

ANNUAL WORK PLAN 2020

Project Title: Spotlight Initiative

Project ID: 00125950

Duration of this plan (start month/year - end month/year): January 2020 - December 2020

Contributing to SDGs: SDG 5 on Gender Equality and SDG 16 on Peace, Justice and Strong Institutions

CPD Outcome:

UNDP TLS CPD outcome 3 (By 2019, state institutions are more responsive, inclusive, accountable and decentralized for improve service delivery and realization of rights, particularly of the most excluded groups)

CPD Outputs this project contributes to:

Output 3.1 (capacities and systems of justice sector institutions and police enhanced to provide access to effective and efficient justice and protection to the citizens particularly for rural women, children and vulnerable groups)

EXPECTED OUTPUTS	PLANNED ACTIVITIES AND TARGETS			TIMEFRAME				Geo. area of intervention	Responsible Party	PLANNED ANNUAL BUDGET					PLANNED QUARTERLY DISBURSEMENT				2020 BUDGET TOTAL		
	Activity Result (these are the activities that, when combined, create the outputs)	Actions (these are the actions project will take to achieve the activity results)	Targets for Planned Activity results for this year	Q1	Q2	Q3	Q4			Funding Source (code)	Donor name	Budget Description and code	Category	Unit Cost (for column M)	No. of Units	Amount USD	Q1	Q2		Q3	Q4
Output 2.1 Output 2.1 Description: Key officials at national and/or sub-national levels in all relevant institutions are better able to develop and delivery evidence-based programmes that prevent and respond to VAWG, including DV/IPV, especially for those groups of women and girls facing intersecting and multiple forms of discrimination, including in other sectors	Activity Result 2.1.1: Based on the gaps and needs identified in the situation analysis and building on the research and consultations done in Pillar 1, focus on strengthening the capacity of current and future judicial professionals by 1) improving the GBV-specific curriculum at the Legal and Judicial Training Center (LJTC) to ensure sustainability of teaching on GBV for all future judicial actors; 2) increasing awareness of how to institute legal proceedings in domestic violence cases (GBV/IP, minors and incest), in the Public Prosecution General by using other countries' experience to build training capacity within the Prosecution Office and thus withhold capacity within the institution, and 3) enhancing capacity of current judges in district courts to interpret and enforce the Law Against Domestic Violence and other related legislation by training and by providing psychological support to the district courts in understanding the sensitivities of the issue.	LoA with LJTC signed to hire a consultant to strengthen LJTC curriculum on GBV response for judges, prosecutors, and lawyers				X			30000	EU	International Consultants - 71200	LOA	36,000.00	1.00	36,000.00	0.00	0.00	0.00	36,000.00	36,000.00	
Indicator 2.1.1: Number of institutions that develop strategies, plans and/or programmes to prevent and respond to VAWG, including DV/IPV, including for women and girls facing intersecting and multiple forms of discrimination		LJTC curriculum on GBV response strengthened; based on the strengthened curriculum and workshops conducted to disseminate						Dili, Baucau and Suai	UNDP (LJTC, Court of Appeal, Prosecutor General's Office)												
Baseline (2020): Target (2020):		Course materials				X				30000	EU	Audio Visual & Print Prod Costs - 74200	Procurement	2,000.00	1.00	2,000.00	0.00	0.00	0.00	2,000.00	2,000.00
Indicator 2.1.3: Number of strategies, plans and programmes of other relevant sectors that integrate efforts to end VAWG, including DV/IPV, developed in line with international HR standards																					
	Sub-total activity 2.1.1																				
Baseline (2020): Target (2020):		Develop training materials for Ministry of Justice staff to deliver training on the Law Against Domestic Violence, links with the VPU and Community Policing as first rule of law response institutions and promote awareness about the formal judicial system and its long-term benefits to the community using the CBP and TFT methodology.	MoJ staff trained through ToT to deliver socialisation campaigns on LADV and formal justice system; socialisation campaigns of the LADV and formal justice system delivered in selected suco and follow-up policies at suco-level developed, implemented and monitored				X			30000	EU	Rental & Maint of Other Equip - 73400	Supplies, Commodities, Materials	2,160.00	1.00	2,160.00	0.00	0.00	0.00	2,160.00	2,160.00
		Training for five staff from the MoJ as facilitators to deliver the training on the Law Against Domestic Violence, links with the VPU and Community Policing as first rule of law response institutions and promote awareness about the formal judicial system and its long-term benefits to the community using the CBP and TFT methodology.				X				30000	EU	Rental & Maint of Other Equip - 73400	Supplies, Commodities, Materials	1,440.00	1.00	1,440.00	0.00	0.00	0.00	1,440.00	1,440.00
		Development of IEC Materials on Law Against Domestic Violence and strengthen the links with the VPU and Community Policing as first rule of law response institutions and awareness about the formal judicial system and its long term benefits to the community				X				30000	EU	Travel - 71600	Travel	4,197.50	1.00	4,197.50	0.00	0.00	0.00	4,197.50	4,197.50
	Activity Result 2.1.2: Support the implementation of EVAWG legislation by Enhancing knowledge and capacity of Suco Chiefs who carry the traditional judicial mandate to 1) promote socialization of the Law Against Domestic Violence and strengthen the links with the VPU and Community Policing as first rule of law response institutions and awareness about the formal judicial system and its long term benefits to the community							Ermera, Bobonaro, Viqueque	IOM (UNDP)												

<p>law response institutions (linking to activity 2.1.1 and 2.1.4) 2) promote awareness about the formal judicial system and its long term benefits to the community. This activity will be implemented by IOM in their capacity as an associated agency.</p> <p>Trained MoJ facilitator will accompany the Project team to the field to conduct the activity with the Suco Chiefs.</p>				X						30000	EU	Travel - 71600	Travel	2,385.00	1.00	2,385.00	0.00	0.00	0.00	2,385.00	2,385.00							
									X		30000	EU	Audio Visual & Print Prod Costs - 74200	General Operating and Other Direct Cost	5,500.00	1.00	5,500.00	0.00	0.00	0.00	5,500.00	5,500.00						
									X		30000	EU	Hospitality catering - 75700	General Operating and Other Direct Cost	10,732.50	1.00	10,732.50	0.00	0.00	0.00	10,732.50	10,732.50						
									X		30000	EU	Stationery & other Office Supp - 72500	General Operating and Other Direct Cost	1,500.00	1.00	1,500.00	0.00	0.00	0.00	1,500.00	1,500.00						
									X		30000	EU	Rent - Meeting Rooms - 73100	General Operating and Other Direct Cost	2,085.00	1.00	2,085.00	0.00	0.00	0.00	2,085.00	2,085.00						
									X		30000	EU	Travel - 71600	Travel	500.00	1.00	500.00	0.00	0.00	0.00	500.00	500.00						
Sub-total activity 2.1.2																							30,500.00	0.00	0.00	0.00	30,500.00	30,500.00
<p>Activity Result 2.1.3: Support and enhance the quality of work of the Vulnerable Persons Unit (VPU) in the respective municipalities through 1) assessment of the current response capacities, 2) increasing capacity of VPU officers in GBV/IPV cases, minors and other marginalized groups, ensuring sustainability through working with the Police Training Centers, based on the gaps identified in the assessment and 3) socializing the mandate of the VPU with the communities, linking to the Suco chiefs and Community policing (activity 2.1.2 and 2.1.4).</p>	<p>2 training/workshop for VPU organized in each municipality delivery by PNLT VPU national officers</p>				X					30000	EU	Training, Workshops and Confer - 75700	Procurement	6,000.00	1.00	6,000.00	0.00	0.00	0.00	6,000.00	6,000.00							
					X					30000	EU	Travel - 71600	Travel	480.00	1.00	480.00	0.00	0.00	0.00	480.00	480.00							
					X					30000	EU	Travel - 71600	Travel	3,500.00	1.00	3,500.00	0.00	0.00	0.00	3,500.00	3,500.00							
					X					30000	EU	Travel - 71600	Travel	1,770.00	1.00	1,770.00	0.00	0.00	0.00	1,770.00	1,770.00							
					X					30000	EU	Hospitality Catering - 75700	Procurement	3,000.00	1.00	3,000.00	0.00	0.00	0.00	3,000.00	3,000.00							
							X				30000	EU	Grant - 72600	LVG	12,500.00	1.00	12,500.00	0.00	0.00	0.00	12,500.00	12,500.00						
					X						30000	EU	Training, Workshops and Confer - 75700	Procurement	15,000.00	1.00	15,000.00	0.00	15,000.00	0.00	0.00	15,000.00	15,000.00					
							X				30000	EU	Materials & Goods - 72300	Procurement	12,250.00	1.00	12,250.00	0.00	12,250.00	0.00	0.00	12,250.00	12,250.00					
Sub-total activity 2.1.3																							54,600.00	0.00	27,250.00	0.00	27,250.00	64,500.00

			LVG/RPA with CSO for monitoring/assessing Community Police's response to GBV cases + coordinated training material	Community Police's response to GBV cases effectively monitored by CSO. Community Police's training linked to PNTL training centre; Community Police members actively participating in IOM's socialization campaigns				X					30000	EU	Grant - 72600	LVG	12,000.00	1.00	12,000.00	0.00	0.00	0.00	12,000.00	12,000.00
			Coordinate with IOM to ensure Community Police takes part in socialization campaigns at suco level to increase their understanding of LADV, referrals to VPU, Suco Chiefs and other actors in referral network					X	Bobonaro, Viqueque, Emmera (+ other municipalities upon PNTL's request)	UNDP (Community Police, Police Training Centre, VPU, Suco Councils, referral network, IOM, CSO (to be identified))			30000	EU	Travel - 71600	Travel	3,000.00	1.00	3,000.00	0.00	0.00	0.00	3,000.00	3,000.00
			Support & strengthened links between PNTL training centers and Community Police Centers (Printing and communication)					X					30000	EU	Audio Visual & Print Prod Costs - 74200	Procurement	3,000.00	1.00	3,000.00	0.00	0.00	0.00	3,000.00	3,000.00
			Support community police officers in their role in preventing and responding to GBV/DV during COVID19 crisis through training and workshop					X					30000	EU	Training, Workshops and Confer - 75700	Procurement	10,000.00	1.00	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
			Procurement of basic items for community police for IPV- survivors during COVID19 crisis (PPE, hygiene products, food, simcard)					X					30000	EU	Materials & Goods - 72300	Procurement	8,000.00	1.00	8,000.00	0.00	8,000.00	0.00	0.00	8,000.00
Sub-total activity 2.1.4																			36,000.00	0.00	18,000.00	0.00	18,000.00	36,000.00
Sub Total Output 2.1																			159,000.00	0.00	45,250.00	0.00	113,750.00	159,000.00
	Output 2.2 Description: Multi-stakeholder national and/or sub-national coordination mechanisms established at the highest level and/or strengthened that are adequately funded and include multi-sectoral representation and representation from the most marginalized groups		Activity Results 2.2.1: Municipal strategies aligned with NAP GBV. Based on the work done on identifying the gaps and needs on local level, supporting the municipalities in incorporating and delivering prevention and response of GBV as part of their annual workplans. Building on the existing work of linking NAP GBV obligations to municipal strategies and annual workplans, this activity will support implementation of the obligations in prevention and response to GBV, preparing the municipalities for these obligations following the new mandate they will receive under the new decentralization law. There should be a clear strategy to target those most left behind and also to guarantee that this investment supports also a better link between the needs and challenges faced at local level to inform the decisions made at national level.	Gender Specialist hired in 3 municipality to support the authority with training, planning and budgeting municipal strategies aligned with NAP GBV	NAP GBV obligations included in the selected municipality's annual work plan thanks to national consultant's support and grant allocated to CSO effectively delivered through implementation of small community projects aligned with municipal annual work plan				X				30000	EU	Local Consultants - 71300	LOA	21,000.00	1.00	21,000.00	0.00	0.00	0.00	21,000.00	21,000.00
				Gender Specialist and Project team to monitor the activity in the municipality				X	Bobonaro, Viqueque, Emmera	UNDP (municipal authorities, Suco Councils, CSO (to be identified))			30000	EU	Travel - 71600	Travel	4,500.00	1.00	4,500.00	0.00	0.00	0.00	4,500.00	4,500.00
				Office furniture procured and office space improved				X					30000	EU	Equipment and Furniture - 72200	Procurement	9,500.00	1.00	9,500.00	0.00	0.00	0.00	9,500.00	9,500.00
Sub-total activity 2.2.1																			36,000.00	0.00	0.00	0.00	36,000.00	
Sub Total Output 2.2																			35,000.00	0.00	0.00	0.00	35,000.00	
	Output 3.2 Description: Community advocacy platforms are established/strengthened to develop strategies and programmes, including community dialogue, public information and advocacy campaigns, to promote gender-equitable norms, attitudes and behaviours, including in relation to women and girls' sexuality and reproduction, self-confidence and self-esteem and transforming harmful masculinities Indicator 3.2.2: Number of people reached by campaigns challenging harmful social norms and gender stereotyping Baseline (2020): Target (2020):		Activity Results 3.2.2: As part of the communications strategy, developing, producing and broadcasting a 15-episodes national talk show targeting Timorese youth focusing on GBV with different takes on healthy intimate partner relationships, domestic violence and opening discussions on the legislation on national level. Specific episodes will be featured to target municipalities focusing on the local challenges in the communities, especially involving survivors of GBV.	Production and circulation of communication materials on GBV/DV prevention and response during COVID19 (TV/Radio/Social media)				X					30000	EU	Audio Visual & Print Prod Costs - 74200	LVG	25,000.00	1.00	25,000.00	0.00	25,000.00	0.00	0.00	25,000.00
Sub-total activity 3.2.2																			25,000.00	0.00	25,000.00	0.00	0.00	25,000.00
Sub Total Output 3.2																			25,000.00	0.00	25,000.00	0.00	0.00	25,000.00
	Activity Results 4.1.1:		IC developed sustainability assessment and SOPs, considering JSP final evaluation conducted in 2019					X					30000	EU	International Consultants - 71200	Procurement IC	17,800.00	1.00	17,800.00	0.00	0.00	0.00	17,800.00	17,800.00

Increasing access to formal justice for IPV and GBV-survivors through Mobile Courts (comprising teams of judges, prosecutors, public defenders and clerks) that operate in the absence of court structures and provide a range of judicial services from trial, to appeal to inspection in the districts where no courts are present. Mobile Courts is the only access to formal justice for survivors of GBV from the rural and marginalized groups, considering that there are only four fixed courts in the country.	DSA for around 90 legal actors (Prosecutor, Public Defenders, Judges, Justice Officials, including Drivers and Project staff (for monitoring))	Sustainability assessment, SOPs and general implementation strategy developed, and mobile courts run in 9 municipalities for 11 months				X	9 municipalities (Baucau and Suai District Courts' geographical coverage)	UNDP (Court of Appeal, district courts, Public Defender's Office, Office of General Prosecutor, JSMP?)	30000	EU	Travel - 71600	Travel	20,000.00	1.00	20,100.00	0.00	0.00	0.00	20,100.00	20,100.00	
	DSA and travel costs paid to legal actors to run the mobile courts						X			30000	EU	Travel - 71600	Travel	1,250.00	1.00	1,250.00	0.00	0.00	0.00	1,250.00	1,250.00
	food and drink to the disputants						X			30000	EU	Hospitality Catering - 75700	Procurement	125.00	1.00	125.00	0.00	0.00	0.00	125.00	125.00
	Bank fees for transferring DSA						X			30000	EU	Operations - 74500		125.00	1.00	125.00	0.00	0.00	0.00	125.00	125.00
																	39,400.00	0.00	0.00	0.00	39,400.00
Sub-total activity 4.1.1																					
Activity Results 4.1.2: Enhancing access to quality information on justice for IPV survivors by 1) scaling of existing Access to Justice Clinics (AJCs) in additional municipalities to provide free legal aid and outreach of the Public Defender to IPV survivors from rural and municipal groups and 2) launching of Women and Youth Para-legal Programme to provide legal assistance for women and minority groups and which is to operate under the auspices of the AJCs. This activity will be done in cooperation with CSOs to ensure broader outreach.	Procurement process to get design and BOQ fee for the construction of 2 AJC offices				X				04000	UNDP	Local Consultants - 71300	Procurement	2,500.00	2.00	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00	
	LOA with Public Defender's Office to build AJC offices					X			30000	EU	Rental & Maint Premises 73100	LOA	20,000.00	2.00	40,000.00	0.00	0.00	40,000.00	0.00	40,000.00	
	Construction of AJC offices					X			04000	UNDP	Rental & Maint Premises 73100	LOA	12,500.00	1.00	12,500.00	0.00	0.00	12,500.00	0.00	12,500.00	
	Office supplies and furnitures						X		30000	EU	Equipment and Furniture - 72200	Procurement	10,000.00	1.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	10,000.00

		Project team to review AJC activities and consider developing a strategy based on JSP final evaluation recommendations and AJC evaluation report/workshop results	Construction of 4 AJC offices and provision of legal aid services by 3 CSOs.			X	Viqueque, Bobonaro (or Baucau and Suai)	UNDP (Public Defender's Office, CSOs (to be identified), AICs, construction firm)	30000	EU	Travel - 71600	Travel	4,000.00	1.00	4,000.00	0.00	0.00	0.00	4,000.00	4,000.00
		LVG to CSOs to provide legal/counseling aid to GBV/DV victims during COVID19 crisis, including referring to community police and VPU				X			30000	EU	Grant - 72600	LVG	25,000.00	1.00	25,000.00	0.00	25,000.00	0.00	0.00	25,000.00
Sub-total activity 4.1.2															96,500.00	0.00	30,000.00	62,500.00	14,000.00	86,500.00
		LVG/RPA signed with the identified CSO and assessment of VPU safe spaces finalized			X	X			30000	EU	Grant - 72600	LVG	20,000.00	1.00	20,000.00	0.00	10,000.00	0.00	10,000.00	20,000.00
		Activity Results 4.1.3: Improve short term safe spaces for survivors within the municipal Vulnerable Persons Unit by equipping, refurbishing and/or operationalizing the rooms making them available and accessible to IPV-survivors and people with disabilities.	Assessment of VPU safe spaces in 3 administrative posts and construction of 3 safe spaces			X	Viqueque, Bobonaro and Ermeti	UNDP (VPU, CSO (to be identified), construction firm)	30000	EU	Local Consultants - 71300	Procurement	1,000.00	3.00	3,000.00	0.00	0.00	3,000.00	0.00	3,000.00
		LOA with PNTL to build safe spaces in VPUs				X			30000	EU	Rental & Maint Premises 73100	LOA	45,000.00	1.00	45,000.00	0.00	0.00	0.00	45,000.00	45,000.00
		Procurement of basic items for safeplaces for IPV-survivors during COVID19 crisis (PPE, hygiene products, food etc.)				X			30000	EU	Materials & Goods - 72300	Procurement	27,000.00	1.00	25,000.00	0.00	25,000.00	0.00	0.00	25,000.00
		Procurement of basic communication items for safeplaces for IPV-survivors during COVID19 crisis such as simcard, mobile, telephone charges etc.)				X			30000	EU	Communication & Audio Visual Equipment - 72400	Procurement	2,000.00	1.00	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
Sub-total activity 4.1.3															95,000.00	0.00	37,000.00	3,000.00	55,000.00	95,000.00
		Agreement signed with municipal authority to hire staff in the administrative post to ensure prioritized actions under municipality action plan are implemented				X			30000	EU	Local Consultants - 71300	LOA	5,100.00	1.00	5,100.00	0.00	0.00	0.00	5,100.00	5,100.00
		Office furniture procured and office space improved				X			30000	EU	Equipment and Furniture - 72200	Procurement	2,000.00	1.00	2,000.00	0.00	0.00	0.00	2,000.00	2,000.00
		Activity Results 4.2.2: Linking the work of the GWG from municipal level on the NAP GBV obligations for service provision on lower level of governance (post-administrative), closer to the survivors. This is a pilot activity, supporting the implementation of prioritized actions in the action plan designed at municipal level.	Staff in administrative post hired to ensure the implementation of NAP GBV obligations under the municipal action plan and small community projects aligned with municipal investment workplan at the administrative post level and call for application			X			30000	EU	Audio Visual & Print Prod Costs - 74200	Procurement	1,400.00	1.00	1,400.00	0.00	0.00	0.00	1,400.00	1,400.00
		Output 4.2 Description: Women and girls' survivors of VAWG, including DV/IPV, and their families are informed of and can access quality essential services, including longer-term recovery services and opportunities	LVG drafted to fund small community projects aligned with municipal investment workplan at the administrative post level and call for application			X	Bobonaro	UNDP (municipal authority, GWG at municipal level, administrative post authority, communities and CSO (to be identified))	30000	EU	Grant - 72500	LVG	9,000.00	1.00	9,000.00	0.00	0.00	0.00	9,000.00	9,000.00
		Indicator 4.2.1: Number of women and girls' survivors of VAWG, including DV/IPV, that have increased knowledge of and access to quality essential services	LOA signed with municipal authority to support actions in the implementation of the action plans at the administrative post level			X			30000	EU	Training, Workshops and Confer - 73700	LOA	10,000.00	1.00	10,000.00	0.00	0.00	0.00	10,000.00	10,000.00
		Baseline (2020): Target (2020):	DSA paid to project staff to monitor the implementation of the activity			X			30000	EU	Travel - 71600	Travel	500.00	1.00	500.00	0.00	0.00	0.00	500.00	500.00
Sub-total activity 4.2.2															28,000.00	0.00	0.00	0.00	28,000.00	28,000.00
Sub Total Output 4.2															258,900.00	0.00	67,000.00	55,500.00	136,400.00	258,900.00
					X	X	X	X	30000	EU	Program Specialist Salary & Post Adj Cst- IP Staff - 61300	Human Resources - pt	45,157.00	1.00	45,157.00	11,289.25	11,289.25	11,289.25	11,289.25	45,157.00
					X	X	X	X	30000	EU	Program Associate Salary & Post Adj Cst- IP Staff - 61300	Human Resources - pt	20,000.00	1.00	20,000.00	5,000.00	5,000.00	5,000.00	5,000.00	20,000.00
Staff costs																				

Project Management Unit	Operations	X	X	X	X		30000	EU	Rule of Law Officer Contractual Services - Individ - 71400	Human Resources - pt	30,791.00	1.00	30,791.00	7,697.75	7,697.75	7,697.75	7,697.75	30,791.00
		X	X	X	X		30000	EU	UN Finance UN Volunteer - 71500	Procurement	65,000.00	1.00	65,000.00	16,250.00	16,250.00	16,250.00	16,250.00	65,000.00
		X	X	X	X		04000	UNDP	Operations - 64300	Common Premises, IT	5,448.00	1.00	5,448.00	1,362.00	1,362.00	1,362.00	1,362.00	5,448.00
		X	X	X	X		04000	UNDP	Direct Project Costs - 64300	Procurement	30,000.00	1.00	30,000.00	7,500.00	7,500.00	7,500.00	7,500.00	30,000.00
		X					30000	EU	Contractual Services - Individ - 71400	Procurement	32,000.00	1.00	32,000.00	32,000.00	0.00	0.00	0.00	32,000.00
		X	X	X	X		30000	EU	Operations - 75100	Common Premises, IT	16,552.00	1.00	16,552.00	4,138.00	4,138.00	4,138.00	4,138.00	16,552.00
Subtotal Project Management Unit											244,948.00	85,237.00	53,237.00	53,237.00	53,237.00	244,948.00		
Programme Outcome total											477,909.00	0.00	137,250.00	59,500.00	285,150.00	477,909.00		
Programme Budget total											722,848.00	85,237.00	190,487.00	108,737.00	338,387.00	722,848.00		
Programme Budget core											52,948.00	8,862.00	13,862.00	21,362.00	8,862.00	52,948.00		
Programme Budget non-core											669,900.00	76,375.00	176,625.00	87,375.00	329,525.00	669,900.00		
DPC (5%)																		
GMS (7%)											33,453.00	0.00	9,607.50	3,885.00	19,960.50	33,453.00		
Grand Total											756,301.00	85,237.00	209,094.50	112,622.00	358,347.50	756,301.00		

Prepared by: 
 Signature: _____ Date: 22-04-2020
 Name: Nelita Fernandes Ximenes
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Reviewed by: 
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Approved by: 
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 Name: Lazima Onda Bhatta
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