Docusign Envelope ID: B1D41E18-3F7B-8E57-8384-B219B8CAC94D

2026 Annual Work Plan (AWP)

Quantum Project ID:	**01004232**
Project Title:	**Eighth Operational Phase of the GEF Small Grants Programme (Part 1) - SGP OP8-Part 1**
Country:	**Fiji**
Implementation Modality (NIM, DIM, NGO-	**DIM**
IP/RP	**N/A**
Country Office Support to NIM ?(Y/N)	**UNDP**
Project start date:	**01.07.2024**
Project end date	**30.06.2028**
Available resources as of AWP submission:	**819,689.68**
(Justification if not available resources above)	
AWP 2026 Budget (Auto populated)	**423,780.59**
COBP 2026 Budget:	**27,871.50**

Funding amount by donor in 2026	
Donor	**Amount**
GEF	423,780.59
Total	423,780.59

PROJECT OUTPUTS	Main Activity Code (from Prodoc)	Main Activity Description (from Prodoc)	Sub-actions	Timeframe				Responsible Party [Name and code]	Cash trasfer modality for IP/RP only (*choose either DCT/reimbursement/direct payments*)	Delivery Modality *(choose from drop down menu)*	Fund Code	Planned Budget			
	Not to be included in Quantum			Q1	Q2	Q3	Q4					Donor	GL Account code	Budget Description	Total Amount (USD)
Component 1: Strategic Planning and Multi-Stakeholder Governance	Outcome 1.1. Enabling environment strengthened for effective community-driven integrated approaches_CORE		Activity 1.1.1.1					Grantee		Admin & Others	62000	GEF	75700	Training,workshops, conferences & meetings	
	Outcome 1.2. Enabling environment strengthened for effective community-driven integrated approaches_STAR	Output 1.2.1 Country Programme Strategies developed and National Steering committes in effective operation	Activity 1.2.1.1					Grantee		Admin & Others	62000	GEF	75700	Training,workshops, conferences & meetings	
	Total for Component 1														
Component 2: Demand-driven grants to CSOs/CBOs (Grants)	Outcome 2.1.Landscape-seascape strategic objectives advanced through community-led grants_CORE	Output 2.1.1 Programming of CORE grant allocation through LVG process	Activity 2.1.1.1 Call for proposal and award of selected applications, and NSC approved projects.		1	1	1	Grantee		LVG Issued	62000	GEF	72600	Grant - LVG	**228,409.09**
	Outcome 2.1 Landscape-seascape strategic objectives advanced through community-led grants_STAR	Output 2.1.1 Programming of STAR grant allocation through LVG process	Activity 2.2.1.1 Call for proposal and award of selected applications, and NSC approved projects.		1	1	1	Grantee		LVG Issued	62000	GEF	72600	Grant - LVG	**167,500.00**
	Total for Component 2														**395,909.09**
	Outcome 3.1. Sustainability and impact of community-led collective action enhanced through knowledge management and learning approaches across landscapes-seascapes and regions._CORE	Output 3.1.1 Local knowledge and lessons learned shared widely and systematically integrated into design of new projects with active participation of CSOs/CBOs and local communities_CORE	Activity 3.1.1.1 PMU/NSC/CSOs/CBOs travel for knowledge sharing_CORE					001981-UNDP		Admin & Others	62000	GEF	71600	Travel	**5,962.44**

PROJECT OUTPUTS	Main Activity Code (from Prodoc)	Main Activity Description (from Prodoc)	Sub-actions	Timeframe				Responsible Party [Name and code]	Cash trasfer modality for IP/RP only (*choose either DCT/reimbursement/direct payments*)	Delivery Modality *(choose from drop down menu)*	Fund Code	Planned Budget			
	Not to be included in Quantum			Q1	Q2	Q3	Q4					Donor	GL Account code	Budget Description	Total Amount (USD)
Component 3: Knowledge Management and Learning	Outcome 3.1. Sustainability and impact of community-led collective action enhanced through knowledge management and learning approaches across landscapes-seascapes and regions._STAR	Output 3.1.1 Local knowledge and lessons learned shared widely and systematically integrated into design of new projects with active participation of CSOs/CBOs and local communities_STAR	Activity 3.1.1.2 PMU/NSC/CSOs/CBOs travel for knowledge sharing_STAR					001981-UNDP		Admin & Others	62000	GEF	71600	Travel	**4,372.46**
	Total for Component 3														10,334.90
Component 4: Monitoring & Evaluation	Outcome 4.1. Scale, durability and impact of locally-led community action strengthend through monitoring, evaluation and evidence-based learning._CORE	Output 4.1.3 Evaluate impact of local initiatives to address environmental and socio-economic concerns of communities and generate evidential basis to inform project development by CSOs/CBOs_CORE	Activity 4.1.3.1 Project oversight		1	1	1	001981-UNDP		Admin & Others	62000	GEF	71600	Travel	-
					1	1	1	001981-UNDP		Admin & Others	62000	GEF	74500	Miscellaneous Expenses	**1,652.41**
					1	1	1	001981-UNDP		Admin & Others	62000	GEF	75700	Training,workshops, conferences & meetings	**1,549.69**
	Outcome 4.1. Scale, durability and impact of locally-led community action strengthend through monitoring, evaluation and evidence-based learning._STAR	Output 4.1.3 Evaluate impact of local initiatives to address environmental and socio-economic concerns of communities and generate evidential basis to inform project development by CSOs/CBOs_STAR	Activity 4.1.3.2 Project oversight		1	1	1	001981-UNDP		Admin & Others	62000	GEF	71600	Travel	-
					1	1	1	001981-UNDP		Admin & Others	62000	GEF	74500	Miscellaneous Expenses	**1,211.77**
					1	1	1	001981-UNDP		Admin & Others	62000	GEF	75700	Training,workshops, conferences & meetings	**1,136.44**
	Total for Component 4														**5,550.31**
	Outcome PMC_CORE	Output PMC_CORE	Activity PMC_CORE_Operational Costs			1		001981-UNDP		Admin & Others	62000	GEF	72200	Equipment and Furniture	**78.51**
					1	1	1	001981-UNDP		Admin & Others	62000	GEF	72400	Communic & Audio Visual Equip	**558.80**
					1	1	1	001981-UNDP		Admin & Others	62000	GEF	72500	Supplies	**809.78**
					1			001981-UNDP		Admin & Others	62000	GEF	72800	Information Technology Equipmt	**356.38**
					1	1	1	001981-UNDP		Admin & Others	62000	GEF	73100	Rental & Maintenance-Premises	**4,588.76**
							1	001981-UNDP		Admin & Others	62000	GEF	73400	Rental & Maint of Other Equip	**269.78**

Docusign Envelope ID: B1D41E18-3F7B-8E57-8384-B219B8CAC94D

PROJECT OUTPUTS	Main Activity Code (from Prodoc)	Main Activity Description (from Prodoc)	Sub-actions	Timeframe				Responsible Party [Name and code]	Cash trasfer modality for IP/RP only (choose either DCT/reimbursement/direct payments)	Delivery Modality (choose from drop down menu)	Fund Code	Planned Budget			
	Not to be included in Quantum			Q1	Q2	Q3	Q4					Donor	GL Account code	Budget Description	Total Amount (USD)
Component Project Management Cost					1			001981-UNDP		PO based	62000	GEF	74100	Professional Services	-
					1	1	1	001981-UNDP		Admin & Others	62000	GEF	74200	Audio Visual&Print Prod Costs	**253.16**
	Outcome PMC_STAR	Output PMC STAR	Activity PMC_STAR Operational costs			1		001981-UNDP		Admin & Others	62000	GEF	72200	Equipment and Furniture	**57.57**
					1		1	001981-UNDP		Admin & Others	62000	GEF	72400	Communic & Audio Visual Equip	**409.79**
					1	1	1	001981-UNDP		Admin & Others	62000	GEF	72500	Supplies	**593.83**
					1			001981-UNDP		Admin & Others	62000	GEF	72800	Information Technology Equipmt	**261.35**
					1	1	1	001981-UNDP		Admin & Others	62000	GEF	73100	Rental & Maintenance-Premises	**3,365.09**
					1	1	1	001981-UNDP		Admin & Others	62000	GEF	73400	Rental & Maint of Other Equip	**197.84**
					1			001981-UNDP		PO based	62000	GEF	74100	Professional Services	-
					1			001981-UNDP		Admin & Others	62000	GEF	74200	Audio Visual&Print Prod Costs	**185.65**
	Total for Component PMC														**11,986.29**
															423,780.59
														Communication	
														Evaluation	
														Audit	-
														Spot Check	
														Project Management costs	11,986.29
														DES/DPC (for NIM: add executing support services costs)	
														Total direct costs (evaluation, audit, DES/DPC+ total ouputs)	
														GMS [8%] (Add GMS for additional donors)	-
														Total of Budget:	423,780.59

Details of Project Partners 2026		
Name of Partner	Code	Amount
A	1981	423,780.59
B		
C		
D		
TOTAL PARTNER BUDGET FOR 2026		**423,780.59**

Delivery Modality	*Amount*
PO based	-
FF liquidation	-
LVG Issued	395,909.09
Salaries	-
Admin & Others Exp	27,871.50
Total AWP for 2026	***423,780.59***
Check	-

DocuSigned by: AFCF2167BBD54F0...

Project Manager Akisi Bolabola

Signature and Date 08-Jun-2026

Implementing Partner Signature*

Title, Signature and Date

Signed by: Abduvakkos Abduvalimanov 5694BD31078A490...

Resident Representative/Deputy Resident Representative

Title, Signature & Date 08-Jun-2026

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 project management to manage available resources and achieve set results.

Docusign Envelope ID: B1D41E18-3F7B-8E57-83B4-B219B8CAC94D

Project No: *01004232*

Project Name: *Eighth Operational Phase of the GEF Small Grants Programme (Part 1) - SGP OP8-Part 1*

Budgeted Deliver **423,780.59**

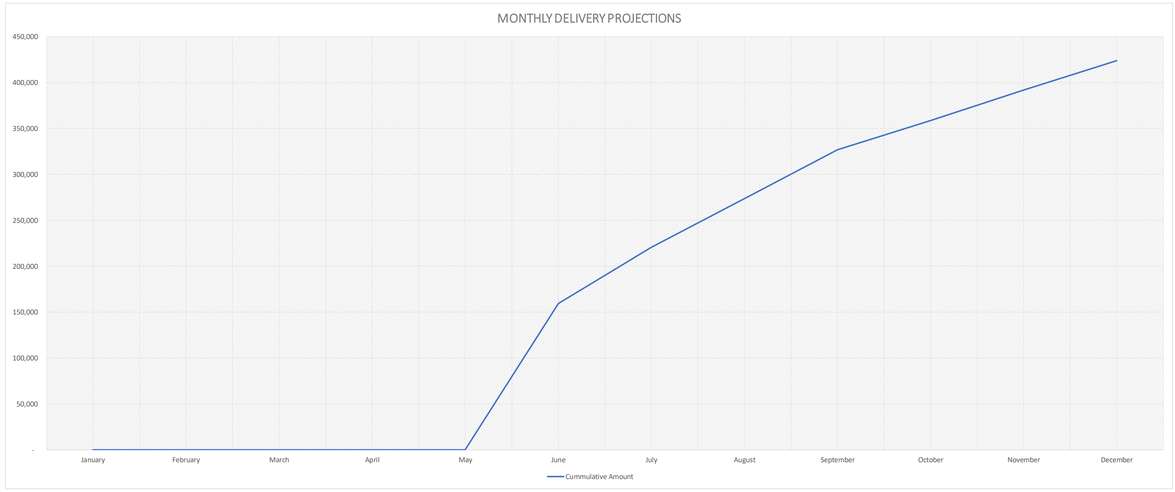
Project Roadmap for 2026 Delivery

Category	Description	Amount USD	Procurement Stages					Quarter 1			Quarter 2			Quarter 3			Quarter 4			Total
			Submission of TOR to Procurement	Advertisement Ending date	Evaluation	Review and approval	Contract issuance	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
LVG Issued	**Case 1**	395,909.09											150,000.00	57,500.00	50,000.00	50,000.00	28,409.09	30,000.00	30,000.00	**395,909.09**
Admin & Others Exp Posted	**Case 2**	27,871.50											9,463.79	3,659.74	3,000.00	3,000.00	3,747.97	3,000.00	2,000.00	**27,871.50**
PO Issued	**Case 3**	-											-							**-**
Salaries	**Case 4**																			
Admin & Others	**Case 5**						*(For contract issuance, enter the expected amount in the correct month)*													**-**
POs	**Case 6**																			
POs	**Case 7**																			
POs	**Case 8**																			
POs	**Case 9**																			
POs	**Case 10**																			
		423,780.59							**-**	**-**	**-**	**-**	**159,463.79**	**61,159.74**	**53,000.00**	**53,000.00**	**32,157.06**	**33,000.00**	**32,000.00**	**423,780.59**

**salaries will be posted every month (mid month)*

18,000.00

1,809.21



Monthly	Amount	%	Cummulative Amount
January	-	0.0%	-
February	-	0.0%	-
March	-	0.0%	-
April	-	0.0%	-
May	-	0.0%	-
June	159,464	37.6%	159,464
July	61,160	14.4%	220,624
August	53,000	12.5%	273,624
September	53,000	12.5%	326,624
October	32,157	7.6%	358,781
November	33,000	7.8%	391,781
December	32,000	7.6%	423,781

Category	Total	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
PO based	-	-	-	-	-	-	-	-	-	-	-	-	-
FF liquidation	-	-	-	-	-	-	-	-	-	-	-	-	-
LVG	395,909.09	-	-	-	-	-	150,000.00	57,500.00	50,000.00	50,000.00	28,409.09	30,000.00	30,000.00
Salaries	-	-	-	-	-	-	-	-	-	-	-	-	-
Admin & Others	27,871.50	-	-	-	-	-	9,463.79	3,659.74	3,000.00	3,000.00	3,747.97	3,000.00	2,000.00
Total	**423,780.59**	**-**	**-**	**-**	**-**	**-**	**159,463.79**	**61,159.74**	**53,000.00**	**53,000.00**	**32,157.06**	**33,000.00**	**32,000.00**

Docusign Envelope ID: B1D41E18-3F7B-8E57-8384-B219B8CAC94D

Monitoring Plan

January - December 2026

Project Name: Eighth Operational Phase of the GEF Small Grants Programme (Part 1) - SGP OP8-Part 1

Country:Fiji

DATE (Month/Year)	LOCATION (Country)	MONITORING ACTIVITY	MISSION MEMBERS (Name / Designation)	PURPOSE	METHODOLOGY
1-Dec	Fiji	Annual Monitoring Report (AMR)	Global SGP team	Annual reporting	Comprehensive report on progress towards achievement of programme results
2-Dec	*Fiji*	*Outcome 2 Project Progress Report*	*Akisi Bolabola*	*Report Project Results*	***Quaterly report to the Global SGP focals for the AMR***

DATE OF PROJECT BOARD MEETINGS

Guideline

Use the table above. Expand it, if needed.

Add all field monitoring visits **planned in 2024**. **Plan is tentative.**

Add only M&E-related field visits. DO NOT ADD any other field visit for attending a workshop/meeting, which is not relevant to M&E.

M&E-related field visits include but are not limited to: **progress monitoring, results/data verification, data quality check, survey preparation, field testing of survey instruments, enumerator's training, and data collection monitoring.**

Describe a methodology briefly, if the purpose of field visit is progress monitoring or results/data verification, or data quality check. It cannot be a rigorous method due to limited time of a field visit, but a rapid method should be identified before going to the field.

Docusign Envelope ID: B1D41E18-3F7B-8E57-8384-B219B8CAC94D

UNDP Fiji MCO

Project Name(Eighth Operational Phase of the GEF Small Grants Programme (Part 1) - SGP OP8-Part 1) Procurement Plan - 2026

Country	**Fiji**	
Submitted by:		
Date:		
Responsible Party		

Instructions:
- If you need additional lines, right-click and "Insert" rows.

(new)

Project Output No.	Activity/Task #	Sub-Action ID from AWP Tab	Type of Procurement Action *(Use dropdown menu)*	Title of Procurement Action	Procurement Category	Procurement to be carried out by: *(choose either "UNDP" or "Partner")*	Description of goods, services or works required	Unit of Measure	Quantity	Estimated Unit Price in USD	Estimated Total Price in USD	Multi-year contract in USD		Procurement request submission date	Final Delivery Date of Good/Services/Civil works/IC	Committee review
												2026	2027			
Total Estimated 2026 Micro Procurement Plan (USD)											-	-				
Total Estimated 2026 Procurement Plan (USD)											-					

UNDP	-
Partner	-
TOTAL	-

Docusign Envelope ID: B1D41E18-3F7B-8E57-8384-B219B8CAC94D

Timeline

Civil Work > USD 1M

Month 1 Feasibility Study
Month 2 SES
Month 3 Engineer - design and BOQ
Month 3 ITB drafting + Ex-Ante
Month 5 Solicitation, evaluation, committee review, contract award
Month 7 Contract commencement

Civil Work between USD 300k to USD 1M

Month 1 Feasibility Study
Month 2 SES
Month 2 Engineer - design and BOQ
Month 3 Solicitation, evaluation, committee review, contract award
Month 5 Contract commencement

Civil Work < USD 300k

Month 1 SES and feasibility study if required
Month 1 Engineer - design and BOQ
Month 2 Solicitation, evaluation, committee review (if required), contract award
Month 3 Contract commencement

Goods or Services > USD 1M

Month 1 TOR/specs writing (incl. engagement/hiring of subject matter expert if required)
Month 2 ITB/RFP drafting + Ex-Ante
Month 3 Solicitation, evaluation, committee review, contract award
Month 5 Contract commencement

Goods or Services between USD 300k to USD 1M

Month 1 TOR/specs writing (incl. engagement/hiring of subject matter expert if required)
Month 2 Solicitation, evaluation, committee review, contract award
Month 3 Contract commencement

Goods or Services < USD 300k

Month 1 TOR/specs writing
Month 1 Solicitation, evaluation, committee review (if required), contract award
Month 2 Contract commencement

Individual Contractor > USD 150k

Month 1 TOR writing
Month 1 Solicitation, evaluation, committee review, contract award
Month 2 Contract commencement

Individual Contractor < USD 150k (if using Roster, total 2 weeks from TOR to contracting)

Week 1 TOR writing
Week 2-4 Solicitation, evaluation, contract award
Week 5 Contract commencement

Docusign Envelope ID: B1D41E18-3F7B-8E57-8384-B219B8CAC94D

Docusign Envelope ID: B1D41E18-3F7B-8E57-8384-B219B8CAC94D



Docusign Envelope ID: B1D41E18-3F7B-8E57-8384-B219B8CAC94D

**** *Only update the <u>new risks</u> and or updating of new risks treatments*

#	Event	Cause	Impact(s)	Risk Category and Sub-category *(including Risk Appetite)*	Impact, Likelihood & Risk Level *(see Annex 3 Risk Matrix)*	Risk Valid From/To	Risk Owner *(individual accountable for managing the risk)*	Risk Treatment and Treatment Owner	
1. Organizational	There is a risk that delivery of grant through LVG process will be delayed.	As a result of the SGP global transition from UNOPS to UNDP and limited knowledge of staff on the SOPs.	Which will impact project grantees receiving their grant disbursements on time for their implementation.	4.6 Knowledge Management	Likelihood: **low likelihood** Impact: **minor** Risk level: **moderate**	From: **Feb-26** To: **May-26**	Akisi Bolabola (NC SGP Fiji)	Risk Treatment 1.1: … **Proactively get support from UNDP RCC team for guidance** Risk Treatment Owner: … **Akisi Bolabola** Risk Treatment 1.2: … **SOP Training on LVG and Quantum** Risk Treatment Owner: … **Akisi Bolabola** Risk Treatment 1.3: … **Regularly communicate with grantees on the operatoinal delay** Risk Treatment Owner: … Akisi Bolabola	
2. Reputational	There is a risk that the project implementation by the grantee is not done in a timely manner or as expected.	As a result of lack of capacity in some areas of the project's interventions.	Which will impact in the timeline of project's deliveries.	5.5 Stakeholder Management	Likelihood: **low likelihood** Impact: **minor** Risk level: **moderate**	From: **Mar-26** To: **Oct-26**	…	Risk Treatment 2.1: … **Inception workshop for grantees, identify capacity needs** Risk Treatment Owner: … **Akisi Bolabola** Risk Treatment 2.2: … **Allocate technical support fees at project's final workplan and budget planning phase.** Risk Treatment Owner: … **Akisi Bolabola** Risk Treatment 2.3: … **Faciliate common capacity needs training for identified grantees** Risk Treatment Owner: **Akisi Bolabola**	
					Likelihood:	From:		Risk Treatment 3.1: …	

3. Social and Environmental	There is a risk that the unsafe use and handling of agrochemicals and associated hazardous wastes generated (e.g., used containers) may release harmful pollutants to the environment, and pose community health and safety risks.	As a result of the release of pollutants	Which will impact the implementation of the project as applicants of grant proposals will be required to ensure that UNDP Social and Environmental Standards as well as national environmental and health protection laws and derivative legislation are followed in the execution of project activities.	1.10 Labour and working conditions	low likelihood Impact: **Intermediate** Risk level: **moderate**	Mar-26 To: **Dec-26**	…	Grant applicants will be required to ensure full compliance with UNDP Social and Environmental Standards (SES) and all relevant national environmental and health protection laws during project implementation. Proposals must clearly describe how these standards and legal requirements will be met, and they will be screened under the programme-level Environmental and Social Management Framework (ESMF) to verify compliance. Risk Treatment Owner: … **Akisi Bolabola** Risk Treatment 2.2: …
4. Social and Environmental	Consistent with UNDP SES, the grant applicants will be required to conduct due diligence as part of the proposal development process to ascertain that third parties who may engage project workers are legitimate entities and have in place appropriate policies, processes and systems that allow them to operate in accordance with the minimum requirements outlined in UNDP Standard 7 on Labour and Working Conditions	The programme may support activities where working conditions might not meet national labor laws and international commitments.	Which would generate additional screening layers that may impact the progress of the project implementation and the release of grants due to compliance requirements.	1.10 Labour and working conditions	Likelihood: **low likelihood** Impact: **minor** Risk level: **moderate**	From: **Mar-26** To: **Oct-26**	…	Risk Treatment 4.1: … Grant applicants will be required to conduct due diligence during proposal development to verify that any third-party entities engaging project workers are legitimate and have appropriate policies, systems, and processes in place to comply with UNDP Standard 7 on Labour and Working Conditions and relevant national laws. Risk Treatment Owner: … **Akisi Bolabola**

	Working Conditions, as well as relevant national laws							
5. Social and Environmental	There is a risk that the programme may support initiatives impact tangible or intangible cultural heritage in the target landscapes-seascapes.	As a result of climate change and natural disasters.	Which may impact the project beneficiaries, activities, implementation processes and expected results.	1.7 Cultural Heritage	Likelihood: **low likelihood** Impact: **minor** Risk level: **moderate**	From: **Mar-26** To: **Oct-26**	…	Risk Treatment 5.1: … **Participatory landscape–seascape baseline assessments will include hazard assessments in collaboration with local stakeholders to identify potential climate and disaster risks and inform grant project activity plans with appropriate preparedness and mitigation measures.** Risk Treatment Owner: … **Akisi Bolabola**
6. Social and Environmental	There is a risk that the project activities supported by the programme may be located in areas subject to hazards such as earthquakes, floods, landslides, severe winds, storm surges, tsunami or volcanic eruptions	As a result of render present tourist activities more sustainable and less harmful to fragile environments, including those of significance to cultural heritage.	Which may impact the progress of the project as, all eco-tourism activities will have to demonstrate how they improve the status quo in terms of climate change adaptation/mitigation, biodiversity protection and/or land degradation.	1.15 Climate Change and Disaster Risks	Likelihood: **low likelihood** Impact: **minor** Risk level: **moderate**	From: **Mar-26** To: **Oct-26**	…	Risk Treatment 6.1: … **Participatory landscape–seascape baseline assessments will include hazard assessments in collaboration with local stakeholders to identify potential climate and disaster risks and inform grant project activity plans with appropriate preparedness and mitigation measures.** Risk Treatment Owner: … **Akisi Bolabola**

Docusign Envelope ID: B1D41E18-3F7B-8E57-8384-B219B8CAC94D

7. Social and Environmental	There is a risk that the project activities supported by the programme may be located in areas subject to hazards such as earthquakes, floods, landslides, severe winds, storm surges, tsunami or volcanic eruptions	As a result of limate change and natural disasters.	Which may impact the project beneficiaries, activities, implementation processes and expected results.	1.15 Climate Change and Disaster Risks	Likelihood: **low likelihood** Impact: **minor** Risk level: **moderate**	From: **Mar-26** To: **Oct-26**	…	Risk Treatment 5.1: … **Participatory landscape–seascape baseline assessments will include hazard assessments in collaboration with local stakeholders to identify potential climate and disaster risks and inform grant project activity plans with appropriate preparedness and mitigation measures.** Risk Treatment Owner: … **Akisi Bolabola**

Docusign Envelope ID: B1D41E18-3F7B-8E57-8384-B219B8CAC94D

Project Title	Eighth Operational Phase of the GEF Small Grants Programme (Part 1) - SGP OP8-Part 1
Country	Tonga
Duration	01.07.2024
Project ID (Quantum)	01004232

	Type of Report	Reporting Frequency	Reporting Deadline
	Annual Progress Report 2026	Once	31-Dec-26
	Quartly Progress Report	4	March 26- December 26
	ROAR 2026	Yearly	15-Dec-26

Docusign Envelope ID: B1D41E18-3F7B-8E57-8384-B219B8CAC94D

Gender Action Plan - 2026

Project Name: Eighth Operational Phase of the GEF Small Grants Programme (Part 1) - SGP OP8-Part 1

Country: Fiji

Actions (Gender Action Plan is relevant for all activities under Outcome 2)	Person/Unit Responsible	Timeline	Budget allocation		Proposed Indicator
			Budgeted amount	%	
Gender representative on the National Steering Committee	Akisi/ RCC	Jan - Dec 2026	0	0	Participation of gender rep on NSC meeting and decisions - Minutes reflecting attendance
GEDSI agenda item on Inception Workshop for all onbodaring SGP projects	Akisi & Losana/ RCC	May 2026 October 2026	0	0	* Workshop agenda * Workshop report
Support GEDSI training and integration in Indigenous Peoples Fellowship project	Akisi & Losana/ RCC	Jun-26	0	0	* Project tranche 3 report
Capacity Development grant to include an inaugral sustainable women's forum.	Akisi/ RCC	Jun- Dec 2026	25000	50	* Call for Proposal ToR
Support grantees in integration of GEDSI elements in projects implementaion.	Akisi & Losana/ RCC	May 2026 October 2026	0	0	Grantee project report.
		Total Gender Budget			25,000.00

Docusign Envelope ID: B1D41E18-3F7B-8E57-8384-B219B8CAC94D

UNDP Pacific HR Plan - 2026
Project/Cluster:

1. HR Plan for 2026 - positions to be recruited

Position	Country	Position reflected in Annual work Plan Yes/No	Contract modality	Type of recruitment	Category/ Band/ Grade	Contract Duration	Estimated start date	Estimated end date	Annual costs in USD	Monthly costs	% to be charged to the project	Total personnel costs	
Leah Nimoho	National Coordinator	No	NPSA	National	IB4/NPSA- 9			31/12/2026					

NOTE:* Request for Service to be submitted at least 2 months prior the recruitment process
** The NPSAs 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, IFTA, ITA, SSA)

Name	Position Title	Contract Modality	Level/Band	Contract end date (DD/MM/YYYY)	Planned extension
Akisi Bolabola	SGP National Coordinator	NPSA	NPSA 9	Jan-26	Jan-27

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

Docusign Envelope ID: B1D41E18-3F7B-8E57-8384-B219B8CAC94D

Communication Plan - 2026

AWP Activity ID	Communication Activities & Tools	Timeline	Resource requirements	Responsible CO Unit/Person
	(how best to reach your respective target audiences with the key messages?)	*(when is the activity due or how often?)*	*(person/days required, budget implications (also consider outsourcing costs))*	*(And supporting unit/persons if any)*

Docusign Envelope ID: B1D41E18-3F7B-8E57-8384-B219B8CAC94D

Project Title	
Country	
Duration	
Project ID (Quantum)	

Mission	Month	Estimated Number of Travellers (staff)	Estimated Number of Travellers (external)	Local/international	Mode of transport (air, land, sea/river)	Security Planning Required (Y/N)	Estimated cost

Docusign Envelope ID: B1D41E18-3F7B-8E57-8384-B219B8CAC94D

Project Title	
Country	
Duration	
Project ID	

	IP/RP's Name	List of Previous Observations	Actions to be undertaken	Proposed date	Status
Micro Assessment					
Micro Assessment [year]					
Spot Check					
Spot check [year]					
Audit					
Audit [year]					

Please add more rows if needed.

Docusign Envelope ID: B1D41E18-3F7B-8E57-8384-B219B8CAC94D

Account	Description
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 hosplitality 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

Docusign Envelope ID: B1D41E18-3F7B-8E57-8384-B219B8CAC94D

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

Docusign Envelope ID: B1D41E18-3F7B-8E57-8384-B219B8CAC94D

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

Docusign Envelope ID: B1D41E18-3F7B-8E57-8384-B219B8CAC94D

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

Docusign Envelope ID: B1D41E18-3F7B-8E57-8384-B219B8CAC94D

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	Transporation 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	Comsumables - 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

Docusign Envelope ID: B1D41E18-3F7B-8E57-8384-B219B8CAC94D

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

Docusign Envelope ID: B1D41E18-3F7B-8E57-8384-B219B8CAC94D

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

Docusign Envelope ID: B1D41E18-3F7B-8E57-8384-B219B8CAC94D

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

Docusign Envelope ID: B1D41E18-3F7B-8E57-8384-B219B8CAC94D

77290	Relocation Grant - GS Staff on Temporary Appointments
77295	MAIP Premium - GS Staff on Temporary Appointment
77297	Appendix D Compensation Cost - GS Staff on Temporary Appointment
77301	Labour Cost – IP Staff on Temporary Appointment
77305	Salaries - IP Staff on Temporary Appointment
77306	Appointment Cost - Air Ticket for IP Staff on Temporary Appointment
77307	Appointment Cost - Daily Subsistence Allowance for IP Staff on Temporary Appointment
77309	Appointment Cost - Shipment for IP Staff on Temporary Appointment
77310	Post Adjustment - IP Staff on Temporary Appointment
77315	Employer Portion of Medical and Social Insurance - IP Staff on Temporary Appointment
77320	Hardship and Non-Mobility Allowance - IP Staff on Temporary Appointment
77323	Appointment Cost - Lump Sum Salary for IP Staff on Temporary Appointment
77325	Representation Allowance (exclude hosplitality payment) -TA
77330	Education Grant and Travel Expense - IP Staff on Temporary Appointment
77335	Hazard Duty Station Allowance - IP Staff on Temporary Appointment
77345	Dependency Allowance - IP Staff on Temporary Appointment
77350	Rental Supplement - IP Staff on Temporary Appointment
77353	Reimbursement of Income Tax - IP Staff on Temporary Appointment
77355	Termination Indemnity Cost - IP Staff on Temporary Appointment
77357	Cost of Repatriation and Annual Leave - IP on Temporary Appointment
77365	Special Operations Living Allowance - IP on Temporary Appointment
77375	UNJSPF Pension Contribution - IP Staff on Temporary Appointment
77380	Security Evacuation Cost - IP Staff on Temporary Appointment
77385	Contribution to Security - IP/Temporary Appointment
77386	Contribution to Information And Communications Technology (ICT) - TA
77390	Relocation Grant - IP Staff on Temporary Appointments
77395	MAIP Premium - IP Staff on Temporary Appointment
77396	Payroll Management Cost Recovery
77397	Appendix D Compensation Cost - IP Staff on Temporary Appointment
77401	Contribution to Shared General Opex - Information And Communications Technology (ICT) Costs
77402	Contribution to Shared General Opex - Security Costs
77403	UNJSPF Pension Contribution - Shared General Opex
77923	Investments - Impairment Loss
77924	Investments - Impairment Reversals

Docusign Envelope ID: B1D41E18-3F7B-8E57-8384-B219B8CAC94D

Docusign Envelope ID: B1D41E18-3F7B-8E57-8384-B219B8CAC94D

Docusign Envelope ID: B1D41E18-3F7B-8E57-8384-B219B8CAC94D

Type of Procurement

Goods
Professional Services
International IC
National IC
Civil Works
Responsible Party Agreement