

Annual Work Plan 2018

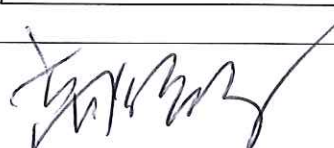
Project Title:	Policy Support Programme
OP/Country Programme Outcome:	Increased effectiveness and accountability of governance mechanisms
Country Programme Output:	Output 9.3: Through active citizen engagement, national/provincial governments shape public policy priorities and establish planning, financing and monitoring mechanisms, facilitating implementation of the Sustainable Development Goals.
Project Outputs:	Output 1) Improved evidence, research and analysis and policy dialogue on issues of inclusive & sustainable growth and human development Output 2) Demand based technical support provided to program units of UNDP for improved targeting, impact assessment, program design and related areas, and Output 3) Innovation promoted for addressing high priority development issues.
Implementing Partner:	UNDP
Responsible Parties:	UNDP

Project Brief Description

Policy Support Programme was designed to support UNDP's role on influencing policy reform through technical and evidence based research on key areas of Pakistan's development challenges. In line with Country Programme 2013-17 Outcome 2.1.1 the project has generated debate on several emerging issues and improved development planning on areas related to poverty & inequality, investment in youth bulge, MDG monitoring & reporting, early adoption of 2030 Agenda and several other areas in governance, environment and climate change and human development challenges. As the project enters its next phase of implementation, it will continue its research work to provide analytical base for informed decision making and support to the Sustainable Development Goals' implementation at national and sub-national level. The key focus areas will be; 1) Improved evidence, research and analysis and policy dialogue on issues of inclusive & sustainable growth and human development, 2) Demand based technical support provided to program units of UNDP for improved targeting, impact assessment, program design and related areas, and 3) Innovation promoted for addressing high priority development issues.

Programme Period: 2018-2022	2018 AWP budget: <u>260,000</u>
Atlas Award/Project ID: 00074907	Total resources required
AtlasOutput ID: 00087069	Total allocated resource:
Start date: 01 January 2018	• UNDP <u>160,000</u>
End Date: 31 December 2022	• Other:
PAC Meeting Date:	o Donor
Project Board Meeting Date:	Unfunded budget: <u>100,000</u>

Agreed by UNDP (CD / DCD-P):



Annual Work Plan 2018

Output ID: 00087609

Project Title: Policy Support Programme

EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED ACTIVITIES <i>List activity, results and associated actions</i>					RESPONSIBLE PARTY			PLANNED BUDGET	
	Q1	Q2	Q3	Q4		Funding Source	Budget Description	Amount		
<p>Output 1 Improved evidence, research and analysis and policy dialogue on issues of inclusive & sustainable growth and human development</p> <p>Indicators 1.1: Extent to which evidence based research and analysis inform public policies / UNDP programming in Pakistan Scale: 1) Not adequately; 2=Very partially; 3=Partially; 4=Largely; 5=Fully</p> <p>Baseline 1.1: 3 = Partially Targets 1.1: 4 = Largely</p>	<p>Activity Result 1.1.1 Launch of UNDP quarterly magazine, Development Advocate Pakistan</p> <p>- Action 1.1.1 a Preparation, printing and launch/dissemination of the magazine in partnership with relevant UNDP units and external stakeholder for increased outreach and policy impact.</p>	X	X	X	X	UNDP	To be mobilized	27,500		
<p>Indicator 1.2: Extent to which national and sub-national policies / programmes are informed and benefited by UNDP's led analysis and recommendations through NHDR Scale: 1) Not adequately; 2=Very partially; 3=Partially; 4=Largely; 5=Fully</p> <p>Baseline: 3=Partially Target: 4=Largely</p>	<p>Activity Result 1.2.1 Actively functional Communities of Practice (COPs) generating debate and research on 1: Sustainable Urbanization in Khyber Pakhtunkhwa; 2) Inclusive and Sustainable Development; and 3) Human Development</p> <p>- Action 1.2.1 a Regularly holding meetings of COPs for proactive knowledge-generation, and undertaking research and analysis on selected sub-themes and launching reports/analysis produced to inform public policy</p>	X	X	X	X	UNDP	UNDP	9,700		

	<p>3. Activity Result 1.2.2 Generating debate and informing policy through the launch of NHDR</p> <ul style="list-style-type: none"> - Action 1.2.2 a Launching NHDR on youth and its advocacy through extensive collaboration with external stakeholders 	X				UNDP	UNDP	UNDP	Travel, consultancy, communication	25,000
	<p>Activity Result 1.2.3 Concept note and strategy for next NHDR developed</p> <ul style="list-style-type: none"> - Action 1.2.2 a Undertaking preliminary research and analysis to develop the concept note for next NDHR on a different thematic area and undertaking initial consultations with potential partners to map the landscape and identify critical issues that must be reflected in report. 		X	X	X	UNDP	UNDP	UNDP	Consultancy, professional services	15,000

<p>Output 2: Demand based technical support provided to program units of UNDP for improved targeting, impact assessment, program design and related areas</p> <p>Indicator 2.1: Extent to which cross-unit support provided under the project is effective in delivering coordinated results Scale: 1) Not adequately; 2=Very partially; 3=Partially; 4=Largely; 5=Fully</p> <p>Baseline: 2=very partially Target: 4= Largely</p>	<p>1. Activity Result 2.1.1 Research studies undertaken to provide support to UNDP units on cross cutting thematic areas</p> <p>- Action 2.1.1 a Research studies initiated in partnership with national and international institutes to provide cross unit support</p>	X	X	X	X	UNDP	UNDP (cross unit support)	Consultancy, professional services	0
<p>Output 3: Innovation promoted for addressing high priority development issues</p> <p>Indicator 3.1: Extent to which innovative practices are adopted in addressing development challenges Scale: 1) Not adequately; 2=Very partially; 3=Partially; 4=Largely; 5=Fully</p> <p>Baseline: 1=Not adequately Target: 2= Very partially</p>	<p>1. Activity Result 3.1.1 Piloting innovative ideas to address development challenges</p> <p>- Action 3.1.1 a Undertaking research and developing concept notes on new innovative tools that can impact development issues and implementing innovative ideas in partnership with data scientists, researchers and entrepreneurs.</p>	X	X	X	X	UNDP	UNDP	Professional services, travel	10,000

Project Management	Technical Assistance Staff cost & DPC <ul style="list-style-type: none"> • Policy Analyst • Research Analyst • Editor / Content Analyst • Graphic Designer Operational component	X	X	X	X	X	UNDP	UNDP	Personnel cost (71400)	118,800
TOTAL		X	X	X	X	X	To be mobilized		Official rent premises (73400) Personnel cost (61300, 62300, 63300)	260,000

II. Monitoring Plan 2018

(Include all monitoring and evaluation activities/events)

Project ID: 00087609

Project Title: Policy Support Programme

		Data Collection Plan						
Expected Results (Outcomes & Outputs)	Indicators	Baseline	Targets	Source/ Method of Collection	Schedule/ Frequency	Responsible Staff	Resources (\$)	Risks and Assumptions
Obtained from the CPD and project Results Frameworks)	Obtained from the CPD and project Results Frameworks)	At the project start date	At the project end date	Specific publication, evaluation, survey, field observation, interviews, etc	Monthly, quarterly, annually, etc	Staff member responsible for collecting and reporting data	Estimated cost of collecting and reporting data	Any risks or assumptions concerning data collection
CPD Outcome: Increased effectiveness and accountability of governance mechanisms	Extent to which post 2015 agenda and the Sustainable Development Goals are integrated and adapted into national development plans and budgets							
CPD Output: Through active citizen engagement, national/provincial governments shape public policy priorities and establish planning, financing and monitoring mechanisms, facilitating implementation of the Sustainable Development Goals (9.3)	CPD output indicator 9.3.3 (IRRF indicator 7.7.1): Evidence of UNDP Human Development Report and other Goals-related documents contribute to policies, regulations and systems.							
Project Output 1: Improved evidence, research and analysis and policy dialogue on issues of inclusive & sustainable growth and human development	Indicator 1.1: Extent to which evidence based research and analysis inform public policies / UNDP programming in Pakistan	Baseline 1.1: 3 = Partially	Targets 1.1: 4 = Largely	Issues of DAP / Feedback received on the publication	Quarterly	Editor / Content Analyst	5,000	- Buy in from the government - Availability of required experts and timely submission of articles / opinion pieces - Capacity to influence government policies

					Minutes of meeting from COPs	Bi-annually	Policy Analyst	5,000		<ul style="list-style-type: none"> - Buy in from the government - Ability to influence policies - resource mobilization - partnerships with think tanks, experts and government
	Indicator 1.2: Extent to which national and sub-national policies / programmes are informed and benefited by UNDP's led analysis and recommendations through NHDR	Baseline: 3=Partially	Target: 4=Largely		Print media, news articles, minutes of meetings from stakeholder consultations	Bi-annually	Policy Analyst	5,000		<ul style="list-style-type: none"> - buy-in from the government - endorsement of research findings
Project Output 2: Demand based technical support provided to program units of UNDP for improved targeting, impact assessment, program design and related areas	Indicator 2.1: Extent to which cross-unit support provided under the project is effective in delivering coordinated results	Baseline: 2=very partially	Target: 4=Largely		Minutes of meetings from stakeholder consultations and sharing of research findings	Bi-annually	Policy Analyst	5,000		<ul style="list-style-type: none"> - Availability of required expertise - use of technology in government's public policy
Project Output 3: Innovation promoted for addressing high priority development issues	Indicator 3.1: Extent to which innovative practices are adopted in addressing development challenges	Baseline: 1=Not adequately	Target: 2=Very partially		Minutes of meetings from launch events and consultations to share findings	Bi-annually	Policy Analyst	5,000		

III. Recruitment Plan 2018

(Include all the recruitments envisaged by the project in AWP 2014 - including national and international staff positions that are vacant or newly created)

Output ID: 00087609

Project Title: Policy Support Programme

#	Post Title	National/ International	Level of Post	Proforma Cost per year (US\$)	Responsible party (UNDP/EAD/ IP/PMU etc)	Contract Modality (TA/FTA/SC / NIMU/Govt)	Reporting to/ Supervisor	Duty Station	Contract Start Date	Contract End Date
1.	Research Analyst	National	SB-4/1	24,908	UNDP	SC	ACD	Islamabad	15 th Jan 2018	31 st Dec 2018

IV. Procurement Plan 2018

(Include all local and international procurements valued at or above \$ 2,500 envisaged in AWP 2018 – including goods, assets, services and works)

Output ID: 00087609

Project Title: Policy Support Programme

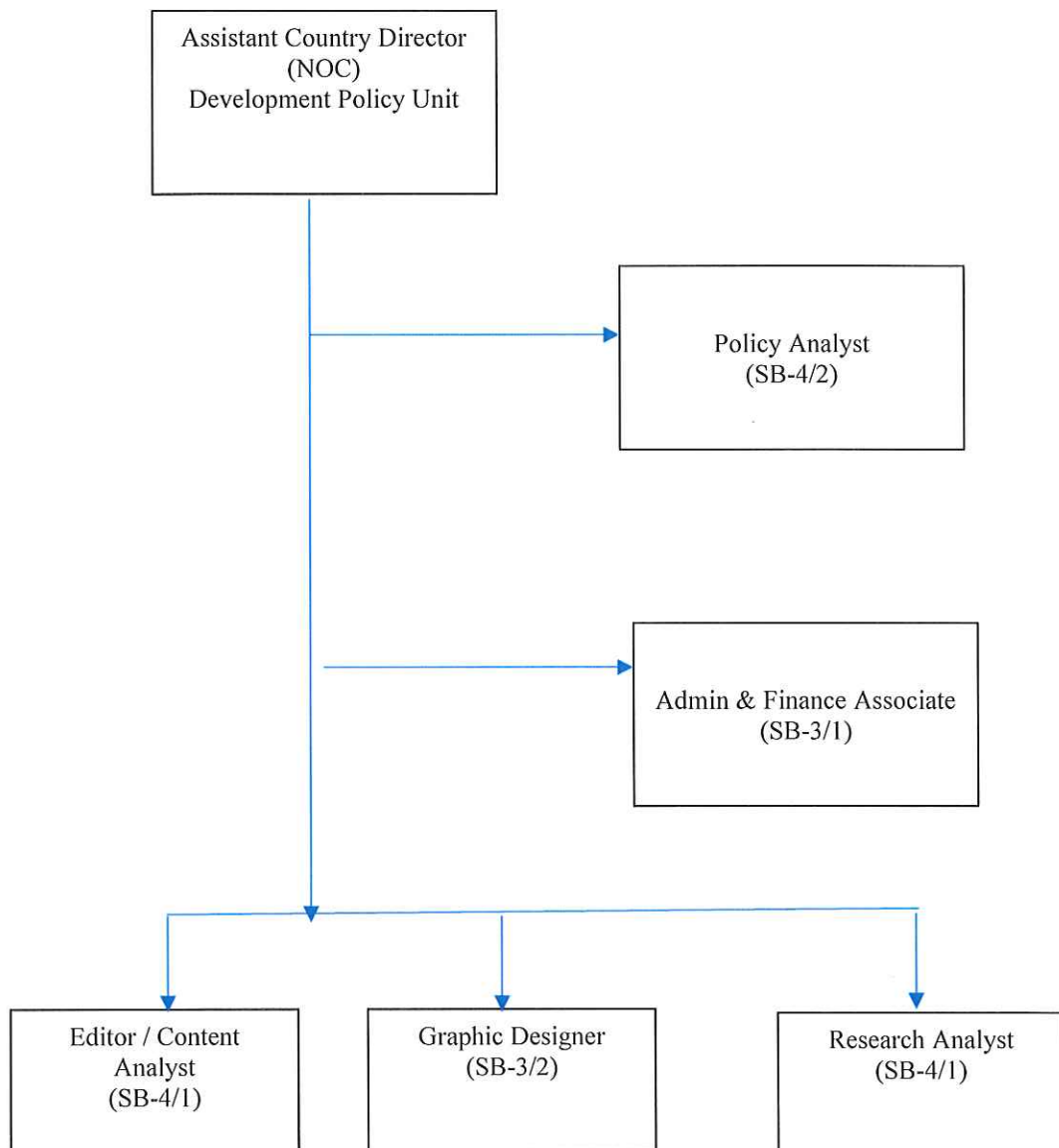
#	Description	Type (good, service, works)	Estimated Budget (\$)	Responsible party (UNDP/EA D/ IP/PMU etc)	Invitation Type (EFP, RFA, ITB, etc)	Announcement Target Date	Evaluation Target Date	Committee Review (CAP, RACP, etc)	Committee Review Target Date	Contract Start Date	Contract End Date	Responsible project staff
1.	IC – launch and advocacy of NHDR on youth (1)	Services	5,000	UNDP		Jan 2018	Jan 2018	Committee Review	Jan 2018	Jan 2018	Mar 2018	Policy Analyst
2.	IC – preliminary research and background work for next NHDR (1)	Services	5,000	UNDP		Jan 2018	Jan 2018	Committee Review	Jan 2018	Jan 2018	Apr 2018	Policy Analyst
3.	Professional services contract for innovative projects to inform development planning (3 to 4)	Services	10,000	UNDP		Mar 2018	Mar 2018	Committee Review	Apr 2018	Apr 2018	Oct 2018	Policy Analyst

V. Management Arrangements

Explain the roles and responsibilities of the parties involved in managing the project.

Please refer to the [Project Document – Deliverable Description](#) to complete this component of the template.

Use the diagram below for the composition of the Project Board.



VI. Planning, Monitoring and Reporting

The project will follow the following planning, monitoring and reporting cycle during the year. *As necessary, add the target dates monitoring visits, spot checks, evaluations and other missions by donors or other stakeholders.*

Timeline /Target Date	Activity	Primary Responsibility
01 November 2017	Prepare draft Annual Work Plan 2018 and budget and present to senior management	Policy Analyst
20 November 2017	Review of AWP for Quality assurance, alignment with CPAP and UNDP priorities, results orientation and resource availability	ACD & Policy Analyst
30 November 2017	Organise Project Steering Committee to: a) Review of project contribution to results and financial delivery 2013; b) Review and endorsement of AWP 2013	Project Director/ Project Manager
01 December 2017	Submit AWP for final review and approval of DCD-P	ACD and Policy Analyst
05 December 2017	Upload AWP 2018 and budget in STAR	Policy Analyst
Annual Progress Report		
02 January 2018	Submit project draft Annual Progress Report to SMU	Programme Unit
Quarterly Progress Report		
15 April 2018 15 July 2018 15 October 2018	Quarterly progress reports, including: a. Report on project progress and financial delivery b. Update of issue log in Atlas (tracking and resolution of potential problems or requests for change) c. Update of risk log (Reviewing of external environment that may affect project implementation)	Policy Analyst
Result Oriented Annual Report (ROAR) 2018		
11 November 2018	IRRF / CPD indicators reporting / update evaluation findings and share with SMU	Programme Units
12 December 2018	First draft ROAR shared with SMU	Programme Units
15 December 2018 to 17 January 2019	ROAR finalization: IRRF/CPD indicators reporting / Update evaluation findings / IWP / ROAR reporting	SMU

VII. Legal Context

This document together with the CPAP signed by the Government and UNDP which is incorporated by reference, constitute together the instrument envisaged and defined in the [Supplemental Provisions](#) to the Project attached hereto and forming an integral part hereof, as “the Project Document”

Alternative A [where the Implementing Partner is a government agency (NIM) or an NGO/IGO]

Consistent with the above Supplemental Provisions, the responsibility for the safety and security of the Implementing Partner and its personnel and property, and of UNDP’s property in the Implementing Partner’s custody, rests with the Implementing Partner. To this end, the Implementing Partner shall:

- a) 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;
- b) assume all risks and liabilities related to the Implementing Partner’s security, and the full implementation of the 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 the Implementing Partner’s obligations under this Project Document [and the Project Cooperation Agreement between UNDP and the Implementing Partner]¹.

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/sc/committees/1267/aq_sanctions_list.shtml. This provision must be included in all sub-contracts or sub-agreements entered into under/further to this Project Document.

Alternative B [where the Implementing Partner is UNDP (DIM), the UN, a fund/programme of the UN, or a UN agency]

[UNDP] [Name of UN Agency] as the Implementing Partner shall comply with the policies, procedures and practices of the United Nations safety and security management system.

[UNDP] [Name of UN Agency] agrees to undertake all reasonable efforts to ensure that none of the [project funds]² [UNDP funds received pursuant to the Project Document]³ 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/sc/committees/1267/aq_sanctions_list.shtml. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document.

¹ Use bracketed text only when IP is an NGO/IGO

² To be used where UNDP is the Implementing Partner

³ To be used where the UN, a UN fund/programme or a specialized agency is the Implementing Partner.

ANNEXES

- Annex 1: Risk log matrix (An assessment of risks that may affect the project implementation and achievement of results)
- Annex 2: Letter of Service signed between UNDP and the Implementing Partner where UNDP Country Office will provide Implementation Support Services to a NIM project
- Annex 3: Results of capacity assessments of Implementing Partner (including HACT Micro Assessment)
- Annex 4: Cost sharing agreements signed with donors/government (if any)
- Annex 5: Project cooperation agreement signed with NGOs (if any)
- Annex 6: Agreements between the Implementing Partner and Responsible Parties (Government entities, NGOs, etc)
- Annex 7: Terms of Reference for key project personnel should be developed and attached

OFFLINE RISK LOG

(see [Deliverable Description](#) for the Risk Log regarding its purpose and use)

Project Title: Policy Support Programme					Award ID: 00074907		Date:		
#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
1	Change of government or political crisis that may divert government's attention or lead to changes in government focal persons causing delays in obtaining government's commitment.	No specified date	Political	P = 4 I = 3 Elections in 2018 may cause disruptions for certain period of time and delay implementation of activities	Strengthening partnerships with new government focal persons as soon as they are on board	Policy Analyst	Policy Analyst, Nov 2017	Nov 2017	No change
2	Any natural disaster that may divert Government's focus and change priorities	No specified date	Environmental	Frequency of climate related disasters increased in Pakistan over the last few years P = 3 I = 3	Revising project work plan to accommodate few policy interventions related to crisis management	Policy Analyst	Policy Analyst, Nov 2017	Nov 2017	No change
3	Government's withdrawal from UNDP produced publication and statistics	No specific date	Political Strategic	Due to some contentious statistics or other reasons, Government may refuse to endorse UNDP's publications and research work in which case activities are delayed and positive impact of evidence based research is reduced. P = 3 I = 4	Close coordination and consultation with the GoP at every stage	Policy Analyst	Policy Analyst, Nov 2017	Nov 2017	No change

4	Timely availability of experts / key researchers	No specific date	Other: Staffing	Unavailability of subject experts in areas where technical expertise are limited may delay project activities. P=2 I = 3	Developing partnerships with international institutes and / or experts when delays are prolonged	Policy Analyst	Policy Analyst, Nov 2017	Nov 2017	No change
---	--	------------------	-----------------	--	--	----------------	--------------------------	----------	-----------