carbon emissions of its economy by 2060.

Assumptions:

The Theory of Change is constructed on the following assumptions:

- (i) The government continued support to the NDPG work
- (ii) The development partners continued financial support to the NDPG secretariat
- (iii) The Government effectively implement its national ODA policy
- (iv) The NDPG members continued commitment to joint work approach

Section 3: Results and Partnerships

3.1. Expected Results

The capacity of NDPG to foster policy dialogue and coordinate/ harmonize development partners' support for effective implementation, monitoring and evaluation of the national development plan and Sustainable Development Goals (SDGs) strengthened.

Project Output:

Output 1: A Secretariat that provides the NDPG, KPPG and the TWGs with necessary support to effectively coordinate international development assistance to Nigeria is established and functional.

The following are the indicative activities under the project output 1:

- 1.1. Support effectively the NDPG, KPPG and TWGs to carry-out activities in line with their respective agenda and to engage with national counterparts (GoN, CSOs) on key development actions and priorities
 - 1.1.1. Plan, organize and manage NDPG/ KPPG meetings/ workshops/special events (including high level political dialogue/ advocacy activities, with national stakeholders, draft and share the agenda, minutes of the meetings, and follow up decisions/ recommendations/ actions and report to the NDPG)
 - 1.1.2. Liaise with the Development Assistance Database (DAD) management team in the Federal Ministry of Finance, Budget, and National Planning (FMFBNP) to ensure the NDPG members information recorded in the DAD are accurate and ensure they are updated to improve transparency.
 - 1.1.3. Gather and share with the NDPG updated information on national development programs and policies to enable alignment of development support with the national development agenda
 - 1.1.4. Support fluent and reliable communication and information sharing between the TWGs, the NDPG and the KPPG in accordance with the transmission belt.
- 1.2. Secure the NDPG Secretariat Office space and purchase supplies and logistical equipment, and provide transportation and other logistical services
- 1.3. Recruit and support the required staff (Head of the Secretariat, Finance/ Admin/ Logistics Associate) for the Secretariat for one year, this will be extended based on resource availability.
- 1.4. Undertake day-to-day management, implementation, monitoring & evaluation and communication activities

3.2 Resources Required to Achieve the Expected Results

The cost of establishing and running of the NDPG Secretariat for a year is estimated at US\$402,884. This cost is detailed in the Budget for the Action (Annex 3). The NDPG Secretariat project is a multi-donor project. The UNDP will approach potential donors to mobilize the funds necessary to finance the project. The UNDP will sign a cost-sharing agreement with the donors willing to contribute fund to the NDPG Secretariat project.

To achieve the expected objectives, the Secretariat needs to be endowed with resources including human resources, financial and logistic resources to run smoothly and implement activities.

Human resources:

The human resources required for implementation of this project are the following:

- 1) **The Head of the NDPG Secretariat (P5):** The Head of the NDPG Secretariat will be recruited according to UNDP procedures. S/He will be tasked to manage day-to-day the activities of the Secretariat, staff, and resource in accordance with UNDP Procedures and regulations.
- 2) **Finance/ Administration/ Logistics Assistant (NPSA6):** An Administrative and Finance Assistant will be recruited to support the day-to-day management of the project administrative and financial issues in close partnerships with the UNDP Operation Management section. S/He will report directly to the Head of the NDPG Secretariat. The Administrative and Finance Assistant will be recruited at NPSA6 level. The Admin/Finance Assistant contract will be funded by the project and is expected to cover the duration of the Project.
- ~~3) **Additional Human Resource (Cost-Shared Staff):** To support the work of the Secretariat, UNDP's existing staff will be cost-shared to perform Communication and M&E functions. A monitoring and Evaluation Specialist (UNDP CO staff) will be engaged to contribute directly to the project with 2% of the time to providing technical assistance in the design and implementation of the project activities monitoring and evaluation framework and implementation of M&E activities. Also, a communication and visibility Specialist (UNDP CO staff) will be engaged to contribute directly to the project with 1% of the time to support the implementation of the project communication and visibility planned activities.~~

Financial resources:

The NDPG Secretariat needs to secure financial resources from members to support the implementation of the activities planned in the workplan. The resources thus mobilized will be used to: (i) recruit the Secretariat staff members and sustain their contracts for the duration of the project, (ii) to equip the Secretariat with the materials required for its regular functioning, and (iii) transportation service on cost recovery base. The exact amount of the budget for the duration of the project is described in Annex 3.

Equipment, Furniture, Transportation and other logistical services:

In addition to the financial and human resources, the Secretariat will need equipment to run as appropriate. This equipment include: (i) Office equipment including (Computer, printer, scanner, photocopier, etc. (ii) Office supplies (paper, toner, fuel, etc.). All the Secretariat equipment and supplies will be purchased using the project funds.

The Secretariat will also require transportation and logistical services to support the administration of NDPG meetings and retreats, as well as bilateral meetings with government and donor partners. The cost of the equipment, transportation, and supplies for a year will be included in the project budget for action.

3.3 Partnerships

The NDPG Secretariat will establish strong partnership with key government, development actors, civil society, and private sector. In addition, partnership will be strengthened with existing international coordination mechanisms in Nigeria such as KPPG, TWGs, the Resident Coordinator's Office to ensure complementarity and efficiency.

3.4 Risks and Assumptions

The following are potential risks associated with the implementation of the fund:

Table 1: Project Risks Register

#	Description	Risk Category	Impact (I), Likelihood (L), Risk Level (RL)	Risk Treatment / Management Measures	Risk Owner
1	Secretariat funding not released or delayed	Financial	Delay in fund transfer from contributing donors will delay implementation Likelihood = 2 Impact = 4 Risk Level = Substantial	This risk is mitigated through (i) An adaptative resource mobilization strategy that targets key NDPG members, (ii) The continued review of the project workplan to adapt the activities to the available financial and technical capacities.	Head of the NDPG Secretariat
2	Lack of government political will to engage development partners on key political and strategic dialogue national priorities.	Political	The lack of political could lead the NDPG Secretariat to have limited impact in driving the expected conducive development partnerships to increasing the ODA effectiveness in the country. Likelihood = 1 Impact = 1 Risk Level = Moderate	This risk is mitigated through thoughtful and diplomatic approach to gain government adherence to dialogue on key national priorities.	Head of the NDPG Secretariat
3	The NDPG members resistance to integrate the joint work approach in their internal business model.	Strategic	The NDPG members resistance to joint work approach could lead to limited effectiveness of the Secretariat to coordinate NDPG, KPPG and TWGs activities. Likelihood = 2 Impact = 4 Risk Level = Substantial	This risk is mitigated through proactive communication to promoting partnership and complementarity built on respective agencies comparative advantages.	Head of the NDPG Secretariat

3.5 Stakeholder Engagement

The NDPG Secretariat was established at the request of the development partners. The direct beneficiaries are the GoN, NDPG, KPPG, and TWGs while the indirect beneficiaries are Federal and State Governments and the population of the 36 Nigeria states and the Federal Capital Territory (FCT) in the 6 geopolitical zones.

Through continuous horizon scanning, analysis and feedback from stakeholders, the Secretariat shall adapt its priorities to ODA related issues from Donors and the Government of Nigeria, in selecting specific activities to support.

3.6 Cross Cutting Issues

- **Gender mainstreaming and women empowerment:** The project will ensure that gender related concerns are well considered, and where possible, generate gender benefits.
- **Human Rights mainstreaming:** The project will ensure its activities are human rights sensitive
- **Anti-Corruption mainstreaming:** UNDP uses Direct Implementation Modality (DIM). In this modality, UNDP is the implementing partner responsible for all procurement activities in strict adherence to UNDP's policies.
- **Environment consideration:** The project does not have environment impact. However, it will ensure activities comply fully with all relevant UN's commitment to climate change and environmental protection issues.

3.7 South-South and Triangular Cooperation

The project will ensure South-South and Triangular Cooperation through (based on the availability of funds) organizing short-term learning missions in countries with similar context. The project also will invite technical experts from both the south and the north to strengthen SSC/ TrC.

The coordinated approach of the various multilateral and bilateral organizations that make up the NDPG to collectively support the upcoming elections and post-election emerging issues in the country exemplifies the commitment of the NDPG to the TrC cooperation. The NDPG Secretariat will undertake to enable the NDPG to seize all opportunities offered by the TrC to provide Nigeria with a coordinated development support.

3.8 Sustainability and Scaling Up

The sustainability strategy is anchored on the Paris, Accra and Busan Aid effectiveness principles. To enhance sustainability, the project will work with existing statutory institutions, which would remain after the completion of the project. The project will not create structures and mechanisms that will be unsustainable when the project ends. Further, the project will strengthen ODA coordination capacities in Nigeria among development partners.

3.9 Digital Solutions

The NDPG Secretariat will rely extensively on the use of digital solutions for establishing and sustaining fluent communication internally and externally. The digital solutions will be used to prepare and organize virtual NDPG meetings, share the meetings minutes and NDPG's activity reports. It will also be used to share information and materials produced by the project and to communicate on the project actions and achievements. The digital solutions will also be used to support the capacity development activities and to provide the relevant audience with access to knowledge and know how developed through the project implementation.

3.10 Knowledge Management

The lessons learned from the Secretariat implementation will contribute to sustaining an effective development partnership in Nigeria. The Secretariat will generate best practices and knowledge products including databases, media products, etc. which will be published using digital solutions to the benefit of users.

3.11 Communication and Visibility

The NDPG Secretariat is committed to providing visibility for donor supports to Nigeria including support to the NDPG Secretariat by European Union and other partners. The Communication and Visibility activities will target the relevant audience within Nigeria and abroad. The target groups comprise:

- (i) Nigerian people in general with a focus on specific groups including Government stakeholders, civil society actors, political actors, media workers, scholars, etc.
- (ii) Nigerian partners including donors and diplomatic missions accredited in Nigeria, regional bodies, UN Agencies, National and International Non-Governmental Organizations, Private Sector, Foundations, Philanthropies, etc.

The overall objective of the communication and visibility activities is to showcase the project: *The Nigeria Development Partners' Group (NDPG) Secretariat* and consequently, the European Union's (EU) and UNDP's commitment to facilitate effective coordination among Nigeria's development partners. The activities will target the relevant audience while facilitating effective coordination among Nigeria's development partners.

The following communication/visibility activities will be undertaken by UNDP's communication and visibility specialist:

- Support the coverage of the project activities – this will include the production of audio-visual media to highlight donors’ support.
 - Curate messages and share via social media platforms (organically and promoted)
- Highlight contributing partners in all outreach and communication materials including those featured on the websites of Nigeria Government and NDPG member agencies.
 - Support the production of project briefs, posters, and factsheets to showcase the support of the donors.
- Reference to the donors’ support in the communication strategy and other relevant engagements and activities as appropriate.

Section 4: Project Management

4.1 Cost Efficiency and Effectiveness

This support to the NDPG Secretariat will be implemented in a results-based management approach to ensure the resources are used to achieve the expected results. Particular attention will be given to forward planning, cost-sharing with development partners and government and organizing joint field missions. Transparency and due process in the implementation will be emphasized in line with the HACT procedures.

4.2 Project management

The NDPG project will be implemented at Federal level. UNDP, as custodian for the Pool Fund, assumes the role of Coordinating Agent (CA) to implement the project in a Direct Implementation Modality (DIM). DIM is the modality whereby UNDP as CA takes on full responsibility and accountability for the effective use of resources and the delivery of outputs, as set forth in the project document. The UNDP Country Office will allocate space for the NDPG Secretariat and manage the day-to-day activities. In addition, UNDP will take fiduciary accountability for the receipt and use of donor funds.

In managing the Fund, UNDP will establish an NDPG Secretariat, which will be managed by a Head of Secretariat at P5 level (to be recruited). The Head of the Secretariat will be supported by Finance/Administration/Logistics Associate (NPSA-6) (to be recruited).

Further, UNDP Nigeria Country Office Operation Units such as Procurement, Finance, Communications, Common Services, Information and Communication Technology, Human Resources, and Partnership and Management Support will support the Secretariat for efficient and effective project delivery and oversight. The cost of the secretariat will be covered by the members of the NDPG.

4.3 Project Management Unit

A designated Project Management Unit (PMU) will be established within the UNDP Nigeria Country Office. The PMU will be comprised of the following staff members:

- **Head of Nigeria Development Partners Group Secretariat (P5 – 100%):** Under the overall guidance of the Nigeria International Partners Group Executive Committee, and administrative supervision of the Resident Representative of UNDP, the Head of Nigeria Development Partners Group Secretariat will head the Nigeria Development Partners Group Secretariat and execute its mandate accordingly. The Head of Nigeria Development Partners Group Secretariat will devote 100% of his/her time to this project and will be fully funded by the project budget.

- **Finance/Administration/ Logistics Associate (NPSA-6 – 100%):** he/she will focus on the financial management of the project as well as the day-to-day management of the project administrative and financial issues in close partnerships with the UNDP Operation Management section. He/She will report directly to the Head of Nigeria Development Partners Group Secretariat. He/She will devote 100% of his/her time to this project and will be fully funded by the project budget.

Section 5: Results Framework²

CPD Outcome 2: By 2027, Nigeria sustains inclusive economic growth and development that provides equitable opportunities for decent employment and livelihoods.						
Applicable Output(s) from the UNDP Strategic Plan: TBD						
Project title: The Nigeria Development Partners' Group (NDPG) Secretariat						
EXPECTED OUTPUTS	OUTPUT INDICATORS ³	DATA SOURCE	BASELINE		TARGETS	DATA COLLECTION METHOD & RISK
			Value	Year	Final	
Output 1: A Secretariat that provides the NDPG, KPPG and the TWGs with necessary support to effectively coordinate international development assistance to Nigeria is established and functional.	Project Indicator 1: NDPG Secretariat Office established and operational	<i>UNDP reports</i>	None	2023	Yes	<i>On-site observation, Risks Lack of funds, Delayed procurement</i>
	Project Indicator 2: Percentage of the NDPG Annual Work Plan activities implemented successfully	<i>Secretariat reports</i>	-	2023	80%	<i>Review of KPPG meeting minutes</i>
	Project Indicator 3: Percentage of KPPG high level meetings with the national stakeholders prepared technically and substantively with the support of the Secretariat.	<i>Secretariat reports</i>	0%	2023	100%	<i>Review of KPPG Agenda</i>
	Project Indicator 4: Percentage of TWGs implementing and reporting on activities to achieve their annual work plans objectives	<i>Secretariat reports</i>	0%	2023	50%	<i>Report reviews</i>
	Project Indicator 5: Percentage of NDPG Members with information recorded in the Development Assistance Database (DAD) accurate and updated	<i>DAD System</i>	0%	2023	50%	<i>Investigation, Risks Lack of collaboration by DPs</i>
	Project Indicator 6: Number of NDPG Newsletters published	<i>Secretariat reports</i>	0	2023	1	<i>Count of NDPG Newsletters published</i>

² UNDP publishes its project information (indicators, baselines, targets and results) to meet the International Aid Transparency Initiative (IATI) standards. Make sure that indicators are S.M.A.R.T. (Specific, Measurable, Attainable, Relevant and Time-bound), provide accurate baselines and targets underpinned by reliable evidence and data, and avoid acronyms so that external audience clearly understand the results of the project.

³ It is recommended that projects use output indicators from the Strategic Plan IRRF, as relevant, in addition to project-specific results indicators. Indicators should be disaggregated by sex or for other targeted groups where relevant.

Section 6: M&E and Quality Assurance

4.4 Monitoring and Evaluation

The NDPG Secretariat establishment and activities performed over the next two years will be monitored and evaluated in accordance with the UNDP's Programme Operations Policies and Procedures (POPP).

Monitoring and Evaluation Plan

Monitoring Activity	Purpose	Frequency	Expected Action
Track results progress	Progress data against the results indicators in the Results Framework will be collected and analyzed to assess the progress of the project in achieving the agreed outputs.	Monthly or in the frequency required for each indicator.	Project team will be tasked to collect and analyze information relevant to the indicators tracked.
Monitor and Manage Risk	Identify specific risks that may threaten achievement of intended results. Identify and monitor risk management actions using a risk log. This includes monitoring measures and plans that may have been required as per UNDP's Social and Environmental Standards. Audits will be conducted in accordance with UNDP's audit policy to manage financial risk.	Quarterly	Risks are identified by project team and actions are taken to manage risk. The risk log is actively maintained to keep track of identified risks and actions taken.
Learn	Knowledge, good practices and lessons will be captured regularly, as well as actively sourced from other projects and partners and integrated back into the project.	Quarterly	Relevant lessons are captured by the project team and used to inform management decisions.
Annual Project Quality Assurance	Project quality will be assessed against UNDP's quality assurance standards to identify project strengths and weaknesses and to inform management decision making to improve the project.	Quarterly	Areas of strength and weakness will be reviewed by project management and used to inform decisions to improve project performance.
Review and Make Course Corrections	Internal review of data and evidence from all monitoring actions to inform decision making.	At least annually	Performance data, risks, lessons and quality will be discussed by the project Technical Committee and used to make course corrections.
Project Report	A final report will be presented to the Project Technical Committee and key stakeholders, consisting of progress data showing the results achieved against pre-defined annual targets at the output level, the annual project quality rating summary, an updated risk log with mitigation measures, and any evaluation or review reports prepared over the period.	at the end of the project (final report)	Information's will be gathered and analyzed to inform the project report Polls may be conducted online or face to face to assess partner's satisfaction with the results of the project.
Project Review (Project Technical Committee)	The project's Technical Committee will hold regular reviews to assess the performance of the project and review the Multi-Year Work Plan to ensure realistic budgeting over the life of the project. The Project Technical Committee shall hold an end-of project review to capture lessons learned and discuss opportunities for scaling up and to share project results and lessons learned	Annually	Any quality concerns or slower than expected progress should be discussed by the project and management actions agreed to address the issues identified.

Monitoring Activity	Purpose	Frequency	Expected Action
	with relevant audiences.		

4.5 Quality Assurance

The UNDP will carry out periodic internal monitoring reviews to assess the Secretariat performance in implementing the activities and make recommendations for adjustments as deemed necessary. The contributing donors may undertake additional monitoring visits both through their own staff or through independent third-party consultants. The Project will be subject to the auditing and HACT assessment procedures provided for in the financial regulations, rules and directives of UNDP. The project auditing and HACT assessment costs will be charged to the project's overall budget for action described in Annex 3.

All externally available information on accountability of UNDP, including disclosure of audit reports can be found at <http://www.undp.org/content/undp/en/home/operations/accountability/overview.html> In accordance with Executive Board decision 2012/18 of June 2012, all audit reports issued by UNDP Office of Audit and Investigations (OAI) since 1 December 2012 are publicly disclosed on this website, one month after they have been issued internally.

Section 7: Annual workplan

EXPECTED OUTPUTS	PLANNED ACTIVITIES	TIMEFRAME			
<i>And baseline, indicators including annual targets</i>	<i>List activity results and associated actions</i>	Q1	Q2	Q3	Q4
Project Output 1: A Secretariat that provides the NDPG, KPPG and the TWGs with necessary support to effectively coordinate international development assistance to Nigeria is established and functional. Baseline: 1) o 2) o 3) o 4) o 5) o 6) o Indicators: 1) NDPG Secretariat Office established and operational 2) % of the NDPG Annual Work Plan activities implemented successfully 3) % of the KPPG high level meetings with the national stakeholders prepared technically and substantively with the support of the Secretariat. 4) % of TWGs implementing and reporting on activities to achieve their annual work plans objectives 5) % of NDPG Members with information recorded in the Development Assistance Database (DAD) accurate and updated 6) # of NDPG Newsletters published Targets: 1) Yes 2) 80% 3) 100% 4) 50% 5) 50% 6) 1	1.1 Support effectively the NDPG, KPPG and TWGs to carry-out activities in line with their respective agenda and to engage with national counterparts (GoN, CSOs) on key development actions and priorities 1.1.1 Plan, organize and manage NDPG/ KPPG meetings/ workshops/special events (including high level political dialogue/ advocacy activities, with national stakeholders, draft and share the agenda, minutes of the meetings, and follow up decisions/ recommendations/ actions and report to the NDPG) 1.1.2 Liaise with the Development Assistance Database (DAD) management team in the Federal Ministry of Finance, Budget, and National Planning (FMFBNP) to ensure the NDPG members information recorded in the DAD are accurate and ensure they are updated to improve transparency. 1.1.3 Gather and share with the NDPG updated information on national development programs and policies to enable alignment of development support with the national development agenda 1.1.4 Support fluent and reliable communication and information sharing between the TWGs, the NDPG and the KPPG in accordance with the transmission belt.	X	X	X	X
Project Management: NDPG Project effectively and efficiently managed (Project Management - Office costs)	1. 1 Secure the NDPG Secretariat Office space and purchase supplies and equipment,	X			
	1.2 Head of Nigeria Development Partners Secretariat (P5)	X	X	X	X

1.3 Finance/Administration / Logistics Associate (NPSA-6)	X	X	X	X
1.4 Transportation and other logistical services	X	X	X	X

Section 8: Governance and Management Arrangements

As mentioned above, the project will be managed by UNDP under the Direct Implementation Modality (DIM). The Project Board (PB) will be established by the NDPG through selecting from its members. UNDP and the EU shall serve as the co-chairs of the Project Board will be. In addition, the Project Board will establish a Technical Committee. The specific duties and responsibilities are provided below:

- 1 **Project Board (PB):** The Project Board will work on a consensus basis and will provide strategic direction and overall guidance on the project management and ensure the quality of project outputs, and contribution of the project outputs to the relevant UNDP Country Office outcome. The composition of the PB will be decided by the members in the inaugural meeting. The detail Terms of Reference of the Technical Committee will be developed.
- 2 **Project Technical Committee (TC):** A Project TC will be established by the Project Board to provide technical oversight over the design, implementation, monitoring, evaluation, and reporting of the project. The detail Terms of Reference of the Technical Committee will be developed.
- 3 **Project Assurance Role:** The Project Assurance Role supports the Project Board and UNDP Programme Management by carrying out objective and independent project oversight, and monitoring function. The Head of PMS Unit will provide leadership in the performance of the functions in the Project Assurance Role.
- 4 **The Head of the Secretariat:** The Secretariat Head is responsible for the day-to-day running of the Secretariat. S/he is responsible to the Technical Committee for the Secretariat's financial and technical performance. The Head of the Secretariat will be assisted by a support team composed of an Administration/Finance/ Logistics Associate.

The fund to run the Secretariat will be contributed by members of NDPG. UNDP will sign contribution agreements with each donor to the project. The NDPG Secretariat will implement activities in accordance with the UNDP rules, procedures, and policies. The UNDP rules, procedures and policies will prevail in managing the fund. The proposed structure to coordinate and manage the support to the NDPG Secretariat is as follows:

