

UNDP Bangladesh
2021 Annual Work Plan (AWP) Review Checklist

Award ID: '00113159'; Project ID: '00111454'; Title: Women's Empowerment for Inclusive Growth (WING)					
Format and General Issues:		Yes	No	N/A	Comments
1	Submitted AWP is prepared in Standard Prescribed Format including AWP cover page	✓			
2	Atlas codes correctly mentioned (Award ID, Project ID, and Project title, Donor, Account, Fund etc.)	✓			
3	AWP Planning meeting conducted	✓			
4	Minutes of the Appraisal/Review meeting attached	✓			Attached Annex-4 meeting minutes
5	Annual/Mid year Review Meeting conducted		✓		As the project was delayed to implement thus the meeting was not organized
6	Annual HR, Procurement and Communications plans are prepared and attached with AWP	✓			Attached Annex-6 HR Plan; Annex-6 Procurement plan
7	Resources are available to support the AWP	✓			
8	AWP is approved by the Implementing Partner, if applicable			✓	
9	AWP is endorsed/agreed by the Project Board/Steering Committee, if applicable			✓	
10	Signature of the Project Manager/NPD available in the RAWP	✓			
Results Related Issues:		Yes	No	N/A	
1	The AWP reflects overall priorities of the year	✓			
2	The activities are clearly defined (indicate what exactly will be done, to the point with expected timelines by quarter)	✓			
3	The activity lines spell out the geographic location wise intervention			✓	
4	Possible areas of collaboration with other projects have been considered in project activities			✓	
5	Outputs and activities are aligned to the UNDAF, CPD and project document (The listed activity/s can be directly attributed to the achievement of the expected country programme outputs)	✓			
6	The activity/s implemented with CSOs, academic institutions, other quasi-Governmental institutions, and other UN agencies as implementing partners are reflected in the work plans			✓	
7	A one page summary of intended/achievable results is attached	✓			Attached Annex-7 key result 2021
8	The Outcome / Intermediate Outcomes and Outputs are correctly entered as per the language in the Results Framework	✓			
9	M&E plan attached and adequately budgeted in the AWP		✓		Total M&E plan is planned to be facilitated by UNWomen as leading agency. UNDP have very lumpsum amount for field visit if required.
10	Field monitoring plan attached (for field-based project only)			✓	Need based
11	Risk Log, Issue Log, monitoring Log updated in ATLAS and attached with AWP	✓			Updated in the system
12	Gender Marker is attributed in ATLAS	✓			Gen-3 Marker Project (attached Annex-12 Gender Action Plan)
13	Lessons learned have been incorporated in the AWP, as per the last APR minutes			✓	
14	Baseline, Target and Deliverables for 2021 are aligned to the Results Framework	✓			
15	Baseline data for each indicator have been collected	✓			Reflected in the result framework
16	Annual target for each indicator has been set	✓			



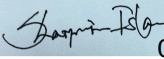







17	3 to 5 annual key results have been identified and attached	✓			Attached Annex-7 key result 2021
18	The Targets and baselines are gender-disaggregated where a population group is being measured	✓			
19	Articulation of results of the AWP has followed the SMART and RBM guidelines	✓			
20	Assumptions and risks specific to each output and outcome is contextualised and clearly spelt out	✓			
21	Knowledge Management has been planned and budgeted			✓	
22	Generation and use of evidence – from monitoring, research and/or evaluation – has been considered			✓	
23	The Budget comply with the spirit of Results Based Budgeting (RBB)	✓			

Resources Related Issues:

		Yes	No	N/A	
1	Total proposed budget for the AWP does not exceed approved total project budget	✓			Attached Annex-1 Project Resources
2	The AWP budget is within the scope of the funds availability/commitment (available Cash + Commitment)	✓			
3	Appropriate provisions are available according to the AWP Commissioning memo (Common cost, GMS, DPC, Communication, M&E etc.)	✓			
4	Updated list of Equipment assets with the project/Programme showing UNDP assets			✓	
5	The summary page reflects the resources	✓			

Remarks/Comments (including justification for returning to Programme cluster):

Reviewed by		Recommended by	
 26.02.2021 Kaumal Kumar Ghosh Accounts and Finance Manager	 02-Mar-2021 Mable Silvea Rodrigues Project Manager, a.i	 02-Mar-2021 Sharmin Islam Portfolio in charge	
Cleared by Programme Cluster:		Cleared by Partnerships Cluster:	
 Mamunur Rashid Assistant Resident Representative, a.i. R&IG portfolio, UNDP Bangladesh Date: 02-Mar-2021	 Khondokar Pervez Ahmed Partnerships Development Effectiveness Associate Date: 02-Mar-2021	 Sarder M. Asaduzzaman Assistant Resident Representative Business Development & Partnerships Portfoli Date: 03-Mar-2021	
Signed by:		Date: 03-Mar-2021	
Van Nguyen Deputy Resident Representative, UNDP Bangladesh			

Clearance Certification**Project Document (AWP)
Or
Project/Budget Revision****SHORT TITLE:** Women's Empowerment for Inclusive Growth (WING)**PROJECT NUMBER:** Award ID: 00113159**Project ID:** 00111454**(I) SUBMITTING PROGRAMME MANAGER:** Mable Silvea Rodrigues, Project Manager, a.i

I have checked, and hereby certify, the following:

02-Mar-2021

1. Reasons and Justification for this revision are clearly indicated on the cover page.
2. All relevant parties are in agreement with the revision:
 - As is indicated in the justification, or
 - As per signature(s) obtained on the cover page, or
 - As per written agreement as has been referenced in relevant signature block.
3. The cover page and budget are according to standard format.

Signature:

Date: 02-Mar-2021

Sharmin Islam, Portfolio in charge

(II) CLUSTER HEAD: Mamunur Rashid, Assistant Resident Representative, a.i
R&IG portfolio, UNDP Bangladesh

I have reviewed and hereby recommend approval of this Project AWP-2021.

Signature:

Date: 02-Mar-2021

(III) BUSINESS DEVELOPMENT & PARTNERSHIPS PORTFOLIO:

Clearance from Desk Officer:	Clearance from Asst. Resident Representative
<input type="checkbox"/> I have verified the attached submission and confirm that this budget/revision is in accordance with existing rules. <input type="checkbox"/> Justification for return	Recommendation for approval
Signature: Date: 02-Mar-2021	Signature: Date: 03-Mar-2021
Van Nguyen 03-Mar-2021 Recommended/Approved by Deputy Resident Representative	Approved by Resident Representative

Note: Please return approved version of the Project/Revision Document to Partnerships Cluster who retains original and forwards copy to Programme Manager concerned for his/her file and submission to national and, if applicable, UN agencies.

4000003631/WING

LEAD#8372

Oct 2020 Version

STANDARD JOINT PROGRAMME DOCUMENT






Programme Title: Women's Empowerment for Inclusive Growth (WING)

This programme builds on the foundation tested by the Inclusive and Equitable Local Development (IELD) Programme and is enhanced to incorporate the lessons learned and results from IELD's piloting phase

Joint Programme Outcome(s):

1. Improved implementation and enforcement of policies supportive to women's economic empowerment
2. Women's participation in local economic development activities is increased
3. Women-led enterprises unlock and access larger volume of domestic capital to expand their economic space

<p>Programme Duration: 48 months</p> <p>Anticipated start/end dates: 1 Nov 2020 – 31 Oct 2023</p> <p>Fund Management Option(s): Pass-through</p> <p>Administrative Agent: UN Women</p> <p>Convening Agent: UN Women</p>	<p>Total estimated budget*: USD 3,135,541</p> <p>Out of which:</p> <p>1. Funded budget: USD 2,499,666</p> <p>2. (In kind) budget: USD 635,875</p> <p>*Total estimated budget includes both programme costs and indirect support costs</p>
	<p>Sources of funded budget:</p> <p>Embassy of the Kingdom of Netherlands USD 2,499,666</p> <p>UN agencies and others (i.e. LGIs and WDFs) USD 635,875</p>

Participating UN Organizations (PUNO)	
United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) Shoko Ishikawa, Country Representative	
Signature Date & Seal	  <p style="text-align: right; margin-right: 50px;">1 2020</p>
United Nations Capital Development Fund (UNCDF) Judith Karl, Executive Secretary	
Signature Date & Seal	 <p style="text-align: right; margin-right: 50px;">21-Oct-2020</p>
United Nations Development Programme (UNDP) Sudipto Mukherjee, Resident Representative	
Signature Date & Seal	 

XM

4000003631/WING

LEAD#8372

Oct 2020 Version

Disbursement Schedule

PUNO	Breakdown	2020 Nov	2021 Sep/oct	2022 Sep/oct	2023	2024	Total
UNDP	Programme Cost (including M&E, Audit, Personnel and Operations)	110,379	182,115	191,021		0	483,514
	Indirect Support Cost	8,308	13,708	14,378			36,394
	Subtotal for UNDP	118,687	195,823	205,399	0	0	519,908
UN Women	Programme Cost (including M&E, Audit, Personnel and Operations)	228,493	255,208	365,013		0	848,714
	Indirect Support Cost	17,578	19,866	28,319			65,763
	AA fees	5,037	8,721	11,239		0	24,997
	Subtotal to UN Women	251,108	283,795	404,571	0	0	939,474
UNCDF	Programme Cost (including M&E, Audit, Personnel and Operations)	124,504	365,040	477,922		0	967,465
	Indirect Support Cost	9,371	27,476	35,972			72,819
	Subtotal for UNCDF	133,875	392,516	513,894	0	0	1,040,284
Total of all three PUNOs	Programme Cost (including M&E, Audit, Personnel and Operations)	463,375	802,363	1,033,955	0	0	2,299,693
	Indirect Support Cost	35,257	61,050	78,669	0	0	174,976
	AA fees	5,037	8,721	11,239	0	0	24,997
	Grand Total	503,669	872,134	1,123,863	0	0	2,499,666

ANNUAL WORK PLAN (AWP) - A for 2021 :

Atlas Award ID:	00113159
Atlas Project ID:	00111454
Project/Programme Title:	Women's Empowerment for Inclusive Growth (WING)
UNDAF Outcome (1)	Increase opportunities, especially for women and disadvantaged groups to contribute to and benefit from economic progress
Applicable Key Result Area (from 2017-2021 Strategic Plan): Outcome...	Accelerate structural transformations for sustainable development
CPD Outcome(1):	Increase opportunities, especially for women and disadvantaged groups to contribute to and benefit from economic progress
CPD Output(1.1):	The Government has knowledge and skills to better target remaining pockets of poverty and expand opportunities for women to contribute to and benefit from economic progress

EXPECTED OUTPUTS		PLANNED ACTIVITIES	TIME FRAME					PLANNED BUDGET				
Components/Major Interim Result of the project (To be shown as Activities in ATLAS)	ATLAS Activity Code	Activity results are the Outputs of the project and Actions are the activities for achieving each output. (Not to be included in ATLAS)	Q1	Q2	Q3	Q4	Responsible Party	Fund Code	Donor	Budget Code	Budget Description	Amount (USD)
Output 1.1 Mechanisms for effective utilization of provisions and allocations facilitating WEE are developed												
Indicators: 1.1a Number of mechanisms developed 1.1b Number of policies and practices (that facilitate WEE) reviewed and revised with necessary change	1.1.1_Learning	Activity 1.1.1: Organize a national level programme orientation and follow-up meetings for local and national stakeholders including representatives from WDFs, LGIs, BB and relevant ministries using the best appropriate methods for conducting meetings and 5 District level programme orientation meetings		X	X		UNDP (001981)	30000	00032	75700	Training, Workshops and Confer	20,000.00
Baseline: 1.1a - 0 1.1b - One review done by UNDP	1.1.2_Policy Improv	Activity 1.1.2: Review of relevant components of national policies including National Guideline for Gender budgeting, Local Government, BB's SME lending policy, National Skills Development policy, and Labour Policy and National Financial Inclusion Strategy to identify gaps and improvements required to support women's enterprises, and follow up on these areas with advocacy		X	X		UNDP (001981)	30000	00032	71300	Local Consultants	20,000.00
	1.1.2_Policy Improv				X		UNDP (001981)	30000	00032	75700	Training, Workshops and Confer	500.00

EXPECTED OUTPUTS		PLANNED ACTIVITIES	TIME FRAME					PLANNED BUDGET				
Components/Major Interim Result of the project (To be shown as Activities in ATLAS)	ATLAS Activity Code	Activity results are the Outputs of the project and Actions are the activities for achieving each output. (Not to be included in ATLAS)	Q1	Q2	Q3	Q4	Responsible Party	Fund Code	Donor	Budget Code	Budget Description	Amount (USD)
2021 Target/ Deliverables: 1.1a - 1 1.1b - 3	1.1.3_Advocacy	Activity 1.1.3: Organize a advocacy events and a capacity-building workshops at national level for identified stakeholders for necessary implementation or revision in the existing policies for making them more supportive towards WEE and sharing lessons learnt at national level			X	X	UNDP (001981)	30000	00032	75700	Training, Workshops and Confer	13,000.00
	1.1.4_Print_Pub	Activity 1.1.4: Develop 4 communication materials (at least 2 videos and 2 leaflets/booklets) highlighting barriers and successes of women entrepreneurs for advocacy at both national, regional and local level; and information materials related to available supports in the context of covid19.		X	X	X	UNDP (001981)	30000	00032	74200	Audio Visual&Print Prod Costs	32,000.00
		Total of ATLAS Output 1.1										85,500.00
Output 1.2 A monitoring system developed to monitor allocation of funding provisions of lending to support WEE by LGIs and Bangladesh Bank												
Indicators: 1.2a Number of districts that utilize the monitoring system and issue reports 1.2.b Monitoring reports on GRB allocations inform decision-making at local level	1.2.1_M&E	Activity 1.2.1: Review of M&E tools to identify gaps and suggest innovative approach to enforcing and monitoring policies promoting WEE including for gender-responsive ADP and budgetary allocations and lending provisions to women-led SMEs		X	X		UNDP (001981)	30000	00032	71300	Local Consultants	15,000.00
		Total of ATLAS Output 1.2										15,000.00
Technical Assistance		Programme Management & Operation cost										
	Prog mgt_Ops	Staffs-Salary	X	X	X	X	UNDP (001981)	30000	00032	71400	Contractual Services - Individ	40,000.00
	Prog mgt_Ops	Travel	X	X	X	X	UNDP (001981)	30000	00032	71600	Travel	2,500.00
	Prog mgt_Ops	Rent for Project Management Unit (PMU) Office	X	X			UNDP (001981)	30000	00032	73100	Rental & Maintenance-Premises	2,583.00
	Prog mgt_Ops	Internet, Mobile charge, T&T, Modem charges etc.	X	X	X	X	UNDP (001981)	30000	00032	72400	Communic & Audio Visual Equip	600.00

EXPECTED OUTPUTS Components/Major Interim Result of the project (To be shown as Activities in ATLAS)	ATLAS Activity Code	PLANNED ACTIVITIES Activity results are the Outputs of the project and Actions are the activities for achieving each output. (Not to be included in ATLAS)	TIME FRAME				Responsible Party	PLANNED BUDGET				
			Q1	Q2	Q3	Q4		Fund Code	Donor	Budget Code	Budget Description	Amount (USD)
	Prog mgt_Ops	Stationary and other expendable office supplies	X	X	X	X	UNDP (001981)	30000	00032	72500	Supplies	1,400.00
	Prog mgt_Ops	Monitoring and Reporting	X	X	X	X	UNDP (001981)	30000	00032	74200	Audio Visual&Print Prod Costs	1,500.00
	Indirect cost	GMS (7% on donor contribution)	X	X	X	X	UNDP (001981)	30000	00032	75100	Facilities & Administration	10,435.81
		Total: (Programme Management cost)										59,018.81
		Total 2021 Project Budget										159,518.81

Allocation of Resources at a glance for this AWP:

Total Budget by Output		Output	
		Output - 1.1	85,500.00
		Output - 1.2	15,000.00
		Programme Management & Operation cost	59,018.81
		Total (USD)	159,518.81
Total Budget by Fund & Donors		Fund & DONORS:	
	Fund	30000	159,518.81
	Donor (UN Women)	00032	159,518.81
Total by Implementing Agency		Implementing Agency	
		UNDP (001981)	159,518.81
		Total Project Budget (USD)	159,518.81



(Mable Silvea Rodrigues)
Project Manager a.i.

WING
Date: 02-Mar-2021



(Van Nguyen)
Deputy Resident Representative
UNDP Bangladesh
Date: 03-Mar-2021

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 the responsible parties and project management to manage available resources and achieve set results.

Multi Year Budget

Atlas Award ID:		00113159
Atlas Project ID:		00111454
Project/Programme Title:		Women's Empowerment for Inclusive Growth (WING)
UNDAF Outcome (1)		Increase opportunities, especially for women and disadvantaged groups to contribute to and benefit from economic progress
Applicable Key Result Area (from 2017-2021 Strategic Plan): Outcome...		Accelerate structural transformations for sustainable development
CPD Outcome(1):		Increase opportunities, especially for women and disadvantaged groups to contribute to and benefit from economic progress
CPD Output(1.1):		The Government has knowledge and skills to better target remaining pockets of poverty and expand opportunities for women to contribute to and benefit from economic progress

EXPECTED OUTPUTS Components/Major Interim Result of the project (To be shown as Activities in ATLAS)	ATLAS Activity Code	PLANNED ACTIVITIES Activity results are the Outputs of the project and Actions are the activities for achieving each output. (Not to be included in ATLAS)	TIME FRAME				Responsible Party	Fund Code	Donor	Budget Code	Budget Description	Year 1: Amount (USD)	Year 2: Amount (USD)	Year 3: Amount (USD)	Total Budget (Year 1-3)
			Q1	Q2	Q3	Q4									
Output 1.1 Mechanisms for effective utilization of provisions and allocations facilitating WEE are developed															
Indicators: 1.1a Number of mechanisms developed 1.1b Number of policies and practices (that facilitate WEE) reviewed and revised with necessary change	1.1.1_Learning	Activity 1.1.1: Organize a national level programme orientation and follow-up meetings for local and national stakeholders including representatives from WDFs, LGIs, BB and relevant ministries using the best appropriate methods for conducting meetings and 5 District level programme orientation meetings			X		UNDP (001981)	30000	00032	75700	Training, Workshops and Confer	20,000.00	23,000.00	17,000.00	60,000.00
Baseline: 1.1a - 0 1.1b - One review done by UNDP	1.1.2_Policy Improv	Activity 1.1.2: Review of relevant components of national policies including National Guideline for Gender budgeting, Local Government, BB's SME lending policy, National Skills Development policy, and Labour Policy and National Financial Inclusion Strategy to identify gaps and improvements required to support women's enterprises, and follow up on these areas with advocacy			X		UNDP (001981)	30000	00032	71300	Local Consultants	20,000.00	9,000.00		29,000.00
	1.1.2_Policy Improv						UNDP (001981)	30000	00032	75700	Training, Workshops and Confer	500.00	500.00		1,000.00
2021 Target/ Deliverables: 1.1a - 1 1.1b - 3	1.1.3_Advocacy	Activity 1.1.3: Organize a advocacy events and a capacity-building workshops at national level for identified stakeholders for necessary implementation or revision in the existing policies for making them more supportive towards WEE and sharing lessons learnt at national level			X		UNDP (001981)	30000	00032	75700	Training, Workshops and Confer	13,000.00	10,000.00	10,000.00	33,000.00
	1.1.4_Print_Pub	Activity 1.1.4: Develop 4 communication materials (at least 2 videos and 2 leaflets/booklets) highlighting barriers and successes of women entrepreneurs for advocacy at both national, regional and local level; and information materials related to available supports in the context of covid19.			X		UNDP (001981)	30000	00032	74200	Audio Visual&Print Prod Costs	32,000.00	32,000.00	16,000.00	80,000.00
		Total of ATLAS Output 1.1										85,500.00	74,500.00	43,000.00	203,000.00
Output 1.2 A monitoring system developed to monitor allocation of funding provisions of lending to support WEE by LGIs and Bangladesh Bank															
Indicators: 1.2a Number of districts that utilize the monitoring system and issue reports 1.2.b Monitoring reports on GRB allocations inform decision-making at local level	1.2.1_M&E	Activity 1.2.1: Review of M&E tools to identify gaps and suggest innovative approach to enforcing and monitoring policies promoting WEE including for gender-responsive ADP and budgetary allocations and lending provisions to women-led SMEs		X			UNDP (001981)	30000	00032	71300	Local Consultants	15,000.00	25,000.00		40,000.00

EXPECTED OUTPUTS Components/Major Interim Result of the project (To be shown as Activities in ATLAS)	ATLAS Activity Code	PLANNED ACTIVITIES Activity results are the Outputs of the project and Actions are the activities for achieving each output. (Not to be included in ATLAS)	TIME FRAME				Responsible Party	Fund Code	Donor	Budget Code	Budget Description	PLANNED BUDGET			Total Budget (Year 1-3)
			Q1	Q2	Q3	Q4						Year 1: Amount (USD)	Year 2: Amount (USD)	Year 3: Amount (USD)	
Baseline: 1.2a - 0 1.2b - No	1.2.2_Advocacy	Activity 1.2.2: Organize two (2) advocacy and two (2) capacity-building workshops at district and national level for relevant duty bearers to ensure effective implementation of M&E mechanism for policies which promote WEE including gender-responsive ADP			X	X	UNDP (001981)	30000	00032	75700	Training, Workshops and Confer		18,000.00	18,000.00	36,000.00
2021 Target/ Deliverables: 1.2a - 5 1.2b - Yes	1.2.3_Learning	Activity 1.2.3: Organize one final workshop to share lessons learned of the programme				X	UNDP (001981)	30000	00032	75700	Training, Workshops and Confer			25,000.00	25,000.00
		Total of ATLAS Output 1.2										15,000.00	43,000.00	43,000.00	101,000.00
Technical Assistance		Programme Management & Operation cost													
	Prog mgt_Ops	Staffs-Salary	X	X	X	X	UNDP (001981)	30000	00032	71400	Contractual Services - Indivd	40,000.00	60,000.00	50,000.00	150,000.00
	Prog mgt_Ops	Travel	X	X	X	X	UNDP (001981)	30000	00032	71600	Travel	2,500.00	3,500.00	2,875.00	8,875.00
	Prog mgt_Ops	Rent for Project Management Unit (PMU) Office	X				UNDP (001981)	30000	00032	73100	Rental & Maintenance-Premises	2,583.00	2,583.00	3,473.00	8,639.00
	Prog mgt_Ops	Internet, Mobile charge, T&T, Modem charges etc.	X	X	X	X	UNDP (001981)	30000	00032	72400	Communic & Audio Visual Equip	600.00	600.00	600.00	1,800.00
	Prog mgt_Ops	Stationary and other expendable office supplies	X	X	X	X	UNDP (001981)	30000	00032	72500	Supplies	1,400.00	1,400.00	1,400.00	4,200.00
	Prog mgt_Ops	Monitoring and Reporting	X	X	X	X	UNDP (001981)	30000	00032	74200	Audio Visual&Print Prod Costs	1,500.00	2,625.00	1,875.00	6,000.00
	Indirect cost	GMS (7% on donor contribution)	X	X	X	X	UNDP (001981)	30000	00032	75100	Facilities & Administration	10,435.81	13,174.56	12,783.63	36,394.00
		Total: (Programme Management cost)										59,018.81	83,882.56	73,006.63	215,908.00
		Total Project Budget										159,518.81	201,382.56	159,006.63	519,908.00

Allocation of Resources at a glance for this AWP:

Total Budget by Output	Output	Year 1	Year 2	Year 3	Total	
	Output - 1.1	85,500.00	74,500.00	43,000.00	203,000.00	
	Output - 1.2	15,000.00	43,000.00	43,000.00	101,000.00	
	Programme Management & Operation cost	59,018.81	83,882.56	73,006.63	215,908.00	
	Total (USD)	159,518.81	201,382.56	159,006.63	519,908.00	
Total Budget by Fund & Donors	Fund & DONORS:					
	Fund	30000	159,518.81	201,382.56	159,006.63	519,908.00
	Donor	00032	159,518.81	201,382.56	159,006.63	519,908.00
Total by Implementing Agency	Implementing Agency					
	UNDP (001981)	159,518.81	201,382.56	159,006.63	519,908.00	
	Total Project Budget (USD)	159,518.81	201,382.56	159,006.63	519,908.00	

Mable Silvea Rodrigues
Project Manager a.i.

WING
Date: 02-Mar-2021

02-Mar-2021

Sharmin Islam
Portfolio in charge

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 the responsible parties and project management to manage available resources and achieve set results.

UNDP Bangladesh DIM project Recruitment Plan - 2021
Project/Cluster: Women's Empowerment for Inclusive Growth (WING)


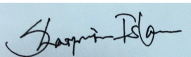
1. HR Plan for 2021

Position	Number of position(s)	Category/Band	Contract Duration	Person Expected on board* Already on board from	Budgeted Amount in USD	Position budgeted & reflected in AWP Yes/No**
Project Manager	1	SB 4/4	12 months	1-Jul-21	41,907	yes

NOTE:

** The SCs salaries and Performance Bonus amount shall be allocated under 71405

2. Position management - Existing Staff (both national and international if applicable) - all contract type (SC, IFTA, ITA, SSA)

Name	Position Title	Contract Modality	Level/Band	Contract end date (DD/MM/YYYY)	Planned extension	Remarks
N/A						
	Designation		Date			
Prepared by	 Mable Silvea Rodrigues, Project Manager, WING Project		02-Mar-2021			
Certified by	 Sharmin Islam, Profolio In Charge		02-Mar-2021			

Women's Empowerment for Inclusive Growth (WING), Procurement Plan - 2021

Annex-6 (II)



Country Office	Bangladesh
Submitted by:	Women's Empowerment for Inclusive Growth (WING)
Date:	24-Feb-21

Instructions:

- Only include procurements to be done by UNDP for DIM, Management.
- If you need additional lines, right-click and "Insert" rows, do not copy-paste, to keep drop-down menus & format.

Project Name	Project ID	Type of Procurement Action	Title of Procurement Action	Procurement Category	Description of goods, services or works required	Unit of Measure	Quantity	Estimated Unit Price in USD	Estimated Total Price in USD	Multi-year contract USD	Is Amendment ?	Amendment Value (USD)	Procurement request submission date	Target Purchase Order Date (if Goods) and Planned Contract Start Date (if Civil Works, IC, or works/IC)	Final Delivery Date of Good/Services/Civil works/IC	End user of goods, services or works	Remarks	
										2021								
WING	00111454	Individual Contractor	Individual Consultant (IC) - Local	Communications and Advocacy Services	Review of relevant components of national policies including National Guideline for Gender budgeting, Local Government, BB's SME lending policy, National Skills Development policy, and Labour Policy and National Financial Inclusion Strategy to identify gaps and improvements required to support women's enterprises, and follow up on these areas with advocacy	EA	1	\$10,000.00	\$10,000.00	No	No	N/A	15/03/2021	15/04/2021	31/07/2021			
WING	00111454	Individual Contractor	Individual Consultant (IC) - Local	Communications and Advocacy Services	Review of relevant components of national policies including National Guideline for Gender budgeting, Local Government, BB's SME lending policy, National Skills Development policy, and Labour Policy and National Financial Inclusion Strategy to identify gaps and improvements required to support women's enterprises, and follow up on these areas with advocacy	EA	1	\$10,000.00	\$10,000.00	No	No	N/A	01/04/2021	1/05/2021	31/08/2021			
WING	00111454	Individual Contractor	Individual Consultant (IC) - Local	Communications and Advocacy Services	Review of M&E tools to identify gaps and suggest innovative approach to enforcing and monitoring policies promoting WEE including for gender-responsive ADP and budgetary allocations and lending provisions to women-led SMEs	EA	1	\$15,000.00	\$15,000.00	No	No	N/A	01/04/2021	1/05/2021	31/08/2021			
GRAND TOTAL																		
Total Estimated 2021 Procurement Plan (USD) = 35,000.00																		

Mable Silvea Rodrigues
Project Manager, a.i
02-Mar-2021

Sharmin Islam
Portfolio in charge
02-Mar-2021



Women's Empowerment for Inclusive Growth (WING)

Draft Meeting Notes of **Project Steering Committee (PSC)**

Date: 23 Nov 2020

Time: 4 pm – 5 pm

Location: Zoom

Participants:

- Shoko Ishikawa, Country Representative, UN Women (Chair)
- Sudipto Mukerjee, Resident Representative, UNDP
- Suresh Balakrishnan, Regional Technical Lead, UNCDF
- Sharmin Islam, Programme Officer, UNDP
- Jesmul Hasan, Country Focal Person, UNCDF
- Asim Karmokar, Programme Officer, UNCDF
- Sunendu Tripura, Programme Associate, UN Women
- Palash Das, Programme Management Specialist, UN Women

Draft Agenda:

- Presentation on WING with focus on
 - Project Management and Governance structure: Programme Steering Committee (PSC) and Programme Advisory Committee
 - Budget and work plan 2021
- Formation of Gender Equitable Investment Platform
- The agenda of the meeting with the Ambassador on 2 Dec 20
- AOB

Key Discussion:

- The annual work plan of WING for 2020-21 has been approved by the HoAs with an advice to consider Covid19 related uncertainty. The Implementation strategy should have flexibility in case of deteriorated Covid19 situation, and when project may need to repurpose resources to deal with Covid19 situation. There may be supply chain disruptions, which may cause delay in implementation. The preparatory work i.e. Baseline and LEA should be initiated immediately before any COVID-19 movement restrictions are re-introduced by the government. Linkages with existing projects should be established to get their inputs in planning activities. It was further advised to identify the target groups in consultation with the relevant government agencies during this preparatory phase. Engagement with the DCs of the selected districts should also be initiated right away so that we have agreement on organizing the orientations which in itself may require a number of preparatory discussions and buy-in. Submission of work plan to EKN should include provision that it is contingent upon Covid 19.
- The PSC took a note of the programme duration that the duration should read 36 months instead of 48 months in the signed project document.

- The PSC is scheduled to have meeting twice in a year; however, considering the Covid19 situation, the next meeting will take place in February to review the work plan in light of the Covid 19 situation.
- Representatives from the local government or officials from government institutions at the local level should be included in the programme advisory group. TOR of this group should mention relevant UN documents i.e. since UNSDCF is not formulated yet, it was advised to mention United Nations Cooperation Framework.
- The team has proposed to establish a gender equitable investment platform. it is a mechanism of dual key impact of investment proposals. The PSC appreciated the idea and advised to discuss with relevant people from UNDP who has established a similar platform "Anondomela". More information should be shared in next PSC.
- The agenda of meeting with the Ambassador of EKN on 2nd was discussed. It was suggested to discuss the importance of the intervention in the new reality (COVID-19 context) and the risks or challenges that the project may face, instead of presenting project details. Team was asked to prepare the talking points for HOAs.
- A ppt on signing ceremony was shared for feedback of HoAs. HoAs suggested to include information on government's commitment on women's economic empowerment. Some quote from the PM or MOWCA Minister on WEE could be used. The communication colleagues from all the agencies will be engaged to develop further the ppts.

Action Points:

- Submission of annual work plan 2021 to the donor by 30 Nov 2020 with a note that the AWP will be reviewed by the PSC in Feb 2021.
- Include representative(s) from LGIs as member(s) of Programme Advisory Group.
- Details of 'Gender Equitable Investment Platform' will be shared in the next PSC meeting.
- Engage communication colleagues to finalise the signing ceremony ppts.
- Reconfirm the meeting time and date with the Ambassador of Government of the Netherlands; and prepare draft TPs for this meeting for HoAs.
- Next PSC meeting will take place in Feb 2021.
- Accelerate start-up activities: LEA, Baseline, engagement with DCs.

Women's Empowerment for Inclusive Growth (WING) Project

Expected Key Results -2021

Result-01: Build capacity of relevant key stakeholders, review policies and initiate advocacy for developing mechanisms for effective utilization of provisions and allocations facilitating WEE.

Developed Result-02: Gaps in the existing policy for promoting WEE including gender-responsive ADP and budgetary allocation will be identified. Based on that an innovative approach for minimizing those gaps will also be proposed.

Objectives:

1. To ensure Better integration & mainstreaming of GE in all projects and programmes
2. To support monitoring of gender specific indicators and achievements
3. To create safe workplace
4. To compliance with UNDP Gender Equality Seal

Guideline for Gender Action Plan:

1. Identify activities under each output with in your existing annual work plan for 2021 that will directly contribute to gender equality.
2. Identify strategies for gender mainstreaming within existing activities of your work plan (including your communication related activities) which do not directly contribute to gender equality (for example, a training will be conducted on service delivery. You may add one dedicated session on women's access to different service delivery to discuss different needs and priorities of women, constraints for women in accessing those services etc.)
3. Mention your Outcome, output statement first, then mentions gender specific broad indicators in the same row. Mention all identified activities under each output following your AWP and insert relevant information in each column. Please see the example below.
4. Mention budgetary allocation for the identified activities directly contributing to gender equality (as it is now) and under % column write 100%. If contribution to gender equality is just a portion of the main activity (10% or 15% or 50%) insert the calculated percentage in % column and the money under budgeted amount column.
5. Keep budget allocation for joint programmes on International Women's Day, 16 Days of Activism etc.; for producing and printing IEC materials for raising awareness on SHAA and SEA among your project staff and beneficiaries
6. Identify the person or unit who will be responsible for conducting the activities or monitoring and ensuring that the activities are done following the Gender Action plan
7. Include measurable indicators for activities identified (we will do this exercise once again along with our M&E focal for finalizing the indicators)

Actions	Person/Unit Responsible	Timeline	Budget allocation (in BDT)	% of Budget	Proposed Indicator
Activity result 1.1: Mechanisms for effective utilization of provisions and allocations facilitating WEE are developed					
1.1.1. Organize a national level programme orientation and follow-up meetings for local and national stakeholders including representatives from WDFs, LGIs, BB and relevant ministries using the best appropriate methods for conducting meetings and 5	Gender Focal Person & Project Manger	2 nd and 3 rd Quarter	1,694,820.00	100%	<ul style="list-style-type: none"> ● #of event and event report ● # Schedule of the event ● # of participants attended in the orientation ● # of sex segregated data

Actions	Person/Unit Responsible	Timeline	Budget allocation (in BDT)	% of Budget	Proposed Indicator
District level programme orientation meetings					
1.1.2 Review of relevant components of national policies including National Guideline for Gender budgeting, Local Government, BB's SME lending policy, National Skills Development policy, and Labour Policy and National Financial Inclusion Strategy to identify gaps and improvements required to support women's enterprises, and follow up on these areas with advocacy	Gender Focal Person & Project Manger	2 nd and 3 rd Quarter	1737190.5	100%	<ul style="list-style-type: none"> • External expert hire • # recommendation report
1.1.3. Organize an advocacy events and a capacity-building workshops at national level for identified stakeholders for necessary implementation or revision in the existing policies for making them more supportive towards WEE and sharing lessons learnt at national level	Project Manager	3 rd and 4 th quarter	1,101,633.00	100%	<ul style="list-style-type: none"> • # of event • Workshop report • # of participants attended
1.1.4. Develop 4 communication materials (at least 2 videos and 2 leaflets/booklets) highlighting barriers and successes of women entrepreneurs for advocacy at both national, regional and local level; and	Project Manager	1 st , 2 nd and 3 rd quarter	2,711,712.00	100%	<ul style="list-style-type: none"> • # of video made for awareness raising for women • # of leaflet developed targeting women for awareness with key message

Actions	Person/Unit Responsible	Timeline	Budget allocation (in BDT)	% of Budget	Proposed Indicator
information materials related to available supports in the context of covid19.					
Output 1.2 A monitoring system developed to monitor allocation of funding provisions of lending to support WEE by LGIs and Bangladesh Bank					
1.2.1 Review of M&E tools to identify gaps and suggest innovative approach to enforcing and monitoring policies promoting WEE including for gender-responsive ADP and budgetary allocations and lending provisions to women-led SMEs	Project Manager	2 nd and 3 rd Quarter	1,271,115.00	100%	<ul style="list-style-type: none"> • # of participants attended in the orientation • # of sex segregated data • Workshop schedule • Recommendation report
			8,516,470.50		



02-Mar-2021

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