

**PALAU LOCAL GOVERNANCE STRENGTHENING PROJECT  
2018 ANNUAL WORK PLAN**

EXPECTED OUTPUTS	PLANNED ACTIVITIES	TIMEFRAME				Responsible Party	PLANNED BUDGET Funding Source	Budget Description	Amount
		Q 1	Q 2	Q 3	Q 4				
Output 1: 4 States (Executive and Legislative branches) have enhanced capacities to plan and manage public resources to deliver basic services to their constituencies	Activity Result 1.1: Strengthening capabilities of State governors, legislators and staff on their roles, functions and duties around accountability, transparency and good governance through focused training activities on PFM, good governance and through on the job coaching  1. Organize Governance Clinics (2-3 days) for pilot state leadership - Governors and Legislators (which provides a baseline assessment) on their roles and responsibilities, the importance of good governance, the relevance of the SDGs and the need for transparency and downward accountability mechanisms.  2. Brief orientation support for newly elected State Governors and Legislators on their roles and functions		x			UNDP	GCS	75700 - Workshop related costs	8,000
						UNDP	GCS	71500- Travels costs for technical mission support from UNDP for this and other M&E	8,000
						UNDP	GCS	75700-Workshop and Mtg Expenses (incl. National consultants)	8,000
						UNDP	GCS	75700-Workshop	5,000
						UNDP	GCS	75700-Workshops 71200 - Consultants	10,000 15,000
	3. Organise an annual one-day Conference for State Governors to meet and advocate for common concerns with national Executive Branch, Senate and House of Delegates members.  4. Conduct orientation of Governors' office staff on their roles and functions and knowledge sharing between other state government staff. To be combined with the training below.  5. Conduct specialised trainings for finance and administration staff in State Governments on public financial management principles, municipal finance, procurement and on accounting software and develop this training into a course through the Continuing		x			UNDP	GCS	75700- Workshops	covered above

	Education program at Palau Community College.																			
	6. Produce knowledge materials in the form of State Factsheets and information pamphlets/brochures for each supported State	X	X							UNDP	GCS	74200- Printing, Production costs	5,000							
	<b>Activity Result 1.2: Improving institutional policy frameworks (incl. regulations), systems and planning capacities through development of procedures and specialized trainings</b>									<b>Sub-total Activity 1.1</b>			<b>59,000</b>							
	1. Develop user friendly SOPs, best practices and guidelines, including standardized forms and templates following state level admin/finance trainings to help standardize and enhance the quality (including the public consultation process) of State Annual Budgets and Plans to be able to track progress and challenges.		X							UNDP	GCS	71300- Consultants	5,000							
	2. Conduct Local Governance diagnostics to map strengths and gaps of local States (Decentralization/local governance policies and State core functions) – Incl. a gender analysis.			X						UNDP	GCS	75700- Workshop/ Training	1,800							
	3. Develop user friendly SOPs, including conducting trainings on SOPs, guidelines and forms for the organization and day-to-day operations of State administrations (Executive and Legislative branches) as part of the Governance Clinic activity.		X							UNDP	GCS	71600- Travel related	4,000							
	4. Conduct orientation for State Legislators and clerks on State powers and regulations related to the drafting and adoption of State regulations and by-laws, including ad-hoc trainings on new national Acts and policies that directly impact and/or require States' support for execution as part of the Governance Clinics.			X						UNDP	GCS	71200- Consultants	8,000							
	5. UNDP Advisory, Project Management, Finance and Admin support Costs	X	X	X	X					UNDP	GCS	75700- Workshops	5,000							
	6. Local Governance Strengthening Officer (SBA-Peg 3) – USD\$39,600	X	X	X	X					UNDP	TRAC GCS	DPC	16,100							
											GCS	60000- Staff Salaries	13,200							



local decision making and oversight.	the pilot states to stimulate public participation in local good governance								
	3. UNDP Advisory, Project Management, Finance and Admin support Costs	x	x	x	x	UNDP	GCS	DPC	17,900
	4. Local Governance Strengthening Officer (SB4-Peg 3) - USD\$39,600	x	x	x	x	UNDP	GCS	60000- Staff Salaries	13,200
	<b>Sub-Total for Output 3</b>								<b>67,100</b>
	<b>Sub-Total All Outputs</b>								<b>253,100</b>
General Management Support	Government GCS GMS- 3%	x	x	x	x				6,573
<b>TOTAL</b>									<b>\$259,673</b>

Signed by UNDP:

Name and Title



Signature and Date

30/5/2018

Signed by Government of Palau:

Name and Title

*Emmie Atinao*

Signature and Date

*[Signature]* 5/10/18

