



UNDP South Sudan

2015 Annual Work Plan

Project Name	Amount
<p>Support to Democracy and Participation</p>	<p>US\$1,069,613.03</p>
<p>Hon. David Deng Athorbei Minister Ministry of Finance and Economic Planning Government of the Republic of South Sudan</p>	<p>Mr. Balázs Horváth Country Director UNDP South Sudan Programme</p>
<p>Signature: </p>	<p>Signature: </p>
<p>Date: 25 March 2015</p>	<p>Date: 25 March 2015</p>

**United Nations Development Programme
South Sudan**

Annual Work Plan 2015

Project Title: Support to Democracy and Participation
UNDAF Outcome (s): Core governance and civil service functions are established and operational

Expected CP Output(s):

- Institutions of oversight, accountability and democracy strengthened
- Decentralization and intra-government coordination processes strengthened

Implementing Partners: UNDP

Responsible Parties: Civil Society Organization (CSOs)

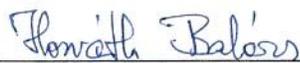
Brief Description

The purpose of UNDP's Democracy and Participation project is to engender institutionalized platforms for increasing the alignment of the development interests of citizens and the political and economic priorities of the State. However, the Democracy and Participation project was substantially curtailed in view of the December 2013 conflict and the ongoing Addis Peace Talks. In response to these changes in context, UNDP recalibrated the project to *focus on work with CSOs, media and faith-based organizations to facilitate platforms for national discourse*. While the peace negotiation in Addis Ababa is being led by IGAD, supporting broad-based, civic education, policy debates and civic dialogue on pertinent political governance issues can help address the underlying causes of violent conflict and assist citizens to define a national identity and their aspirations. In 2015, the project will support civic engagement, voice and accountability through:

- Provision of grant to civil society organizations and media to conduct public consultations and dissemination of constitution-related materials
- Support to CSOs to conduct research, produce policy briefs and organize upstream public debates on pertinent political governance issues.

Project Period:	2013-2016	2015 AWP Budget:	\$1,069,613.03
Programme Component:	Democratic Governance and Stabilisation	Total Resources Required:	\$1,069,613.03
Atlas Award:	00072625	Total Allocated Resources:	\$1,069,613.03
Start date:	01 Jan, 2015	Regular:	
End date:	31 Dec.2015	UNDP (TRAC):	\$ 220,000.00
		BPPS	\$ 568,873.00
		Other:	
		Japan	\$ 280,740.00
		Funding gap:	

Agreed by: Ministry of Finance, Commerce, Investment and Economic Planning: 

Agreed by UNDP: 

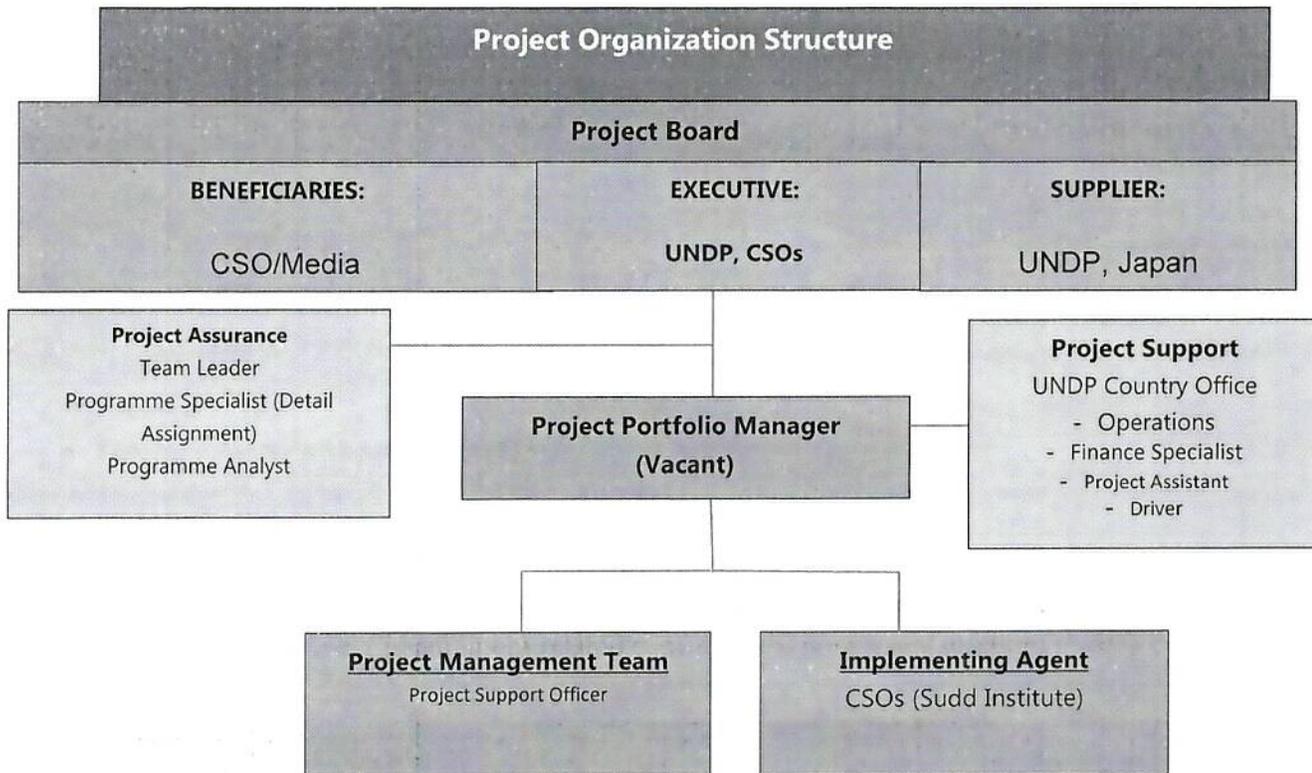
I. ANNUAL WORK PLAN -2015

EXPECTED OUTPUTS	PLANNED ACTIVITIES	TIMEFRAME				RESPONSIBLE PARTY	Funding source	PLANNED BUDGET	
		Q1	Q2	Q3	Q4			Budget description	Amount (US\$)
Output 1: Deepening Democracy to assist consolidation of a political settlement within the framework of constitutionalism¹ Baseline: 1. The Sudd Institute produced four policy briefs, one special report, and organised three public debate on political governance issues in 2014. 2. No CSOs/Media civic education programmes related to political governance issue conducted in 2014 3. Limited CSO/CBO advocacy and lobbying through media programmes.	Activity Result 1.1 Upstream Policy debate and downstream voice, accountability and civic engagement supported Support CSO/Media civic education programs through small and medium grants mechanisms.	x	x	x	x	UNDP, CSO, Media	Japan	72600 Grant	262,373.83
	Advocacy through the media on democratic governance issues.	x	x	x	x	UNDP, CSO, Media	BPPS	72100 Contractual Service- comp. 74100 Professional services serv.	145,000.00
	Support CSOs to conduct research, produce policy briefs and organize public debates on pertinent governance and political issues.	x	x	x	x	UNDP, CSO,	BPPS	72100 Professional Services 75700 Training, Workshop, Conference 72500 Supplies 74200 Audio-visual and Print Production Costs	180,000.00
3. Limited CSO/CBO advocacy and lobbying through media programmes.	Project Board Meeting	x	x	x	x	UNDP	UNDP	72600 Grants	117,739.00
	Field monitoring visits and reporting	x	x	x	x	UNDP	BCPR	75700 Workshop 71600 Travel 72800 InfoTech Equip 72200 Equipment	0.00
Indicators:									
1. Number of policy briefs published and public debates organized by CSOs.									
2. Number of civic education programmes conducted by CSOs/Media									
3. Number of civic education events organised through media.									
Targets:									
1. 12 policy briefs and 9 public debates									
2. 30 civic education outreach programmes conducted									
3. Organised 5 radio talk shows and 26 SMS messages civic education programmes									
Related CP Outcome: Core governance and civil service functions are established and operational	PPSU – Quality Results Management					UNDP	BPPS	71200 International Consultant	70,000.00
	IUNV Communication Officers x 2					UNDP	BPPS	71500 Travel 71500 IUNVs 71500 IUNVs	24,012.53 50,000.00 52,800.00
								Sub-total Activity Result 1.2	346,134.03
								GMS (8%)	0.00
								Total Activity Result 1.2	346,134.03
								Sub-total Output 1	1,069,613.03
								Grand Total Output 1	1,069,613.03

¹ The revision and adoption of people-driven Constitution supported and facilitated

ii. MANAGEMENT ARRANGEMENTS²

The project will be managed by UNDP under UNDP's Direct Implementation (DIM) modality. However the project membership will be decided and prepared base on the direction of Democracy and Participation Project in line with the outcomes of the peace negotiations related constitutional review and elections making bodies.



The Project Board

A **Project Board** will be established to be chaired by UNDP with membership of grant/fund recipient CSOs. UNDP will provide additional Secretariat services. The Board will meet on Quarterly or more frequently as required.

United Nations Development Programme (UNDP)

UNDP through its Democratic Governance and Stabilization Unit will serve as a senior supplier to the Project Board for project quality assurance through the undertaking of oversight and independent assessments of the project activities, results, reporting and internal and external audit. Given limited funding for the project, UNDP will place a Project Manager on detail assignment basis. In all project implementation decision-making, the inputs and guidance of the Senior Beneficiaries (CSOs) will be sought and applied as guidance to ensure that expectations are met in terms of quality of the project results.

The Programme Specialist (Detail Assignment) and the Programme Analyst will closely coordinate with UNDP in ensuring that management systems (finance, procurement, human resources, M&E, etc.) are implemented efficiently and effectively and will act as liaison with UNDP, counterparts, implementing agencies and donors. The Programme Specialist

². For the Constitution Review Process, please refer Annex

and Programme Analyst will also be responsible to the Project Board for the financial performance and development results as indicated in the Result and Resources Framework (RRF). UNDP will also play the oversight and quality assurance role, monitoring and evaluating the project as objectively and independently as possible.

Donors

Besides providing the funding needed for activity implementation, the donors will provide general oversight through counterpart visits. Donor representatives will also be invited to accompany project staff on field visits where possible.

Collaborative arrangements with related projects

The project scope relates to the work being done by UNDP Support to Democracy and Participation, Support to Access to Justice and Rule of Law and Community Security and Arms control (CSAC). Reports will be shared with the management of these projects to ensure that they are kept up-to-date with the progress and challenges in these areas. The project Managers of related projects will also be invited as observers to the project, as well as undertake joint field trips to the states where possible to ensure coordination and synergies in project implementation.

Audit Arrangement

Project accounts will follow standard UNDP Procedures. For funds that will be transferred to implementing partners through Letters of Agreements (LOA), auditing will follow the normal procedures required of those IP organizations.

III. MONITORING FRAMEWORK AND EVALUATION

In accordance with the UNDP Policies and Procedures outlined in the UNDP user guide, the project will be monitored through the following:

Within Annual Cycle

- On a quarterly basis, quality assessment shall record progress towards the completion of key results, based on quality criteria and methods captured in the Quality Management in Atlas.
- An Issue Log shall be activated in Atlas, maintained by the Finance Assistant and reviewed by the Project Manager to facilitate tracking and resolution of potential problems or requests for change.
- UNDP will conduct a risk analysis, after which a risk log shall be activated in Atlas and regularly updated by reviewing the external environment that may affect the project implementation.
- Based on the above information recorded in Atlas, Project Progress Report (PPR) shall be submitted by the Project Manager to the Project Board through Project Assurance, using the standard report format available in the Executive Snapshot.
- A project Lesson Learnt Log shall be activated and regularly updated to ensure on-going learning and adoption within the organization and to facilitate the preparation of the Lessons Learned Report at the end of the project.
- A monitoring Schedule Plan shall be activated in Atlas and updated to track key management actions/events.

Annually

- **Annual Review Report:** An Annual Review Report shall be prepared by the Project Manager and shared with the Project Board and the Outcome Board. As a minimum requirement, the Annual Review Report shall consist of the Atlas standard format for the QPR covering the whole year with updated information for each

elements of QPR as well as a summary of results achieved against pre-defined annual target at the output level.

- **Annual Project Review:** Based on the above report, an annual project review shall be conducted during the fourth quarter of the year or soon after, to assess the performance of the project and appraise the Annual Work Plan (AWP) for the following year. The review will be driven by the Project Board and involve other stake holders as required. It shall focus on the extent to which progress is being made towards outputs, and that these remain aligned to appropriate outcomes.

IV. LEGAL CONTEXT

The document together with the CPAP signed by the Government and UNDP which is incorporated by reference constitute together a Project Document as referred to in the Standard Basic Assistance Agreement (SBAA) and all CPAP provisions apply to this document.

Consistent with the Article III of the SBAA, the responsibility for the safety and security of the implementing partners and its personnel and property, and of UNDP's property in the implementing partners' custody, rests with the implementing partner.

The implementing partner shall:

- Put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried
- Assume all risks and liabilities related to implementing partner's security, and the full implementation of security plan

UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this agreement.

The implementing partner agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document.

Annex 1: RISK ANALYSIS

Risk	Type	Risk Likelihood/Impact	IC Response/Mitigation
Non implementation of the SPLM intra agreements and continued political polarization between the SPLM-in government and SPLM-in opposition	Political	P=4 I=4	<ul style="list-style-type: none"> (Conduct) Update the Conflict Sensitivity Analysis and review the project's compliance with the UNHRDDP to identify political and reputation risks Scale up Work with civil society organization (CSOs)
Support to the Government counterparts exacerbate conflict and undermine UNDP's impartiality	Political	P=3 I=4	<ul style="list-style-type: none"> Work through CSO and suspend supporting government counterparts
Withdrawal of funds by donors and/or delays in release of the financial contributions	Financial	P=4 I=4	<ul style="list-style-type: none"> Engage with donors and restructure the project according to the convened option. (Develop options paper and engage e donors). Engage with UNDP management for the allocation of seed fund

ANNEX 2: STAFFING TABLE

Sn	Name of Position	International/National	Number of Months	Proforma Cost (USD)	Budget in AWP	
					Output	Activity Result
1	Programme Analyst (NOB)	National	12	52,800.00	Output 2	Activity Result 2.4
2	Project Support Officer (SB4/2)	National	12	32,261.00	Output 2	Activity Result 2.4
3	Driver (SB3/1) (65%)	National	12	15,000.00	Output 2	Activity Result 2.4

ANNEX 3: Communication and Knowledge Management Plan

Sn	Communication Activities	Support needed from PPSCU	Responsibility
A	Support to CSOs/Media in the production of reports		
1	CSOs/ Media event report	Yes	Programme Analyst
B	Support CSOs/Media in promoting key events via media advisories, press releases, publicizing on the UNDP website, production of supporting documentation, etc.		
1	Press Release	Yes	Programme Analyst
C	Increase public awareness about the work, results and impact of UNDP's support to CSOs/ Media through radio shows, scheduling interviews, and publicizing knowledge products.		
1	Organise Radio Interviews	Yes	Programme Analyst
D	Promote UNDP South Sudan's work with CSOs/Media Global by submitting stories to HQ, supporting the unit to post updates on Teamworks		
	Post CSOs/ Media events update on UNDP Teamwork	Yes	Programme Analyst
E	Prepare and incorporate CSO/Media projects, results and messaging into UNDP corporate communications and ensure projects are highlighted appropriately in the Newsletter, Annual Report, website, and other UNDP-wide publications.		
	Prepare highlights of CSO/Media events in UNDP corporate communications	Yes	Programme Analyst
F	Knowledge Management		
	Present outcomes of CSO/Media interventions in Programme Team Meetings with opportunities for discussion	Yes	Programme Analyst
	Developing 1-page summaries of CSO/Media interventions to share on intranet for all staff to view.	Yes	Programme Analyst