







## UNDP Bangladesh 2021 Annual Work Plan (AWP) Checklist

Award ID: 00085986		Project ID: 00093428		Title: Knowledge for Development Management (K4DM), Phase II	
Format and General Issues:		Yes	No	N/A	Comments
1	Submitted AWP is prepared in Standard Prescribed Format including AWP cover page	√			Annex-1 (AWP) Annex-2 (MYP)
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		√		
5	Annual/Mid year Review Meeting conducted		√		
6	Annual HR , Procurement and Communications plans are prepared and attached with AWP	√			Annex-3 (HR) Annex-4 (PC) Annex-5 (Comm)
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 AWP	√			
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	√			Annex-06
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	√			Annex-07
10	Field monitoring plan attached (for field-based project only)		√		
11	Risk Log, Issue Log, monitoring Log updated in ATLAS and attached with AWP	√			Annex-08
12	Gender Marker is attributed in ATLAS	√			
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		√		
16	Annual target for each indicator has been set	√			Incorporated in M&E Plan

17	3 to 5 annual key results have been identified and attached	√			Incorporated in M&E Plan
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	√			
23	The Budget comply with the spirit of Results Based Budgeting (RBB)	√			

1	Total proposed budget for the AWP does not exceed approved total project budget	√			
2	The AWP budget is within the scope of the funds availability/commitment (available Cash + Commitment)	√			Annex-09
4	Appropriate provisions are available according to the AWP Commissioning memo (Common cost, GMS, DPC, Communication, M&E etc.)	√			Annex-10
5	Updated list of Equipment assets with the project/Programme showing UNDP assets	√			
6	The summary page reflects the resources	√			

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

Reviewed by  04-Apr-2021 Hamidur Rahman Admin and Finance Officer, Governance Portfolio	Recommended by  04-Apr-2021 Md. Monzurul Islam Kamal Programme Associate, Governance Portfolio	 04-Apr-2021
Cleared by Programme Cluster:  Ashekur Rahman Assistant Resident Representative Governance, Portfolio Date:	Cleared by Partnerships Cluster:  Md Maharaj Hossain Programme Associate Date: 06-Apr-2021	
Signed by DRR/RR:  Van Nguyen	Date: 06-Apr-2021	



Empowered lives.  
Resilient nations.

**Clearance Certificate**  
**Project Document (AWP)**  
**or**  
**Project/Budget Revision**

**SHORT TITLE:** Knowledge for Development Management (K4DM), Phase II

**PROJECT NUMBER:** Award ID: 00085986

**Project ID:** 00093428

**(I) SUBMITTING PROGRAMME MANAGER:**

I have checked, and hereby certify, the following:

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. An analysis of the budget increase/decrease (in case more than \$10,000) has been made and is attached.
4. The cover page and budget are according to standard format.

**Marina Shawkat Ali**

Signature: \_\_\_\_\_

Date: 4/4/21

National Project Manager

**(II) CLUSTER HEAD: Ashekur Rahman, ARR, Governance portfolio.**

I have reviewed and hereby recommend approval of this Project Incitation Document/AWP/Budget revision

Signature: \_\_\_\_\_

Date: 04-Apr-2021

**(III) BUSINESS DEVELOPMENT AND PARTNERSHIP (BD&P):**

CLEARANCE FROM DESK OFFICER	CLEARANCE FROM ARR
<input checked="" type="checkbox"/> I have verified the attached submission and confirm that this PID/AWP/budget revision is in accordance with existing rules.  <input type="checkbox"/> Justification for return	Recommendation for approval
Signature: _____ Date: 06-Apr-2021	Signature: _____ Date: 06-Apr-2021

06-Apr-2021

Recommended/Approved by DRR

Approved by RR

**Note:** Please return Approved Budget Revision to BD&P who retains original and forwards copy to Programme Manager concern for his/her file and submission to national and, if applicable, UN agencies.



## PROJECT DOCUMENT

### Bangladesh, Knowledge for Development Management (K4DM), Phase II



**Project Title: Knowledge for Development Management (K4DM), Phase II**

**Project Number:**

**Implementing Partner: Economic Relations Division (ERD)**

**Start Date: 01 January 2021 End Date: 31 December 2023 PAC Meeting date: 15 November 2020**

#### Brief Description

Bangladesh is enthusiastically leading towards celebrating the golden jubilee of its independence with high pride and self-esteem. In the last fifty years, the country has increased per capita GDP to 14 times higher than what it was in 1971. With a starving population and periodic natural disasters, 1971's Bangladesh was not rich in minerals or other natural resources. However, with a combination of robust strategy and continuous hard work of the population, Bangladesh has transformed itself from an agrarian-based society to an export-oriented and industrial society.

Bangladesh is progressing towards graduating from least-developed country (LDC) as it pursues constantly sustainable and inclusive economic growth especially in last 12 years under the charismatic leadership of present regime. However, given the global situation and the national and international context of COVID-19 Bangladesh also has faced challenges towards its ongoing progressive development. With this context, K4DM Phase II will address two specific development challenges that Bangladesh may face within the next three years: a) how to accelerate the capacity of the Economic Relations Division (ERD), especially in relation to its ability to undertake evidence-based decision-making and engage effectively at the international arena for promoting national development interests; and b) how to mobilize maximum external economic resources through developing a comprehensive external resource mobilization strategy that would explore alternative sources of funding in addition to ongoing source of funding and create more sustainable partnership among government agencies and civil society. In light of this, K4DM Phase II sets to achieve a lasting impact that enables the Government of Bangladesh (GoB) to accelerate resource mobilization towards LDC graduation.




Contributing Outcome (UNDAF/CPD, RPD or GPD):

UNDAF Outcome 1/ CPD Outcome 2: Develop and implement improved social policies and programmes that focus on good governance, reduction of structural inequalities and advancement of vulnerable individuals and groups.

Indicative Output(s) with gender marker:

Required Resource	USD 3,148,900.00
UNDP TRAC:	USD 1,000,000.00
Development Partners:	
SDC- not yet committed	
Parallel Contribution:	
UNDP Korea	USD 28,000.00
Government contribution in kind/cash	USD 90,900.00
Unfunded	USD 2,030,000.00

Agreed by (signatures):

Government	UNDP	Implementing Partner
 Fatima Yasmin Secretary Economic Relations Division	 Sudipto Mukerjee Resident Representative UNDP Bangladesh	 Dr. Nahid Rashid Additional Secretary and Wing Chief (UN) Economic Relations Division
Date: 11 March 2021	Date: 11 March 2021	Date: 11 March 2021

**Fatima Yasmin**  
 Secretary  
 Economic Relations Division  
 Ministry of Finance  
 Govt. of the People's Republic of Bangladesh

**Sudipto Mukerjee**  
 Resident Representative  
 UNDP Bangladesh

**Dr. Nahid Rashid**  
 Additional Secretary  
 Economic Relations Division  
 Ministry of Finance  
 Govt. of the People's Republic of Bangladesh

United Nations Development Programme

জাতিসংঘ উন্নয়ন কর্মসূচী

4<sup>th</sup> April 2021**Note to File****Approval of Annual Work Plan 2021, K4DM Phase II without signature of National Project Director (NPD)**

"Knowledge for Development Management (K4DM) Phase-II" project, was signed on 11<sup>th</sup> March 2021 for three years (2021-2023) effective from 1<sup>st</sup> January 2021, and budget for the Project is **3,148,900.00 USD**.

Annual Workplan of K4DM Phase II is prepared with a budget of 3,50,000 USD. Since the K4DM Phase II is a project of NIM modality therefore the AWP'21 have been shared with National Project Director, Dr. Nahid Rashid, Additional Secretary and Wing Chief, UN wing of ERD, for her approval on 19<sup>th</sup> March 2021. A formal presentation of AWP was also made to UN wing of ERD for their views on the plan.

The AWP'21 is not approved yet since the present NPD has not received any direction for continuation as NPD for phase II. An entreaty has been sought to ERD Secretary Ms. Fatima Yasmin on 2<sup>nd</sup> April 2021 for approval to sign the AWP for her consent for present NPD for interim arrangement until the Scrutiny committee meeting on TAPP is held which is scheduled on 7<sup>th</sup> April 2021 at 10:30 AM. The scrutiny committee is headed by the Secretary ERD, Ms. Fatima Yasmin who will decide on Phase II's governing body.

Thus, considering the urgency of AWP approval it is requested here that the Annual Work Plan (AWP) 2021 of K4DM Phase II is to be approved by the cluster head of Governance cluster, UNDP and uploaded in the system without NPD's signature.

Prepared by:

A handwritten signature in blue ink, appearing to read 'M. Ali', is written above a horizontal line.

**Marina Shawkat Ali**

National Project Manager, "Knowledge for Development Management (K4DM) Phase-II project, UNDP Bangladesh.

Recommended by:

A handwritten signature in blue ink, appearing to read 'A. Rahman', is written above a horizontal line.

**Ashekur Rahman**Assistant Resident Representative (Governance)  
UNDP Bangladesh

## Hamidur Rahman

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**From:** Van Nguyen  
**Sent:** Thursday, April 1, 2021 2:28 PM  
**To:** Marina Shawkat Ali; Ashekur Rahman  
**Cc:** BGD - Business Development and Partnerships; Sudipto Mukerjee; Krishna Raj Adhikari; Md Delwar Hossain Khandakar  
**Subject:** RE: AWP of Plastic and K4DM

Thank you Marina. Pls send the AWP together with the NTF explaining why the signature is not there yet.

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**From:** Marina Shawkat Ali <marina.ali@undp.org>  
**Sent:** Thursday, April 1, 2021 11:24 AM  
**To:** Van Nguyen <nguyen.thi.ngoc.van@undp.org>; Ashekur Rahman <ashekur.rahman@undp.org>  
**Cc:** BGD - Business Development and Partnerships <bdp.bd@undp.org>; Sudipto Mukerjee <sudipto.mukerjee@undp.org>; Krishna Raj Adhikari <krishna.adhikari@undp.org>; Md Delwar Hossain Khandakar <delwar.khandakar@undp.org>  
**Subject:** RE: AWP of Plastic and K4DM

Dear Van,

Please be informed that K4DM's AWP is ready and has been uploaded in ATLAS. As you are aware, our Project Document has been signed on 11<sup>th</sup> March; therefore, the AWP is on NPD's table for her signature. It is essential to mention that the present NPD has not received any direction yet for continuation as NPD for phase II.

Therefore, a note to file has been (*e- nothi*) raised yesterday for ERD Secretary's approval to sign the AWP for her consent for NPD.

Nevertheless, if you agree then, we can send the AWP'21 without NPD's signature by today.

I look forward to your response.

Thank you.



**Marina Shawkat Ali**  
National Project Manager  
United Nations Development Programme (UNDP)  
Knowledge For Development Management  
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Dhaka, Bangladesh  
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**From:** Van Nguyen <[nguyen.thi.ngoc.van@undp.org](mailto:nguyen.thi.ngoc.van@undp.org)>

**Sent:** Thursday, April 1, 2021 10:07 AM

**To:** Ashekur Rahman <[ashekur.rahman@undp.org](mailto:ashekur.rahman@undp.org)>; Khurshid Alam <[khurshid.alam@undp.org](mailto:khurshid.alam@undp.org)>; Arif Mohammad Faisal <[arif.faisal@undp.org](mailto:arif.faisal@undp.org)>; Linda Germanis <[linda.germanis@undp.org](mailto:linda.germanis@undp.org)>; Marina Shawkat Ali <[marina.ali@undp.org](mailto:marina.ali@undp.org)>

**Cc:** BGD - Business Development and Partnerships <[bdp.bd@undp.org](mailto:bdp.bd@undp.org)>; Sudipto Mukerjee <[sudipto.mukerjee@undp.org](mailto:sudipto.mukerjee@undp.org)>; Krishna Raj Adhikari <[krishna.adhikari@undp.org](mailto:krishna.adhikari@undp.org)>

**Subject:** AWP of Plastic and K4DM

**Importance:** High

Dear all,

Well, today is the first of April, a Fool Day, but this email is not a fool one. I was quite shocked to learn that the first quarter has gone and yet we are not yet done with the AWP. And just to let you know, our OAI audit is coming up in a week time and this is not a joke!

I am requesting those who are in the 'to' list to make sure this is done. I am reserving my calendar for Monday morning and will sit with you all if by then it is not done.

Van

Atlas Output ID: 00085986 Atlas Project ID: 00093428	<b>Annual Work Plan (AWP) for 2021: Version A -</b>
Project/Programme Title:	
UNDAF Outcome:	
Applicable Output(s) from the UNDP Strategic Plan:	
CPD Outcome:	
CPD Output(s):	

EXPECTED OUTPUTS <i>Components or major interim Results of the project ; To be shown as Activities in Atlas</i>	Activity #	PLANNED ACTIVITIES <i>Activity Results are the Outputs of the Project and Actions are the activities for achieving each output- not to be included in Atlas</i>	Timeframe				Responsible Party	Fund Code	Planned Budget			
			Q1	Q2	Q3	Q4			Donor	Budget Code	Budget Description	Amount (USD)
<b>Atlas Activity # 1: Institutional approach for capacity building adopted</b>	1	<b>1. Activity Result: 1.1.1) E-Centre for Capacity Development</b>										
		1.1.1.1) Study to design the scope structure and function of the e center		X	X	X	UNDP-001981	04000	00012	75700	Training, Workshops and Confer	3,000.00
		1.1.1.2) Hiring consultants for designing the software			X	X	UNDP-001981	04000	00012	71300	Local Consultants	3,000.00
		1.1.1.3) Module development					UNDP-001981	04000	00012	71300	Local Consultants	-
		1.1.1.4) IT infrastructure and other necessary resources for activating and maintaining the e-center (Locally developed system)			X	X	UNDP-001981	04000	00012	72800	Information Technology Equipmt	1,000.00
		1.1.1.5) Organizing need-based trainings, meeting, MoU signing with respective national and international training institutions, workshops and policy dialogues		X	X	X	UNDP-001981	04000	00012	75700	Training, Workshops and Confer	6,000.00
		1.1.1.6) Provide support for digitalization of ERD and UN Wing		X	X		UNDP-001981	04000	00012	72400	Communic & Audio Visual Equip	2,500.00
		1.1.1.8) Printing and Publication of different reports of ERD and UN wing - publications		X	X	X	UNDP-001981	04000	00012	74200	Audio Visual&Print Prod Costs	1,000.00
		1.1.1.9) Printing and Publication ( e.g. News letter, reports, policy recommendations)		X	X	X	UNDP-001981	04000	00012	74200	Audio Visual&Print Prod Costs	2,000.00
<b>Indicator: 1.1.1: Number of formal training courses delivered by e-Centre for capacity development. Baseline: 0; 2021 targets/deliverables: 3.</b>		<b>2. Activity Result: 1.1.2) Mapping training/capacity developemnet programmes offered by government, development partners to identify appropriate programme/courses that enhances capacity of ERD officials in delivering mandate of the ERD</b>										
		1.1.2.1) Need Assessment			X	X	UNDP-001981	04000	00012	71300	Local Consultants	7,000.00
		1.1.2.2) Consultation with ERD			X	X	UNDP-001981	04000	00012	75700	Training, Workshops and Confer	1,000.00
		1.1.2.3) Organize periodical networking events with DPs/High Commission/Embassies			X	X	UNDP-001981	04000	00012	75700	Training, Workshops and Confer	5,000.00
<b>Indicator: 1.1.2: Number of follow-up courses provided by e-Centre for capacity development after formal training courses. Baseline: 0 2021 targets/deliverables: 3</b>												



EXPECTED OUTPUTS <i>Components or major interim Results of the project ; To be shown as Activities in Atlas</i>	Activity #	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	Timeframe				Responsible Party	Fund Code	Planned Budget			
			Q1	Q2	Q3	Q4			Donor	Budget Code	Budget Description	Amount (USD)
Indicator: 1.1.3: Number of government officials who attained a good understanding of contents delivered by e-Centre for capacity development . Baseline: 0 2021 targets/deliverables: 50		1.1.2.4) Printing and Publication					UNDP-001981	04000	00012	74200	Audio Visual&Print Prod Costs	-
		<b>3. Activity Result: 1.1.3) Develop Leadership and Performance enhancement guideline, vetted by ERD senior management</b>										
		1.1.2.1) Course development cost					UNDP-001981	04000	00012	71300	Local Consultants	-
		1.1.2.2) Printing and Publication					UNDP-001981	04000	00012	74200	Audio Visual&Print Prod Costs	-
		1.1.2.3) Training, Workshops for leadership development					UNDP-001981	04000	00012	75700	Training, Workshops and Confer	-
		<b>4. Activity Result: 1.1.4) Special leadership development training/workshop/exchange visit programme and career improvement pathways for early career officials</b>										
		1.1.4.1) Generating smooth career Pathway opportunities for women and early career professionals through linking the relevant gov. training academies			X	X	UNDP-001981	04000	00012	75700	Training, Workshops and Confer	2,000.00
		1.1.4.2) Need-based training and skill development programs for enhancing professional capacities		X	X	X	UNDP-001981	04000	00012	75700	Training, Workshops and Confer	2,000.00
		1.1.4.3) Providing technical support to facilitate and implement the program					UNDP-001981	04000	00012	71300	Local Consultants	-
		<b>5. Activity Result: 1.1.5) Establishing a communications platform that will allow ERD officials to monitor and identify knowledge and skills gaps</b>										
Indicator: 1.1.4: Number of early career government officials who attained a good understanding of gender equality and equity through a training course delivered by e-Centre for capacity development. Baseline: 0 2021 targets/deliverables: 20 (M: 14, F: 6)		1.1.5.1) Develop a periodic knowledge and skill need assessment system					UNDP-001981	04000	00012	71300	Local Consultants	-
		1.1.5.2) Workshops, Meeting & Seminar ( Inception Workshop_K4DM II)		X	X	X	UNDP-001981	04000	00012	75700	Training, Workshops and Confer	10,000.00
		<b>6. Activity Result: 1.1.6) Archiving the institutional memory through online documentation</b>										
		1.1.6.1) Printing, Publication and dissemination			X	X	UNDP-001981	04000	00012	74200	Audio Visual&Print Prod Costs	1,500.00
		1.1.6.2) Provide support to ERDOC with Knowledge materials					UNDP-001981	04000	00012	0		-
Indicator: 1.1.5: Percentage of government officials participating in a training course at e-Centre for capacity development who have reflected their learning in their actual work after training. Baseline: 0% 2021 targets/deliverables: 20%		<b>7. Activity Result: 1.1.7) Providing training to ERD officials on new skills to adopt to COVID-19</b>										
		1.1.7.1) Conduct a Study			X	X	UNDP-001981	04000	00012	71300	Local Consultants	4,000.00
		1.1.7.2) Develop curriculum					UNDP-001981	04000	00012	0		-
		1.1.7.3) Training/Workshop			X	X	UNDP-001981	04000	00012	75700	Training, Workshops and Confer	3,000.00
		<b>8. Activity Result: 1.1.8) Informing the ERD officials with updated political economy analysis of the economic fallout of Covid</b>										
		1.1.8.1) Conduct a Study on political economy analysis					UNDP-001981	04000	00012	75700	Training, Workshops and Confer	-
		1.1.8.2) Conduct training/workshop on updated political economy analysis					UNDP-001981	04000	00012	75700	Training, Workshops and Confer	-
		1.1.8.3) Printing and Publication					UNDP-001981	04000	00012	74200	Audio Visual&Print Prod Costs	-
		General Management Services (GMS) x %								75100	Facilities & Administration	-
	<b>Total of Atlas Activity #1</b>											<b>54,000.00</b>

EXPECTED OUTPUTS <i>Components or major interim Results of the project ; To be shown as Activities in Atlas</i>	Activity #	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	Timeframe				Responsible Party	Fund Code	Planned Budget			
			Q1	Q2	Q3	Q4			Donor	Budget Code	Budget Description	Amount (USD)
<b>Atlas Activity # 2: Enabling environment for evidence-based policymaking strengthened</b>  <b>1.2.1: Number of government officials who have a good understanding of data analytics and evidence-based policymaking.</b> Baseline: TBD 2021 targets/deliverables: 40 (Male-28, Female-12)  <b>1.2.2: Number of data analytical outputs generated by a Centre for Data Analytics for evidence-based policymaking.</b> Baseline: 0 2021 targets/deliverables: 3  <b>1.2.3: Number of government policies backed up by data generated through a Centre for Data Analytics.</b> Baseline: 0 2021 targets/deliverables: 0  <b>1.2.4: Number of government records which have been stored in ERDPEDIA.</b> Baseline: 3000 2021 targets/deliverables: 50  <b>1.2.5: Number of subject matter experts available in Policy Expert Pool (PEP).</b> Baseline: 0 2021 targets/deliverables: 15 (Male-8, Female-7)	2	<b>1. Activity Result: 1.2.1 ) Strengthening FABAI-ICT Wings of ERD by analytical capacity</b>										
		1.2.1.1) Meetings, Workshops and events for institutional collaboration (meetings/workshops/trainings)		X	X	X	UNDP-001981	04000	00012	75700	Training, Workshops and Confer	4,000.00
		1.2.1.2) Upgradation of ERD pedia (IT equipment) (Locally Procured equipment based on need assessment)		X	X	X	UNDP-001981	04000	00012	72800	Information Technology Equipmt	2,000.00
		1.2.1.3) Training for officials to enhance their analytical capacities to use external resources data			X	X	ERD-008062	04000	00012	75700	Training, Workshops and Confer	2,000.00
		1.2.1.4) Analyzing, printing and dissemination of external resources data			X	X	UNDP-001981	04000	00012	74200	Audio Visual&Print Prod Costs	2,000.00
		<b>2. Activity Result: 1.2.2) Digital Transformation Policy/Initiative</b>										
		1.2.2.1) SoP/Manual for Digital Transformation of ERD business procedure in COVID context		X	X	X	UNDP-001981	04000	00012	75700	Training, Workshops and Confer	1,000.00
		1.2.2.2) Printing and Publications		X	X	X	UNDP-001981	04000	00012	74200	Audio Visual&Print Prod Costs	1,000.00
		<b>3. Activity Result: 1.2.3) Upscale training in record-keeping practices under the Digital Transformation Initiative</b>										
		1.2.3.1) Conduct periodic training/workshop on ERDPEDIA for all ERD officials		X	X	X	UNDP-001981	04000	00012	75700	Training, Workshops and Confer	3,000.00
		1.2.3.2) Supporting Digitization of ERD documents		X	X	X	UNDP-001981	04000	00012	72400	Communic & Audio Visual Equip	500.00
		1.2.3.3) Technical and logistics support for ERDPEDIA (Locally procured based on need assessment)					UNDP-001981	04000	00012	72800	Information Technology Equipmt	-
		<b>4. Activity Result: 1.2.4) Establish an ERD Roundtable to create dialogue regarding information handling and sharing knowledge management issues</b>										
		1.2.4.1) Organizing Seminars and Symposium to strengthen knowledge management issues			X	X	UNDP-001981	04000	00012	75700	Training, Workshops and Confer	1,000.00
		1.2.4.2) Compiling and publishing the country strategy of different Development Partners of ERD			X	X	UNDP-001981	04000	00012	71300	Local Consultants	4,000.00
		1.2.4.3) Printing and publications					UNDP-001981	04000	00012	74200	Audio Visual&Print Prod Costs	-
		<b>5. Activity Result: 1.2.5) Publish yearly Foreign Assistance Analytics highlighting trends, gaps and utilization of foreign assistances in Bangladesh</b>										
		1.2.5.1) Analyze yearly External Assistance Flow of ERD				X	UNDP-001981	04000	00012	75700	Training, Workshops and Confer	1,000.00
		1.2.5.2) Publish yearly Foreign Assistance Analytics				X	UNDP-001981	04000	00012	74200	Audio Visual&Print Prod Costs	1,000.00
		<b>6. Activity Result: 1.2.7) Policy Expert Pool (PEP)</b>					UNDP-001981	04000	00012			
1.2.7.1) Organizing meetings of Policy Expert Pool		X	X	X	ERD-008062	04000	00012	75700	Training, Workshops and Confer	2,000.00		

EXPECTED OUTPUTS <i>Components or major interim Results of the project ; To be shown as Activities in Atlas</i>	Activit y #	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	Timeframe				Respon sible Party	Fund Code	Planned Budget				
			Q1	Q2	Q3	Q4			Donor	Budget Code	Budget Description	Amount (USD)	
1.2.6: Number of policy briefs published and shared with relevant ministries and other stakeholders. Baseline: 0 2021 targets/deliverables: 2		1.2.7.2) Policy brief development cost					ERD-008062	04000	00012	75700	Training, Workshops and Confer	2,500.00	
		1.2.7.3) Facilitate dissemination events			X	X	UNDP-001981	04000	00012	75700	Training, Workshops and Confer	2,000.00	
		1.2.7.4) Printing and publications			X	X	UNDP-001981	04000	00012	74200	Audio Visual&Print Prod Costs	1,000.00	
		<b>7. Activity Result: 1.2.8) National Human Development Report (NHDR) published every alternative year</b>											
1.2.7: Number of NHDR published by ERD. Baseline: 0 2021 targets/deliverables: 1		1.2.8.1) Organize meetings of Advisor's committee and writer's pool for Developing NHDR					UNDP-001981	04000	00012	75700	Training, Workshops and Confer	-	
		1.2.8.2) Consultancy Fee's for Developing NHDR					UNDP-001981	04000	00012	71300	Local Consultants	-	
		1.2.8.3) Organize Consultation Meeting			X	X	ERD-008062	04000	00012	75700	Training, Workshops and Confer	4,000.00	
				X	X	X	UNDP-001981	04000	00012	75700	Training, Workshops and Confer	8,000.00	
		1.2.8.4) NHDR Printing and Publication (dissemination cost)					UNDP-001981	04000	00012	74200	Audio Visual&Print Prod Costs	-	
	<b>8. Activity Result: 1.2.9) Programme Officer (1 Post)</b>												
	<b>9. Activity Result: 1.2.10) Programme Associate (Knowledge Management and Capacity Development) (1 Post)</b>												
		Consultant for Project closing K4DM and inception of K4DM Phase II			X	X	X	UNDP-001981	04000	00012	71300	Local Consultants	45,000.00
		General Management Services (GMS) x %								75100	Facilities & Administration	-	
<b>Total of Atlas Activity #2</b>											<b>104,050.00</b>		
<b>Atlas Activity # 3: External resource mobilization capacity strengthened</b>													
2.1.1: To what extent External Resource Mobilization Strategy developed and adopted by ERD. Baseline: 0 2021 targets/deliverables: 1	3	<b>1. Activity Result: 2.1.1) External Resource Mobilization Strategy formulation</b>											
			2.1.1.1) Organizing scoping meetings (DPs and Foreign Mission officials)		X	X	X	ERD-008062	04000	00012	75700	Training, Workshops and Confer	1,000.00
			2.1.1.2) Organizing workshops, seminars (DPs and Foreign Mission officials)			X	X	UNDP-001981	04000	00012	75700	Training, Workshops and Confer	5,000.00
			2.1.1.3) Strategy formulation cost (consultant, validation, advocacy)					UNDP-001981	04000	00012			-
		2.1.1.4) Printing and publications (5 publications)					UNDP-001981	04000	00012	74200	Audio Visual&Print Prod Costs	-	
		<b>2. Activity Result: 2.1.2) External Resource Mobilization Strategy implemented focusing on new approaches and innovative sources towards attaining SDGs</b>											
			2.1.2.1) Conduct review of the External Resource Mobilization Strategy implementation (1)			X	X	UNDP-001981	04000	00012	71300	Local Consultants	3,000.00
			2.1.2.2) Organize workshop/seminar for sharing the review outcomes at national level			X	X	UNDP-001981	04000	00012	75700	Training, Workshops and Confer	4,000.00
			2.1.2.3) Printing the revised strategy paper (1)					UNDP-001981	04000	00012	74200	Audio Visual&Print Prod Costs	-
		<b>3. Activity Result: 2.1.3) Strengthen collaboration with respective authorities to implement External Resource Mobilization Strategy focusing on FDI</b>											
		2.1.3.1) Organize regular collaborative meeting/workshop/seminar with ERD, PPP, BIDA, BEZA and multi-lateral DPs on FDI		X	X	X	UNDP-001981	04000	00012	75700	Training, Workshops and Confer	2,000.00	
		2.1.3.2) Develop policy briefs/papers/reports on interest & scope of investment by multi-lateral DPs like World Bank			X	X	UNDP-001981	04000	00012	71300	Local Consultants	5,000.00	

EXPECTED OUTPUTS	Activity #	PLANNED ACTIVITIES	Timeframe				Responsible Party	Fund Code	Planned Budget				
			Q1	Q2	Q3	Q4			Donor	Budget Code	Budget Description	Amount (USD)	
<i>Components or major interim Results of the project ; To be shown as Activities in Atlas</i>		<b>4. Activity Result: 2.1.4) Perform a formal review of the Strategy upon the release of key Government policy and planning documents i.e. 8th FYP, Perspective Plan, NHDR</b>											
		2.1.4.1) Analyze National Policy & Planning documents periodically and update the External Resource Mobilization Strategy										-	
<b>2.1.2: Number of Resource Mobilization plans developed by wings of ERD Baseline: 0 2021 targets/deliverables: 2</b>		<b>5. Activity Result: 2.1.5) Resource Mobilization Plans developed by each wing (ERD)</b>											
		2.1.5.1) Providing support to each wing of ERD for formulation of External Resource Mobilization plan			X	X	UNDP-001981	04000	00012	75700	Training, Workshops and Confer	2,000.00	
		2.1.5.2) Organize workshop/meetings for finalizing the plan					UNDP-001981	04000	00012	75700	Training, Workshops and Confer	-	
		2.1.5.3) Printing and Publication					UNDP-001981	04000	00012	74200	Audio Visual&Print Prod Costs	-	
		<b>6. Activity Result: 2.1.6) Assign a focal person from each Wing to track the implementation of the External Resource Mobilization Strategy and relevant issues</b>											
		2.1.6.1) Organize regular meetings/workshops to monitor the implementation of External Resource Mobilization Strategy			X	X	UNDP-001981	04000	00012	75700	Training, Workshops and Confer	3,000.00	
		<b>7. Activity Result: 2.1.7) Organize regular coordination meeting, workshops and seminars with respective government agencies to inform them status of flow and usage of external resources</b>											
		2.1.7.1) Regular meeting/workshop/seminar with respective govt. agencies			X	X	X	ERD-008062	04000	00012	75700	Training, Workshops and Confer	2,500.00
		<b>8. Activity Result: 2.1.8) Conduct two (2) studies on "how to strengthen capacity of external officers of ERD"and "Assessing the need of economic wing positions in other missions abroad"</b>											
		2.1.8.1) Study /Consultation Meeting			X	X	UNDP-001981	04000	00012	75700	Training, Workshops and Confer	2,000.00	
	2.1.8.2) Printing and publication					UNDP-001981	04000	00012	74200	Audio Visual&Print Prod Costs	-		
	<b>2.2.8) Programme Associate (Resource Mobilization) (1 post)</b>					UNDP-001981	04000	00012	71400	Contractual Services - Individ	-		
<b>2.1.3: To what extent Bangladesh Branding Strategy developed by ERD for promotion of good practices in relation to national development within and outside Bangladesh Baseline: 0 2021 targets/deliverables: 0</b>		<b>9. Activity Result: 2.1.9) Engaging youth and third generation Bangladeshi's as Resource Star</b>											
		2.1.9.1) Organizing Youth Engagement Events					UNDP-001981	04000	00012	75700	Training, Workshops and Confer	-	
		2.1.9.2) Meetings			X	X	ERD-008062	04000	00012	75700	Training, Workshops and Confer	2,000.00	
		2.1.9.3) Preparing communication materials (video documentaries, articles etc.)					UNDP-001981	04000	00012	74200	Audio Visual&Print Prod Costs	-	
		<b>10. Activity Result: 2.1.10) Undertake effective measures to showcase Bangladesh's achievement and potential in the year between two BDFs</b>											

EXPECTED OUTPUTS <i>Components or major interim Results of the project ; To be shown as Activities in Atlas</i>	Activity #	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	Timeframe				Responsible Party	Fund Code	Planned Budget			
			Q1	Q2	Q3	Q4			Donor	Budget Code	Budget Description	Amount (USD)
2.1.4: Number of funding commitments secured from donors through international aid forum supported by the project. Baseline: 0 2021 targets/deliverables: 1		2.1.10.1) Preparing communication materials (Posters, banners, Video documentaries etc.)					UNDP-001981	04000	00012	74200	Audio Visual&Print Prod Costs	-
		<b>11. Activity Result: 2.1.11) Organizing an event in Bangladesh Development Forum for Showcasing achievement of UN wing and K4DM</b>										
		2.1.11.1) Event organizing					UNDP-001981	04000	00012	75700	Training, Workshops and Confer	-
		2.1.11.2) Material development and Printing & publication					UNDP-001981	04000	00012	74200	Audio Visual&Print Prod Costs	-
		<b>12. Activity Result: 2.1.12) Conduct a study to formulate a strategy for accessing lowcost assistance in the post LDC graduation phase</b>										
		2.1.12.1) Study / Meetings			X	X	ERD-008062	04000	00012	75700	Training, Workshops and Confer	2,000.00
		2.1.12.2) Printing and publication					UNDP-001981	04000	00012	74200	Audio Visual&Print Prod Costs	-
		<b>13. Activity Result: 2.1.13) Conduct a study for analysing the interest rate of different donors for accessing low cost assistance seeking strategy considering the changes like phasing out of LIBOR</b>										
		2.1.13.1) Study/Meetings			X	X	UNDP-001981	04000	00012	75700	Training, Workshops and Confer	2,000.00
		2.1.13.2) Printing and publication					UNDP-001981	04000	00012	74200	Audio Visual&Print Prod Costs	-
		<b>14. Activity Result: 2.1.14) Programme Associate (Communication)(1 Post)</b>				UNDP-001981	04000	00012	71400	Contractual Services - Individ	-	
		General Management Services (GMS) x %							75100	Facilities & Administration	-	
<b>Total of Atlas Activity # 3</b>											<b>35,500.00</b>	
<b>Atlas Activity # 4: Enhance working relationships with NRB expertise</b>  2.2.1: Number of NRBs who received services from NRB booths established in international airports in Bangladesh Baseline: 0 2021 targets/deliverables: 50 (Male: 35, Female: 15)	4	<b>1. Activity Result: 2.2.1) Support to NRB Taskforce</b>										
		2.2.1.1) Organizing regular meetings of NRB task force		X	X	X	UNDP-001981	04000	00012	75700	Training, Workshops and Confer	1,000.00
		2.2.1.2) Materials development, policy briefs, advocacy tool and publications		X	X	X	UNDP-001981	04000	00012	74200	Audio Visual&Print Prod Costs	1,000.00
		<b>2. Activity Result: 2.2.2) NRB Ministry Focal Points</b>										
		2.2.2.1) Organizing meeting on establishing NRB focal points in relevant agencies and connect existing NRB focal points in different agencies		X	X	X	ERD-008062	04000	00012	75700	Training, Workshops and Confer	3,000.00
		2.2.2.2) Organizing regular follow-up meetings to coordinate activities with NRB cell		X	X	X	UNDP-001981	04000	00012	75700	Training, Workshops and Confer	1,000.00
		2.2.2.3) Providing technical support for the NRB focal points		X	X	X	UNDP-001981	04000	00012	75700	Training, Workshops and Confer	500.00
		<b>3. Activity Result: 2.2.3) NRB Support and Information Cell</b>										
2.2.3.1) Organizing meetings to enhance collaboration with relevant stakeholders		X	X	X	UNDP-001981	04000	00012	75700	Training, Workshops and Confer	2,000.00		

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			Q1	Q2	Q3	Q4			Donor	Budget Code	Budget Description	Amount (USD)	
2.2.2: Number of active NRBs listed on NRB Database. Baseline: 0, 2021 targets/deliverables: 20 (Male: 16, Female: 4)		2.2.3.2) Provide technical support for smooth functioning of NRB booth at the airports		X	X	X	UNDP-001981	04000	00012	72800	Information Technology Equipmt	5,000.00	
				X	X	X	UNDP-001981	04000	00012	71300	Local Consultant	4,000.00	
		<b>4. Activity Result: 2.2.4) Strategic Resources (NRB) Assessment</b>											
		2.2.4.1) Conduct a study on Strategic Resources Assessment (NRB)						UNDP-001981	04000	00012			-
		2.2.4.2) Consultation meetings				X	X	UNDP-001981	04000	00012	75700	Training, Workshops and Confer	1,000.00
<b>5. Activity Result: 2.2.5) NRB Pool Fund</b>													
2.2.3: Number of NRBs who attended conference/convention held within and outside Bangladesh for promotion of national development. Baseline: 0 2021 targets/deliverables: 40 (Male: 28, Female: 12)		2.2.5.1) Conferences					UNDP-001981	04000	00012	75700	Training, Workshops and Confer	-	
		2.2.5.2) Funding Projects and Fellowships					UNDP-001981	04000	00012			-	
		2.2.5.3) Technical support to Pool Fund management (Meeting, Policy dialouges, Printing & Publication)			X	X		UNDP-001981	04000	00012	75700	Training, Workshops and Confer	500.00
		<b>6. Activity Result: 2.2.6) NRB Database</b>											
		2.2.6.1) Organizing preparation meeting on establishing a database of active NRBs			X	X		ERD-008062	04000	00012	75700	Training, Workshops and Confer	1,000.00
2.2.4: Number of projects engaging NRBs in national development. Baseline: 13 2021 targets/deliverables: 5		2.2.6.2) Create a database of active NRBs (100 NRBs listed)			X	X	UNDP-001981	04000	00012	72800	Information Technology Equipmt	1,000.00	
		2.2.6.3) Technical support for establishing the database (crowd-sourcing medium)			X	X	UNDP-001981	04000	00012	72800	Information Technology Equipmt	1,000.00	
		<b>7. Activity Result: 2.2.7) Organize a Yearly Convention/Conference in National Development Issues</b>											
		2.2.7.1) International convention/conference with different NRB professionals at home and abroad (2 events)						UNDP-001981	0	0	0		-
		2.2.7.2) Printing and Publication						UNDP-001981	0	0	0		-
Total of Atlas Activity #4		2.2.7.3) Exposure visit to mobilize NRBs in different countries (2 exposure visits)					UNDP-001981	0	0	0		-	
		<b>8. Activity Result: 2.2.8) Programme Associate (NRB) (1 post)</b>											
		General Management Services (GMS) x %							04000	00012	71400	Contractual Services - Individ	-
										75100	Facilities & Administration	-	
											22,000.00		

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			Q1	Q2	Q3	Q4			Donor	Budget Code	Budget Description	Amount (USD)
<b>Atlas Activity # 5: Institutions and modality for South-South Triangular Cooperation strengthened</b>	5	<b>1. Activity Result: 2.3.1) SSTC Knowledge Centre and Knowledge Accelerator Lab</b>										
		2.3.1.1) Meetings on establishing the SSTC Knowledge Centre and Knowledge Accelerator Lab					UNDP-001981	30000	54392	75700	Training, Workshops and Confer	-
		2.3.1.2) Operation and technical support cost (Need-based)		X	X	X	UNDP-001981	04000	00012	75700	Training, Workshops and Confer	2,000.00
		2.3.1.3) Logistical support for the accelerator lab (Locally procured based on need assessment)					UNDP-001981	30000	54392	72500	Supplies	-
		2.3.1.4) Material development, Printing and Publication and dissemination					UNDP-001981	30000	54392	74200	Audio Visual&Print Prod Costs	-
<b>2.3.1: Number of partnerships established by ERD for the promotion of SSTC Baseline: 2 2021 targets/deliverables: 2</b>		<b>2. Activity Result: 2.3.2) SSTC Mapping Report</b>										
		2.3.2.1) Conducting a study on SSTC Mapping and preparing a Mapping Report (Preparatory meeting)			X	X	UNDP-001981	04000	00012	75700	Training, Workshops and Confer	500.00
		2.3.2.2) Printing and Publication and dissemination cost										-
		<b>3. Activity Result: 2.3.3) Strengthen the existing SSTC Cell in ERD</b>										
		2.3.3.1) Coordinate and operationalize SSTC initiatives					UNDP-001981	0	0	75700	Training, Workshops and Confer	-
<b>2.3.2: Number of best practices of national development disseminated through international/ national SSTC events. Baseline: 0 2021 targets/deliverables: 3</b>		2.3.3.2) Knowledge and resource sharing regarding SSTC					UNDP-001981	0	0	75700	Training, Workshops and Confer	-
		<b>4. Activity Result: 2.3.4) Operationalize SSTC cell and desk</b>										
		2.3.4.1) Operational Support (as per need)			X	X	UNDP-001981	04000	00012	71300	Local Consultant	6,000.00
		2.3.4.2) Logistic and technical support (as per need)		X	X	X	UNDP-001981	04000	00012	72500	Supplies	1,000.00
		<b>5. Activity Result: 2.3.5) SSTC Pool Fund</b>										
		2.3.5.1) Organize Conferences/ Seminar/ Workshop/Webinar (9 events)										-
		2.3.5.2) Funding Projects and Fellowships (3 projects, fellowship as per need)										-
		<b>6. Activity Result: 2.3.6) Establish appropriate oversight mechanism of South-South Triangular Cooperation Pool fund and South-South Triangular Cooperation Knowledge Centre</b>										

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			Q1	Q2	Q3	Q4			Donor	Budget Code	Budget Description	Amount (USD)
<b>2.3.3: Number of Bangladeshi youth members involved in international SSTC forums 2021 Targets/Deliverables:</b>		2.3.6.1) Exposure visit for knowledge sharing by the SSC Taskforce and Pool Fund Governance Committee										-
		2.3.6.2) Meetings of the Governance Committee			X	X	UNDP-001981	04000	00012	75700	Training, Workshops and Confer	1,500.00
		2.3.6.3) Technical support to the Governance Committee (as per need)			X	X	ERD-008062	04000	00012	72500	Supplies	1,000.00
		<b>7. Activity Result: 2.3.7) Strengthen Bangladesh Youth Network and connecting them with similar international networks (e.g. South Star) across the developing world</b>										
		2.3.7.1) Meetings on formulation of Bangladesh Youth Network		X	X	X	UNDP-001981	0	0	75700	Training, Workshops and Confer	-
		2.3.7.2) Convention/Conference of Bangladesh Young Network					UNDP-001981	0	0	75700	Training, Workshops and Confer	-
		2.3.7.3) Printing and Publication				X	UNDP-001981	04000	00012	74200	Audio Visual&Print Prod Costs	500.00
		<b>8. Activity Result: 2.3.8) Organize a Yearly Convention/Conference at home and abroad Regarding SSTC Collaboration and Knowledge Sharing Issues</b>										
		2.3.8.1) organizing international convention/conference/expousure visit at home and abroad		X	X	X	UNDP-001981	0	0	75700	Training, Workshops and Confer	-
		2.3.8.2) Printing and Publication and audio visual documentation		X	X	X	UNDP-001981	0	0	74200	Audio Visual&Print Prod Costs	-
	2.3.8.3) Organizing the convention/conference					UNDP-001981	0	0	75700	Training, Workshops and Confer	-	
	<b>9. Activity Result: 2.3.9) Programme Associate (SSTC) (1 Post)</b>		X	X	X	UNDP-001981	04000	00012	71400	Contractual Services - Individ	-	
	<b>10. Activity Result: 2.3.10) Project Support Assisstant (SSTC) (1 Post)</b>					UNDP-001981	04000	00012	71400	Contractual Services - Individ	-	
	General Management Services (GMS) x %		X	X	X	UNDP-001981	30000	54392	75100	Facilities & Administration	-	
<b>Total of Atlas Activity #5</b>											<b>12,500.00</b>	
<b><u>Atlas Activity # 6: Technical Assistance and Management Cost (Project Support Costs)</u></b>	<b>6</b>	<b>6.a) Establish project support team</b>										
		National Project Manager (1)		X	X	X	UNDP-001981	04000	00012	71400	Contractual Services - Individ	52,345.00
		Monitoring and Evaluation Officer (1)		X	X		UNDP-001981	04000	00012	71400	Contractual Services - Individ	-
		Finance / Admin. Officer (1)		X	X	X	UNDP-001981	04000	00012	71400	Contractual Services - Individ	11,200.00
		Project Support Assistant (1)		X	X	X	UNDP-001981	04000	00012	71400	Contractual Services - Individ	5,610.00
		<b>6.b) Procure equipment</b>										
		Office Equipment /Computer		X	X	X	UNDP-001981	04000	00012	72800	Information Technology Equipmt	1,500.00
		Office Furniture / Computer table/ File cabinet / Renavation work etc.		X	X	X	UNDP-001981	04000	00012	72200	Equipment and Furniture	8,000.00
		Printer cartridge		X	X	X	UNDP-001981	04000	00012	72500	Supplies	500.00



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			Q1	Q2	Q3	Q4			Donor	Budget Code	Budget Description	Amount (USD)
		Other equipment/ Mobile, Internet etc.		X	X	X	ERD-008062	04000	00012	72400	Communic & Audio Visual Equip	1,220.00
		<b>6 c ) Ensure operations and maintenance (Rental Office and office maintenance)</b>										
		Rent and Operation Maintenance for ERD and Project office		X	X	X	UNDP-001981	04000	00012	73100	Rental & Maintenance-Premises	-
		Operation maintenance Office And Office equipment / Mobile, Internet, telephone etc. Bill		X	X	X	ERD-008062	04000	00012	73400	Rental & Maint of Other Equip	200.00
		Operation maintenance Office And Office equipment / Mobile, Internet, telephone etc. Bill		X	X	X	UNDP-001981	04000	00012	73100	Rental & Maintenance-Premises	2,000.00
		Rental Vehicle		X	X	X	UNDP-001981	04000	00012	73400	Rental & Maint of Other Equip	10,000.00
		Supplies:office Stationeries		X	X	X	ERD-008062	04000	00012	72500	Supplies	800.00
		Supplies:office Stationeries		X	X	X	UNDP-001981	04000	00012	72500	Supplies	500.00
		<b>6. d) Project Regular Activities</b>										
		Printing Publication of periodic reports (K4DM, ERD)		X	X	X	UNDP-001981	04000	00012	74200	Audio Visual&Print Prod Costs	500.00
		Annual Review, Mid-term Evaluation, Final Evaluation		X	X	X	UNDP-001981	04000	00012	71300	Local Consultant	-
Baseline:		Annual project retreat (including resource person)		X	X	X	UNDP-001981	04000	00012	75700	Training, Workshops and Confer	-
		Annual planning workshop (local and central level)		X	X	X	UNDP-001981	04000	00012	75700	Training, Workshops and Confer	-
		Security and UN Clinic		X	X	X	UNDP-001981	04000	00012	74300	Common Services	2,800.00
		DPC (70%)		X	X	X	UNDP-001981	04000	00012	64300	Direct Project Cost (DPC)	11,025.00
		Audit		X	X	X	UNDP-001981	04000	00012	74100	Audit cost	1,000.00
		Communication,Gender,DPC-30%,Monitoring and Evaluation		X	X	X	UNDP-001981	04000	00012	74500	Common Services	12,750.00
		General Management Services (GMS) x %						04000	00012	75100	Facilities & Administration	-
<b>Total of Atlas Activity #6</b>											<b>121,950.00</b>	
<b>Total 2021 Project Budget</b>											<b>350,000.00</b>	

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			Q1	Q2	Q3	Q4			Donor	Budget Code	Budget Description
<b>Total Budget by Output</b>		Output									-
		Output-1									54,000
		Output-2									104,050
		Output-3									35,500
		Output-4									22,000
		Output-5									12,500
		Output-6									121,950
		<b>Total:</b>									<b>350,000</b>
<b>Total Budget by Donors</b>		DONORS:									
		UNDP (00012)									350,000
		<b>Total:</b>									<b>350,000</b>
<b>Total Budget by Fund</b>		TRAC-1 (04000)									350,000
		<b>Total:</b>									<b>350,000</b>
<b>Total by Implementing Agency</b>		Implementing Agency									
		UNDP-001981:									324,780
		ERD-008062:									25,220
		<b>Total Project Budget:</b>									<b>350,000</b>

Project Manager  
Signature and Date



**Marina Shawkat Ali**  
National Project Manager  
K4DM, Phase-II



04-Apr-2021  
**Ashekur Rahman**  
Assistant Resident Representative

Government Counterpart  
Title, Signature and Date

**Dr. Nahid Rashid**  
National Project Director  
K4DM, Phase-II

UNDP  
Title, Signature & Date



**Van Nguyen**  
Deputy Resident Representative  
UNDP Bangladesh  
06-Apr-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.

Atlas Project ID: 00093428	<b>MYB 2021-2023</b>
Atlas Output ID: 00085986	
Project/Programme Title:	
<b>Knowledge for Development Management (K4DM), Phase II</b>	
UNDAF Outcome:	<b>UNDAF Outcome 1/ CPD Outcome 2: Develop and implement improved social policies and programmes that focus on good governance, reduction of structural inequalities and advancement of vulnerable individuals and groups</b>
Applicable Output(s) from the UNDP Strategic Plan:	<b>[Strategic Plan Output 1.2.2] Enabling environment strengthened to expand public and private financing for the achievement of the SDG [Strategic Plan Output 1.1.1] Capacities developed across the whole of government to integrate the 2030 Agenda, the Paris Agreement and other international agreements in development plans and budgets, and to analyze progress towards the SDGs, using innovative and data-driven solutions)</b>
CPD Outcome:	<b>UNDAF Outcome 1/ CPD Outcome 2: Develop and implement improved social policies and programmes that focus on good governance, reduction of structural inequalities and advancement of vulnerable individuals and groups</b>
CPD Output(s):	

EXPECTED OUTPUTS	PLANNED ACTIVITIES	Responsible Party	Fund Code	Planned Budget							
				Donor	Budget Code	Budget Description	Year-1	Year-2	Year-3	Total	
<i>Components or major interim Results of the project ; To be shown as Activities in Atlas</i>	<i>Activity Results are the Outputs of the Project and Actions are the activities for achieving each output- not to be included in Atlas</i>										
<b>Atlas Activity # 1: Institutional approach for capacity building adopted</b>	<b>1. Activity Result: 1.1.1) E-Centre for Capacity Development</b>										
	1.1.1.1) Study to design the scope structure and function of the e center	UNDP-001981	04000	00012	75700	Training, Workshops and Confer	3,000.00	2,000.00	2,000.00	7,000.00	
	1.1.1.2) Hiring consultants for designing the software	UNDP-001981	04000	00012	71300	Local Consultants	3,000.00	2,000.00	-	5,000.00	
	1.1.1.3) Module development	UNDP-001981	Un funded	00012	71300	Local Consultants	-	-	-	-	
	1.1.1.4) IT infrastructure and other necessary resources for activating and maintaining the e-center (Locally developed system)	UNDP-001981	Un funded	00	72800	Information Technology Equipmt	-	-	-	-	
		UNDP-001981	04000	00012	72800	Information Technology Equipmt	1,000.00	-	-	1,000.00	
<b>Indicator: 1.1.1: Number of formal training courses delivered by e-Centre for capacity development. Baseline: 0; 2021 targets/deliverables: 3.</b>	1.1.1.5) Organizing need-based trainings, meeting, MoU signing with respective national and international training institutions, workshops and policy dialogues (26 training, 15 meetings, 5 MoU signing, 6 workshops, 3 policy dialogues)	UNDP-001981	04000	00012	75700	Training, Workshops and Confer	6,000.00	9,000.00	10,000.00	25,000.00	
	1.1.1.6) Provide support for digitalization of ERD and UN Wing	UNDP-001981	04000	00012	72400	Communic & Audio Visual Equip	2,500.00	9,000.00	5,000.00	16,500.00	
	1.1.1.7) Exchange visit for Knowledge Sharing (4 exchange visits)	UNDP-001981	Un funded	00	75700	Training, Workshops and Confer	-	-	-	-	
		UNDP-001981	04000	00012	74200	Audio Visual&Print Prod Costs	1,000.00	-	-	1,000.00	
	1.1.1.8) Printing and Publication of different reports of ERD and UN wing -publications	UNDP-001981	Un funded	00	74200	Audio Visual&Print Prod Costs	-	-	-	-	
		UNDP-001981	04000	00012	74200	Audio Visual&Print Prod Costs	2,000.00	-	-	2,000.00	
	1.1.1.9) Printing and Publication ( e.g. News letter, reports, policy recommendations)	UNDP-001981	Un funded	00	74200	Audio Visual&Print Prod Costs	-	-	-	-	
		UNDP-001981	04000	00012	74200	Audio Visual&Print Prod Costs	-	-	-	-	
<b>Indicator: 1.1.2: Number of follow-up courses provided by e-Centre for capacity development after formal training courses. Baseline: 0 2021 targets/deliverables: 3</b>	<b>2. Activity Result: 1.1.2) Mapping training/capacity development programmes offered by government, development partners to identify appropriate programme/courses that enhances capacity of ERD officials in delivering mandate of the ERD</b>										
	1.1.2.1) Need Assessment	UNDP-001981	04000	00012	71300	Local Consultants	7,000.00	-	-	7,000.00	
		UNDP-001981	Un funded	00	71300	Local Consultants	-	-	-	-	
	1.1.2.2) Consultation with ERD	UNDP-001981	04000	00012	75700	Training, Workshops and Confer	1,000.00	6,000.00	5,000.00	12,000.00	
	1.1.2.3) Organize periodical networking events with DPs/High Commission/Embassies	UNDP-001981	Un funded	00	75700	Training, Workshops and Confer	-	-	-	-	
		UNDP-001981	04000	00012	75700	Training, Workshops and Confer	5,000.00	-	-	5,000.00	

EXPECTED OUTPUTS	PLANNED ACTIVITIES	Responsible Party	Fund Code	Planned Budget										
				Donor	Budget Code	Budget Description	Year-1	Year-2	Year-3	Total				
<i>Components or major interim Results of the project ; To be shown as Activities in Atlas</i>	Activity Results are the Outputs of the Project and Actions are the activities for achieving each output- <b>not to be included in Atlas</b>													
	1.1.2.4) Printing and Publication	UNDP-001981	Un funded	00	74200	Audio Visual&Print Prod Costs	-	-	-	-				
	<b>3. Activity Result: 1.1.3) Develop Leadership and Performance enhancement guideline, vetted by ERD senior management</b>											-		
<b>Indicator: 1.1.3: Number of government officials who attained a good understanding of contents delivered by e-Centre for capacity development . Baseline: 0 2021 targets/deliverables: 50</b>	1.1.2.1) Course development cost	UNDP-001981	04000	00012	71300	Local Consultants	-	7,000.00	2,000.00			9,000.00		
	1.1.2.2) Printing and Publication	UNDP-001981	Un funded	00	74200	Audio Visual&Print Prod Costs	-	-	-	-		-		
	1.1.2.3) Training, Workshops for leadership development	UNDP-001981	Un funded	00	75700	Training, Workshops and Confer	-	-	-	-		-		
	<b>4. Activity Result: 1.1.4) Special leadership development training/workshop/exchange visit programme and career improvement pathways for early career officials</b>												-	
	1.1.4.1) Generating smooth career Pathway opportunities for women and early career professionals through linking the relavent gov. training academies (20 officials/01 batch)	UNDP-001981	Un funded	00	75700	Training, Workshops and Confer	-	-	-	-			-	
		UNDP-001981	04000	00012	75700	Training, Workshops and Confer	2,000.00	-	-	-			2,000.00	
	1.1.4.2) Need-based training and skill development programs for enhancing professional capacities (25 officials/01 batch)	UNDP-001981	Un funded	00	75700	Training, Workshops and Confer	-	-	-	-			-	
		UNDP-001981	04000	00012	75700	Training, workshops and Confer	2,000.00	-	-	-			2,000.00	
<b>Indicator: 1.1.4: Number of early career government officials who attained a good understanding of gender equality and equity through a training course delivered by e-Centre for capacity development. Baseline: 0 2021 targets/deliverables: 20 (M: 14, F: 6)</b>	1.1.4.3) Providing technical support to facilitate and implement the program	UNDP-001981	Un funded	00	71300	Local Consultants	-	-	-	-			-	
	<b>5. Activity Result: 1.1.5) Establishing a communications platform that will allow ERD officials to monitor and identify knowledge and skills gaps</b>												-	
	1.1.5.1) Develop a periodic knowledge and skill need assesment system	UNDP-001981	Un funded	00	71300	Local Consultants	-	-	-	-			-	
	1.1.5.2) Workshops, Meeting & Seminar	UNDP-001981	04000	00012	75700	Training, Workshops and Confer	10,000.00	9,000.00	5,000.00				24,000.00	
	<b>6. Activity Result: 1.1.6) Archiving the institutional memory through online documentation</b>												-	
	1.1.6.1) Printing, Publication and dissemination	UNDP-001981	04000	00012	74200	Audio Visual&Print Prod Costs	1,500.00	7,500.00	3,000.00				12,000.00	
	1.1.6.2) Provide support to ERDOC with Knowledge materials	UNDP-001981	Un funded	00			-	-	-	-			-	
<b>Indicator: 1.1.5: Percentage of government officials participating in a training course at e-Centre for capacity development who have reflected their learning in their actual work after training. Baseline: 0% 2021 targets/deliverables: 20%</b>	<b>7. Activity Result: 1.1.7) Providing training to ERD officials on new skills to adopt to COVID-19</b>												-	
	1.1.7.1) Conduct a Study	UNDP-001981	04000	00012	71300	Local Consultants	4,000.00	3,000.00	-				7,000.00	
	1.1.7.2) Develop curriculum	UNDP-001981	04000	00012	71300	Local Consultants	-	6,000.00	-				6,000.00	
	1.1.7.3) Training/Workshop	UNDP-001981	Un funded	00	75700	Training, Workshops and Confer	-	-	-	-			-	
		UNDP-001981	04000	00012	75700	Training, Workshops and Confer	3,000.00	-	-	-			3,000.00	
	<b>8. Activity Result: 1.1.8) Informing the ERD officials with updated political economy analysis of the economic fallout of Covid</b>													-
	1.1.8.1) Conduct a Study on political economy analysis	UNDP-001981	04000	00012	75700	Training, Workshops and Confer	-	8,000.00	-				8,000.00	
	1.1.8.2) Conduct training/workshop on updated political economy analysis	UNDP-001981	Un funded	00	75700	Training, Workshops and Confer	-	-	-	-			-	
	1.1.8.3) Printing and Publication	UNDP-001981	04000	00012	74200	Audio Visual&Print Prod Costs	-	3,000.00	-				3,000.00	
	General Management Services (GMS) x %				75100	Facilities & Administration	-	-	-	-			-	
<b>Total of Atlas Activity #1</b>							<b>54,000.00</b>	<b>71,500.00</b>	<b>32,000.00</b>			<b>157,500.00</b>		

EXPECTED OUTPUTS	PLANNED ACTIVITIES	Responsible Party	Fund Code	Planned Budget						
				Donor	Budget Code	Budget Description	Year-1	Year-2	Year-3	Total
<i>Components or major interim Results of the project ; To be shown as Activities in Atlas</i>	Activity Results are the Outputs of the Project and Actions are the activities for achieving each output- not to be included in Atlas									
<b>Atlas Activity # 2: Enabling environment for evidence-based policymaking strengthened</b>	<b>1. Activity Result: 1.2.1 ) Strengthening FABA-ICT Wings of ERD by analytical capacity</b>									
	1.2.1.1) Meetings, Workshops and events for institutional collaboration (meetings/workshops/trainings)	UNDP-001981	Un funded	00	75700	Training, Workshops and Confer		-	-	-
		UNDP-001981	04000	00012	75700	Training, Workshops and Confer	4,000.00	-	-	4,000.00
	1.2.1.2) Upgradation of ERD pedia (IT equipment) (Locally Procured equipment based on need assessment)	UNDP-001981	Un funded	00	72800	Information Technology Equipmt	-	-	-	-
		UNDP-001981	04000	00012	72800	Information Technology Equipmt	2,000.00	-	-	2,000.00
	1.2.1.3) Training for officials to enhance their analytical capacities to use external resources data	ERD-008062	04000	00012	75700	Training, Workshops and Confer	2,000.00	-	-	2,000.00
		UNDP-001981	Un funded	00	75700	Training, Workshops and Confer	-	-	-	-
	1.2.1.4) Analyzing, printing and dissemination of external resources data	UNDP-001981	04000	00012	74200	Audio Visual&Print Prod Costs	2,000.00	8,000.00	5,000.00	15,000.00
	<b>2. Activity Result: 1.2.2) Digital Transformation Policy/Initiative</b>									
	1.2.2.1) SoP/Manual for Digital Transformation of ERD business procedure in COVID context	UNDP-001981	04000	00012	75700	Training, Workshops and Confer	1,000.00	11,000.00	-	12,000.00
	1.2.2.2) Printing and Publications	UNDP-001981	04000	00012	74200	Audio Visual&Print Prod Costs	1,000.00	7,000.00	3,000.00	11,000.00
	<b>3. Activity Result: 1.2.3) Upscale training in record-keeping practices under the Digital Transformation Initiative</b>									
	1.2.3.1) Conduct periodic training/workshop on ERDPEDIA for all ERD officials	UNDP-001981	04000	00012	75700	Training, Workshops and Confer	3,000.00	1,000.00	12,000.00	16,000.00
	1.2.3.2) Supporting Digitization of ERD documents	UNDP-001981	04000	00012	72400	Communic & Audio Visual Equip	500.00	8,500.00	7,000.00	16,000.00
	1.2.3.3) Technical and logistics support for ERDPEDIA (Locally procured based on need assessment)	UNDP-001981	Un funded	00012	72800	Information Technology Equipmt	-	-	-	-
	<b>4. Activity Result: 1.2.4) Establish an ERD Roundtable to create dialogue regarding information handling and sharing knowledge management issues</b>									
	1.2.4.1) Organizing Seminars and Symposium to strengthen knowledge management issues	UNDP-001981	04000	00012	75700	Training, Workshops and Confer	1,000.00	12,000.00	7,000.00	20,000.00
	1.2.4.2) Compiling and publishing the country strategy of different Development Partners of ERD	UNDP-001981	04000	00012	71300	Local Consultants	4,000.00	8,000.00	7,000.00	19,000.00
	1.2.4.3) Printing and publications	UNDP-001981	Un funded	00	74200	Audio Visual&Print Prod Costs	-	-	-	-
	<b>5. Activity Result: 1.2.5) Publish yearly Foreign Assistance Analytics highlighting trends, gaps and utilization of foreign assistances in Bangladesh</b>									
	1.2.5.1) Analyze yearly External Assistance Flow of ERD	UNDP-001981	04000	00012	75700	Training, Workshops and Confer	1,000.00	11,000.00	8,000.00	20,000.00
	1.2.5.2) Publish yearly Foreign Assistance Analytics	UNDP-001981	Un funded	00	74200	Audio Visual&Print Prod Costs	-	-	-	-
		UNDP-001981	04000	00012	74200	Audio Visual&Print Prod Costs	1,000.00	-	1,189.00	2,189.00

EXPECTED OUTPUTS	PLANNED ACTIVITIES	Responsible Party	Fund Code	Planned Budget										
				Donor	Budget Code	Budget Description	Year-1	Year-2	Year-3	Total				
<i>Components or major interim Results of the project ; To be shown as Activities in Atlas</i>	Activity Results are the Outputs of the Project and Actions are the activities for achieving each output- not to be included in Atlas													
<b>1.2.6: Number of policy briefs published and shared with relevant ministries and other stakeholders. Baseline: 0 2021 targets/deliverables: 2</b>	<b>6. Activity Result: 1.2.7) Policy Expert Pool (PEP)</b>												-	
	1.2.7.1) Organizing meetings of Policy Expert Pool	ERD-008062	04000	00012	75700	Training, Workshops and Confer	2,000.00	12,000.00	10,000.00				24,000.00	
	1.2.7.2) Policy brief development cost	ERD-008062	04000	00012	75700	Training, Workshops and Confer	2,500.00	-	-	-				2,500.00
		UNDP-001981	Un funded	00	75700	Training, Workshops and Confer	-	-	-	-				-
	1.2.7.3) Facilitate dissemination events	UNDP-001981	04000	00012	75700	Training, Workshops and Confer	2,000.00	8,000.00	12,000.00					22,000.00
	1.2.7.4) Printing and publications	UNDP-001981	04000	00012	74200	Audio Visual&Print Prod Costs	1,000.00	10,000.00	8,000.00					19,000.00
<b>1.2.7: Number of NHDR published by ERD. Baseline: 0 2021 targets/deliverables: 1</b>	<b>7. Activity Result: 1.2.8) National Human Development Report (NHDR) published every alternative year</b>												-	
	1.2.8.1) Organize meetings of Advisor's committee and writer's pool for Developing NHDR	UNDP-001981	Un funded	00	75700	Training, Workshops and Confer	-	-	-				-	
	1.2.8.2) Consultancy Fee's for Developing NHDR	UNDP-001981	Un funded	00	71300	Local Consultants	-	-	-				-	
	1.2.8.3) Organize Consultation Meeting	ERD-008062	04000	00012	75700	Training, Workshops and Confer	4,000.00	-	-	-				4,000.00
		UNDP-001981	Un funded	00	75700	Training, Workshops and Confer	-	-	-	-				-
		UNDP-001981	04000	00012	75700	Training, Workshops and Confer	8,000.00	-	-	-				8,000.00
	1.2.8.4) NHDR Printing and Publication (dissemination cost)	UNDP-001981	Un funded	00	74200	Audio Visual&Print Prod Costs	-	-	-	-				-
	<b>8. Activity Result: 1.2.9) Programme Officer (1 Post)</b>	UNDP-001981	Un funded	00	71400	Contractual Services - Indiv	-	-	-	-				-
UNDP-001981		04000	00012	71400	Contractual Services - Indiv	17,050.00	20,000.00	-	-				37,050.00	
<b>9. Activity Result: 1.2.10) Programme Associate (Knowledge Management and Capacity Development) (1 Post)</b>	UNDP-001981	Un funded	00	71400	Contractual Services - Indiv	-	-	-	-				-	
	UNDP-001981	04000	00012	71400	Contractual Services - Indiv	-	10,000.00	-	-				10,000.00	
	Consultant for Project closing K4DM and inception of K4DM Phase II	UNDP-001981	04000	00012	71300	Local Consultants	45,000.00	-	-	-			45,000.00	
General Management Services (GMS) x %				75100	Facilities & Administration	-	-	-	-				-	
<b>Total of Atlas Activity #2</b>							<b>104,050.00</b>	<b>126,500.00</b>	<b>80,189.00</b>	<b>310,739.00</b>				
<b>Atlas Activity # 3: External resource mobilization capacity strengthened</b>	<b>1. Activity Result: 2.1.1) External Resource Mobilization Strategy formulation</b>													
	2.1.1.1) Organizing scoping meetings (DPs and Foreign Mission officials)	ERD-008062	04000	00012	75700	Training, Workshops and Confer	1,000.00	13,000.00	7,000.00				21,000.00	
	2.1.1.2) Organizing workshops, seminars (DPs and Foreign Mission officials)	UNDP-001981	04000	00012	75700	Training, Workshops and Confer	5,000.00	-	-	-				5,000.00
		UNDP-001981	Un funded	00	75700	Training, Workshops and Confer	-	-	-	-				-
	2.1.1.3) Strategy formulation cost (consultant, validation, advocacy)	UNDP-001981	Un funded	00	75700	Training, Workshops and Confer	-	-	-	-				-
	2.1.1.4) Printing and publications (5 publications)	UNDP-001981	Un funded	00	74200	Audio Visual&Print Prod Costs	-	-	-	-				-
<b>2. Activity Result: 2.1.2) External Resource Mobilization Strategy implemented focusing on new approaches and innovative sources towards attaining SDGs</b>													-	

EXPECTED OUTPUTS	PLANNED ACTIVITIES	Responsible Party	Fund Code	Planned Budget							
				Donor	Budget Code	Budget Description	Year-1	Year-2	Year-3	Total	
<i>Components or major interim Results of the project : To be shown as Activities in Atlas</i>	<i>Activity Results are the Outputs of the Project and Actions are the activities for achieving each output- not to be included in Atlas</i>										
<b>2.1.1: To what extent External Resource Mobilization Strategy developed and adopted by ERD. Baseline: 0 2021 targets/deliverables: 1</b>	2.1.2.1) Conduct review of the External Resource Mobilization Strategy implementation (1)	UNDP-001981	04000	00012	71300	Local Consultants	3,000.00	4,000.00	5,000.00	12,000.00	
	2.1.2.2) Organize workshop/seminar for sharing the review outcomes at national level	UNDP-001981	04000	00012	75700	Training, Workshops and Confer	4,000.00	9,000.00	5,000.00	18,000.00	
	2.1.2.3) Printing the revised strategy paper (1)	UNDP-001981	Un funded	00	74200	Audio Visual&Print Prod Costs	-	-	-	-	
	<b>3. Activity Result: 2.1.3) Strengthen collaboration with respective authorities to implement External Resource Mobilization Strategy focusing on FDI</b>										-
	2.1.3.1) Organize regular collaborative meeting/workshop/seminar with ERD, PPP, BIDA, BEZA and multi-lateral DPs on FDI	UNDP-001981	04000	00012	75700	Training, Workshops and Confer	2,000.00	19,000.00	-	21,000.00	
	2.1.3.2) Develop policy briefs/papers/reports on interest & scope of investment by multi-lateral DPs like World Bank	UNDP-001981	04000	00012	71300	Local Consultants	5,000.00	2,500.00	5,000.00	12,500.00	
	<b>4. Activity Result: 2.1.4) Perform a formal review of the Strategy upon the release of key Government policy and planning documents i.e. 8th FYP, Perspective Plan, NHDR</b>										-
	2.1.4.1) Analyze National Policy & Planning documents periodically and update the External Resource Mobilization Strategy	UNDP-001981	Un funded	00	75700	Training, Workshops and Confer	-	-	-	-	
<b>2.1.2: Number of Resource Mobilization plans developed by wings of ERD Baseline: 0 2021 targets/deliverables: 2</b>	<b>5. Activity Result: 2.1.5) Resource Mobilization Plans developed by each wing (ERD)</b>										-
	2.1.5.1) Providing support to each wing of ERD for formulation of External Resource Mobilization plan	UNDP-001981	Un funded	00	75700	Training, Workshops and Confer	-	-	-	-	
		UNDP-001981	04000	00012	75700	Training, Workshops and Confer	2,000.00	-	-	2,000.00	
	2.1.5.2) Organize workshop/meetings for finalizing the plan	UNDP-001981	Un funded	00	75700	Training, Workshops and Confer	-	-	-	-	
	2.1.5.3) Printing and Publication	UNDP-001981	Un funded	00	74200	Audio Visual&Print Prod Costs	-	-	-	-	
	<b>6. Activity Result: 2.1.6) Assign a focal person from each Wing to track the implementation of the External Resource Mobilization Strategy and relevant issues</b>										-
	2.1.6.1) Organize regular meetings/workshops to monitor the implementation of External Resource Mobilization Strategy	UNDP-001981	Un funded	00	75700	Training, Workshops and Confer	-	-	-	-	
		UNDP-001981	04000	00012	75700	Training, Workshops and Confer	3,000.00	-	-	3,000.00	
	<b>7. Activity Result: 2.1.7) Organize regular coordination meeting, workshops and seminars with respective government agencies to inform them status of flow and usage of external resources</b>										-
	2.1.7.1) Regular meeting/workshop/seminar with respective govt. agencies	ERD-008062	Un funded	00	75700	Training, Workshops and Confer	-	-	-	-	
ERD-008062		04000	00012	75700	Training, Workshops and Confer	2,500.00	-	-	2,500.00		
<b>Activity Result: 2.1.8) Conduct two (2) studies on "how to strengthen capacity of external officers of ERD"and "Assessing the need of economic wing positions in other missions abroad"</b>										-	

EXPECTED OUTPUTS	PLANNED ACTIVITIES	Responsible Party	Fund Code	Planned Budget							
				Donor	Budget Code	Budget Description	Year-1	Year-2	Year-3	Total	
<i>Components or major interim Results of the project ; To be shown as Activities in Atlas</i>	<i>Activity Results are the Outputs of the Project and Actions are the activities for achieving each output- not to be included in Atlas</i>										
	2.1.8.1) Study /Consultation Meeting	UNDP-001981	04000	00012	75700	Training, Workshops and Confer	2,000.00	8,000.00	10,000.00	20,000.00	
	2.1.8.2) Printing and publication	UNDP-001981	Un funded	00	74200	Audio Visual&Print Prod Costs	-	-	-	-	
	<b>2.2.8) Programme Associate (Resource Mobilization) (1 post)</b>	UNDP-001981	04000	00012	75700	Contractual Services - Individ	-	-	-	-	
	<b>2.2.8) Programme Associate (Resource Mobilization) (1 post)</b>	UNDP-001981	Un funded	00	71400	Contractual Services - Individ	-	-	-	-	
<b>2.1.3: To what extent Bangladesh Branding Strategy developed by ERD for promotion of good practices in relation to national development within and outside Bangladesh Baseline: 0 2021 targets/deliverables: 0</b>	<b>9. Activity Result: 2.1.9) Engaging youth and third generation Bangladeshi's as Resource Star</b>									-	
	2.1.9.1) Organizing Youth Engagement Events	UNDP-001981	Un funded	00	75700	Training, Workshops and Confer	-	-	-	-	
	2.1.9.2) Meetings	ERD-008062	04000	00012	75700	Training, Workshops and Confer	2,000.00	6,000.00	5,000.00	13,000.00	
	2.1.9.3) Preparing communication materials (video documentaries, articles etc.)	UNDP-001981	Un funded	00	74200	Audio Visual&Print Prod Costs	-	-	-	-	
	<b>10. Activity Result: 2.1.10) Undertake effective measures to showcase Bangladesh's achievement and potential in the year between two BDFs</b>									-	
	2.1.10.1) Preparing communication materials (Posters, banners, Video documentaries etc.)	UNDP-001981	Un funded	00	74200	Audio Visual&Print Prod Costs	-	-	-	-	
	<b>11. Activity Result: 2.1.11) Organizing an event in Bangladesh Development Forum for Showcasing achievement of UN wing and K4DM</b>									-	
	2.1.11.1) Event organizing	UNDP-001981	Un funded	00	75700	Training, Workshops and Confer	-	-	-	-	
	2.1.11.2) Material development and Printing & publication	UNDP-001981	Un funded	00	74200	Audio Visual&Print Prod Costs	-	-	-	-	
<b>2.1.4: Number of funding commitments secured from donors through international aid forum supported by the project. Baseline: 0 2021 targets/deliverables: 1</b>	<b>12. Activity Result: 2.1.12) Conduct a study to formulate a strategy for accessing lowcost assistance in the post LDC graduation phase</b>									-	
	2.1.12.1) Study / Meetings	ERD-008062	04000	00012	75700	Training, Workshops and Confer	2,000.00	8,000.00	-	10,000.00	
	2.1.12.2) Printing and publication	UNDP-001981	Un funded	00	74200	Audio Visual&Print Prod Costs	-	-	-	-	
	<b>13. Activity Result: 2.1.13) Conduct a study for analysing the interest rate of different donors for accessing low cost assistance seeking strategy considering the changes like phasing out of LIBOR</b>									-	
	2.1.13.1) Study/Meetings	UNDP-001981	04000	00012	75700	Training, Workshops and Confer	2,000.00	8,000.00	-	10,000.00	
	2.1.13.2) Printing and publication	UNDP-001981	Un funded	00	74200	Audio Visual&Print Prod Costs	-	-	-	-	
	<b>14. Activity Result: 2.1.14) Programme Associate (Communication)(1 Post)</b>	UNDP-001981	Un funded	00	71400	Contractual Services - Individ	-	-	-	-	
	General Management Services (GMS) x %				75100	Facilities & Administration	-	-	-	-	
<b>Total of Atlas Activity # 3</b>							<b>35,500.00</b>	<b>77,500.00</b>	<b>37,000.00</b>	<b>150,000.00</b>	



EXPECTED OUTPUTS	PLANNED ACTIVITIES	Responsible Party	Fund Code	Planned Budget							
				Donor	Budget Code	Budget Description	Year-1	Year-2	Year-3	Total	
<i>Components or major interim Results of the project ; To be shown as Activities in Atlas</i>	<i>Activity Results are the Outputs of the Project and Actions are the activities for achieving each output- not to be included in Atlas</i>										
<b>Atlas Activity # 4: Enhance working relationships with NRB expertise</b>  <b>2.2.1: Number of NRBs who received services from NRB booths established in international airports in Bangladesh</b> <b>Baseline: 0</b> <b>2021 targets/deliverables: 50 (Male: 35, Female: 15)</b>  <b>2.2.2: Number of active NRBs listed on NRB Database.</b> <b>Baseline: 0,</b> <b>2021 targets/deliverables: 20 (Male: 16, Female: 4)</b>	<b>1. Activity Result: 2.2.1) Support to NRB Taskforce</b>										
	2.2.1.1) Organizing regular meetings of NRB task force	UNDP-001981	04000	00012	75700	Training, Workshops and Confer	1,000.00	7,000.00	7,000.00	15,000.00	
	2.2.1.2) Materials development, policy briefs, advocacy tool and publications	UNDP-001981	Un funded	00	74200	Audio Visual&Print Prod Costs	-	-	-	-	
		UNDP-001981	04000	00012	74200	Audio Visual&Print Prod Costs	1,000.00	-	5,000.00	6,000.00	
	<b>2. Activity Result: 2.2.2) NRB Ministry Focal Points</b>										
	2.2.2.1) Organizing meeting on establishing NRB focal points in relevant agencies and connect existing NRB focal points in different agencies	ERD-008062	Un funded	00	75700	Training, Workshops and Confer	-	-	-	-	
		ERD-008062	04000	00012	75700	Training, Workshops and Confer	3,000.00	7,000.00	5,000.00	15,000.00	
	2.2.2.2) Organizing regular follow-up meetings to coordinate activities with NRB cell	UNDP-001981	Un funded	00	75700	Training, Workshops and Confer	-	-	-	-	
		UNDP-001981	04000	00012	75700	Training, Workshops and Confer	1,000.00	-	-	1,000.00	
	2.2.2.3) Providing technical support for the NRB focal points	UNDP-001981	04000	00012	75700	Training, Workshops and Confer	500.00	4,500.00	2,000.00	7,000.00	
	<b>3. Activity Result: 2.2.3) NRB Support and Information Cell</b>										
	2.2.3.1) Organizing meetings to enhance collaboration with relevant stakeholders	UNDP-001981	04000	00012	75700	Training, Workshops and Confer	2,000.00	3,000.00	2,000.00	7,000.00	
	2.2.3.2) Provide technical support for smooth functioning of NRB booth at the airports	UNDP-001981	Un funded	00	72800	Information Technology Equipmt	-	-	-	-	
		UNDP-001981	04000	00012	72800	Information Technology Equipmt	5,000.00	-	-	5,000.00	
		UNDP-001981	04000	00012	71300	Local Consultant	4,000.00	2,000.00	2,000.00	8,000.00	
<b>4. Activity Result: 2.2.4) Strategic Resources (NRB) Assessment</b>											
2.2.4.1) Conduct a study on Strategic Resources Assessment (NRB)	UNDP-001981	Un funded	00	75700	Training, Workshops and Confer	-	-	-	-		
2.2.4.2) Consultation meetings	UNDP-001981	04000	00012	75700	Training, Workshops and Confer	1,000.00	2,000.00	-	3,000.00		
<b>5. Activity Result: 2.2.5) NRB Pool Fund</b>											
<b>2.2.3: Number of NRBs who attended conference/ convention held within and outside Bangladesh for promotion of</b>	2.2.5.1) Conferences	UNDP-001981	Un funded	00	75700	Training, Workshops and Confer	-	-	-	-	
	2.2.5.2) Funding Projects and Fellowships	UNDP-001981	Un funded	00	72100	Contractual Services-Comp	-	-	-	-	

EXPECTED OUTPUTS	PLANNED ACTIVITIES	Responsible Party	Fund Code	Planned Budget							
				Donor	Budget Code	Budget Description	Year-1	Year-2	Year-3	Total	
<i>Components or major interim Results of the project : To be shown as Activities in Atlas</i>	Activity Results are the Outputs of the Project and Actions are the activities for achieving each output- not to be included in Atlas										
<b>Bangladesh for promotion of national development.</b> Baseline: 0 2021 targets/deliverables: 40 (Male: 28, Female: 12)	2.2.5.3) Technical support to Pool Fund management (Meeting, Policy dialogues, Printing & Publication)	UNDP-001981	04000	00012	75700	Training, Workshops and Confer	500.00	4,500.00	2,150.00	7,150.00	
	<b>6. Activity Result: 2.2.6) NRB Database</b>									-	
	2.2.6.1) Organizing preparation meeting on establishing a database of active NRBs	ERD-008062	04000	00012	75700	Training, Workshops and Confer	1,000.00	4,000.00	-	5,000.00	
	2.2.6.2) Create a database of active NRBs (100 NRBs listed)	UNDP-001981	04000	00012	72800	Information Technology Equipmt	1,000.00	4,000.00	3,000.00	8,000.00	
	2.2.6.3) Technical support for establishing the database (crowd-sourcing medium)	UNDP-001981	04000	00012	72800	Information Technology Equipmt	1,000.00	6,000.00	2,000.00	9,000.00	
<b>2.2.4: Number of projects engaging NRBs in national development.</b> Baseline: 13 2021 targets/deliverables: 5	<b>7. Activity Result: 2.2.7) Organize a Yearly Convention/Conference in National Development Issues</b>									-	
	2.2.7.1) International convention/conference with different NRB professionals at home and abroad (2 events)	UNDP-001981	Un funded	00	75700	Training, Workshops and Confer	-	-	-	-	
	2.2.7.2) Printing and Publication	UNDP-001981	Un funded	00	74200	Audio Visual&Print Prod Costs	-	-	-	-	
	2.2.7.3) Exposure visit to mobilize NRBs in different countries (2 exposure visits)	UNDP-001981	Un funded	00	75700	Training, Workshops and Confer	-	-	-	-	
	<b>8. Activity Result: 2.2.8) Programme Associate (NRB) (1 post)</b>	UNDP-001981	Un funded	00	71400	Contractual Services - Individ	-	-	-	-	
General Management Services (GMS) x %					75100	Facilities &	-	-	-	-	
<b>Total of Atlas Activity #4</b>							22,000.00	44,000.00	30,150.00	96,150.00	
<b>Atlas Activity # 5: Institutions and modality for South-South Triangular Cooperation strengthened</b>	<b>1. Activity Result: 2.3.1) SSTC Knowledge Centre and Knowledge Accelerator Lab</b>										
	2.3.1.1) Meetings on establishing the SSTC Knowledge Centre and Knowledge Accelerator Lab				75700	Training, Workshops and Confer		-	-	-	
	2.3.1.2) Operation and technical support cost (Need-based)	UNDP-001981	Un funded	00	75700	Training, Workshops and Confer	-	-	-	-	
		UNDP-001981	04000	00012	75700	Training, Workshops and Confer	2,000.00	-	-	2,000.00	
	2.3.1.3) Logistical support for the accelerator lab (Locally procured based on need assessment)	UNDP-001981	Un funded	Un funded	72500	Supplies	-	-	-	-	
				72500	Supplies		-	-	-		
2.3.1.4) Material development, Printing and Publication and dissemination	UNDP-001981	Un funded	00	74200	Audio Visual&Print Prod Costs	-	-	-	-		
				74200	Audio Visual&Print Prod Costs		-	-	-		
<b>2.3.1: Number of partnerships established by ERD for the promotion of SSTC</b> Baseline: 2 2021 targets/deliverables: 2	<b>2. Activity Result: 2.3.2) SSTC Mapping Report</b>									-	
	2.3.2.1) Conducting a study on SSTC Mapping and preparing a Mapping Report (Preparatory meeting)	UNDP-001981	Un funded	00	75700	Training, Workshops and Confer	-	-	-	-	
		UNDP-001981	04000	00012	75700	Training, Workshops and Confer	500.00	-	-	500.00	
	2.3.2.2) Printing and Publication and dissemination cost	UNDP-001981	Un funded	00	74200	Audio Visual&Print Prod Costs	-	-	-	-	
	<b>3. Activity Result: 2.3.3) Strengthen the existing SSTC</b>									-	
2.3.3.1) Coordinate and operationalize SSTC initiatives	UNDP-001981	Un funded	00	75700	Training, Workshops and Confer	-	-	-	-		
				75700	Training, Workshops and Confer	-	-	-	-		

EXPECTED OUTPUTS	PLANNED ACTIVITIES	Responsible Party	Fund Code	Planned Budget									
				Donor	Budget Code	Budget Description	Year-1	Year-2	Year-3	Total			
<i>Components or major interim Results of the project ; To be shown as Activities in Atlas</i>	<i>Activity Results are the Outputs of the Project and Actions are the activities for achieving each output- not to be included in Atlas</i>												
	2.3.3.2) Knowledge and resource sharing regarding SSTC	UNDP-001981	Un funded	00	75700	Training, Workshops and Confer	-	-	-	-			
					75700	Training, Workshops and Confer	-	-	-	-			
	<b>4. Activity Result: 2.3.4) Operationalize SSTC cell and desk</b>											-	
<b>2.3.2: Number of best practices of national development disseminated through international/ national SSTC events. Baseline: 0 2021 targets/deliverables: 3</b>	2.3.4.1) Operation cost (as per need)	UNDP-001981	04000	00012	71300	Local Consultant	6,000.00	-	-	-	6,000.00		
		UNDP-001981	Un funded	00	72500	Supplies	-	-	-	-			
	2.3.4.2) Logistic and technical support (as per need)	UNDP-001981	04000	00012	72500	Supplies	1,000.00	5,000.00	2,000.00		8,000.00		
	<b>5. Activity Result: 2.3.5) SSTC Pool Fund</b>											-	
	2.3.5.1) Organize Conferences/ Seminar/ Workshop/Webinar (9 events)	UNDP-001981	Un funded	00	75700	Training, Workshops and Confer	-	-	-	-			
	2.3.5.2) Funding Projects and Fellowships (3 projects, fellowship as per need)	UNDP-001981	Un funded	00	75700	Training, Workshops and Confer	-	-	-	-			
	<b>6. Activity Result: 2.3.6) Establish appropriate oversight mechanism of South-South Triangular Cooperation Pool fund and South-South Triangular Cooperation Knowledge Centre</b>											-	
<b>2.3.3: Number of Bangladeshi youth members involved in international SSTC forums 2021 Targets/Deliverables:</b>	2.3.6.1) Exposure visit for knowledge sharing by the SSC Taskforce and Pool Fund Governance Committee	UNDP-001981	Un funded	00	75700	Training, Workshops and Confer	-	-	-	-			
	2.3.6.2) Meetings of the Governance Committee	UNDP-001981	Un funded	00	75700	Training, Workshops and Confer	-	-	-	-			
		UNDP-001981	04000	00012	75700	Training, Workshops and Confer	1,500.00	-	-	-	1,500.00		
	2.3.6.3) Technical support to the Governance Committee (as per need)	ERD-008062	04000	00012	72500	Supplies	1,000.00	5,500.00	2,000.00		8,500.00		
	<b>7. Activity Result: 2.3.7) Strengthen Bangladesh Youth Network and connecting them with similar international networks (e.g. South Star) across the developing world</b>												-
	2.3.7.1) Meetings on formulation of Bangladesh Youth Network	UNDP-001981	04000	00012	75700	Training, Workshops and Confer	-	5,000.00	2,000.00		7,000.00		
	2.3.7.2) Convention/Conference of Bangladesh Young Network	UNDP-001981	Un funded	00	75700	Training, Workshops and Confer	-	-	-	-			
	2.3.7.3) Printing and Publication	UNDP-001981	04000	00012	74200	Audio Visual&Print Prod Costs	500.00	4,500.00	3,000.00		8,000.00		
	<b>8. Activity Result: 2.3.8) Organize a Yearly Convention/Conference at home and abroad Regarding SSTC Collaboration and Knowledge Sharing Issues</b>											-	
	2.3.8.1) organizing international	UNDP-001981	Un funded	00	75700	Training, Workshops and Confer	-	-	-	-			

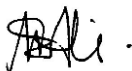
EXPECTED OUTPUTS	PLANNED ACTIVITIES	Responsible Party	Fund Code	Planned Budget							
				Donor	Budget Code	Budget Description	Year-1	Year-2	Year-3	Total	
<i>Components or major interim Results of the project ; To be shown as Activities in Atlas</i>	<i>Activity Results are the Outputs of the Project and Actions are the activities for achieving each output- not to be included in Atlas</i>										
	convention/conference/expousure visit at home and abroad	UNDP-001981	30000	54392	75700	Training, Workshops and Confer	-	-	-	-	-
	2.3.8.2) Printing and Publication and audio visual documentation	UNDP-001981	Un funded	00	74200	Audio Visual&Print Prod Costs	-	-	-	-	-
					74200	Audio Visual&Print Prod Costs	-	-	-	-	-
	2.3.8.3) Organizing the convention/conference	UNDP-001981	Un funded	00	75700	Training, Workshops and Confer	-	-	-	-	-
	<b>9. Activity Result: 2.3.9) Programme Associate (SSTC) (1 Post)</b>	UNDP-001981	Un funded	00	71400	Contractual Services - Individ	-	-	-	-	-
			UNDP-001981	04000	00012	71400	Contractual Services - Individ	-	-	-	-
	<b>10. Activity Result: 2.3.10) Project Support Assisstant (SSTC) (1 Post)</b>	UNDP-001981	Un funded	00	71400	Contractual Services - Individ	-	-	-	-	-
	General Management Services (GMS) x %	UNDP			75100	Facilities & Administration	-	-	-	-	-
<b>Total of Atlas Activity #5</b>							<b>12,500.00</b>	<b>20,000.00</b>	<b>9,000.00</b>	<b>41,500.00</b>	
<b>Atlas Activity # 6: Technical Assistance and Management Cost (Project Support Costs)</b>	<b>6.a) Establish project support team</b>										
	National Project Manager (1)	UNDP-001981	Un funded	00	71400	Contractual Services - Individ	-	-	-	-	-
			UNDP-001981	04000	00012	71400	Contractual Services - Individ	52,345.00	38,600.00	-	90,945.00
	Monitoring and Evaluation Officer (1)	UNDP-001981	Un funded	00	71400	Contractual Services - Individ	-	-	-	-	-
			UNDP-001981	04000	00012	71400	Contractual Services - Individ	-	-	-	-
	Finance / Admin. Officer (1)	UNDP-001981	Un funded	00	71400	Contractual Services - Individ	-	-	-	-	-
			UNDP-001981	04000	00012	71400	Contractual Services - Individ	11,200.00	23,475.00	-	34,675.00
	Project Support Assistant (1)	UNDP-001981	Un funded	00	71400	Contractual Services - Individ	-	-	-	-	-
			UNDP-001981	04000	00012	71400	Contractual Services - Individ	5,610.00	-	-	5,610.00
	<b>6.b) Procure equipment</b>										-
	Office Equipment /Computer	UNDP-001981	Un funded	00	72800	Information Technology Equipmt	-	-	-	-	-
			UNDP-001981	04000	00012	72800	Information Technology Equipmt	1,500.00	-	-	1,500.00
	Office Furniture / Computer table/ File cabinet / Renovation work etc.	UNDP-001981	Un funded	00	72200	Equipment and Furniture	-	-	-	-	-
			UNDP-001981	04000	00012	72200	Equipment and Furniture	8,000.00	-	-	8,000.00
	Printer cartridge	UNDP-001981	04000	00012	72500	Supplies	500.00	-	-	500.00	-
			UNDP-001981	Un funded	00	72500	Supplies	-	-	-	-
	Other equipment/ Mobile, Internet etc.	ERD-008062	Un funded	00	72400	Communic & Audio Visual Equip	-	-	-	-	-
			ERD-008062	04000	00012	72400	Communic & Audio Visual Equip	1,220.00	-	-	1,220.00

EXPECTED OUTPUTS	PLANNED ACTIVITIES	Responsible Party	Fund Code	Planned Budget								
				Donor	Budget Code	Budget Description	Year-1	Year-2	Year-3	Total		
<i>Components or major interim Results of the project : To be shown as Activities in Atlas</i>	Activity Results are the Outputs of the Project and Actions are the activities for achieving each output- not to be included in Atlas											
	<b>6 c ) Ensure operations and maintenance (Rental Office and office maintenance)</b>											-
	Rent and Operation Maintenance for ERD and Project office	UNDP-001981	Un funded	00	73100	Rental & Maintenance-Premises	-	-	-	-	-	-
		UNDP-001981	04000	00012	73100	Rental & Maintenance-Premises	-	-	-	-	-	-
	Operation maintenance Office And Office equipment / Mobile, Internet, telephone etc. Bill	ERD-008062	Un funded	00	73400	Rental & Maint of Other Equip	-	-	-	-	-	-
		ERD-008062	04000	00012	73400	Rental & Maint of Other Equip	200.00	-	-	-	200.00	-
	Operation maintenance Office And Office equipment / Mobile, Internet, telephone etc. Bill	UNDP-001981	Un funded	00	73100	Rental & Maintenance-Premises	-	-	-	-	-	-
		UNDP-001981	04000	00012	73100	Rental & Maintenance-Premises	2,000.00	10,000.00	8,000.00	-	20,000.00	-
	Rental Vehicle	UNDP-001981	Un funded	00	73400	Rental & Maint of Other Equip	-	-	-	-	-	-
		UNDP-001981	04000	00012	73400	Rental & Maint of Other Equip	10,000.00	-	-	-	10,000.00	-
	Supplies:office Stationeries	ERD-008062	04000	00012	72500	Supplies	800.00	5,000.00	-	-	5,800.00	-
	Supplies:office Stationeries	UNDP-001981	Un funded	00	72500	Supplies	-	-	-	-	-	-
		UNDP-001981	04000	00012	72500	Supplies	500.00	-	-	-	500.00	-
	<b>6. d) Project Regular Activities</b>											-
	Printing Publication of periodic reports (K4DM, ERD)	UNDP-001981	Un funded	00	74200	Audio Visual&Print Prod Costs	-	-	-	-	-	-
		UNDP-001981	04000	00012	74200	Audio Visual&Print Prod Costs	500.00	-	-	-	500.00	-
	Annual Review, Mid-term Evaluation, Final Evaluation	UNDP-001981	Un funded	00	71300	Local Consultant	-	-	-	-	-	-
<i>Baseline:</i>	Annual project retreat (including resource person)	UNDP-001981	Un funded	00	75700	Training, Workshops and Confer	-	-	-	-	-	-
	Annual planning workshop (local and central level)	UNDP-001981	Un funded	00	75700	Training, Workshops and Confer	-	-	-	-	-	-
	DPC	UNDP-001981	04000	00012	64300	Direct Project Cost (DPC)	11,025.00	19,000.00	18,000.00	-	48,025.00	-
		UNDP-001981	Un funded	00	64300	Direct Project Cost (DPC)	-	-	-	-	-	-
	UNDP Common Cost (M&E,UN Clinic, Security,Gender)	UNDP-001981	Un funded	00	74500	Common Services	-	-	-	-	-	-
		UNDP-001981	04000	00012	74300	Common Services	2,800.00	-	86.00	-	2,886.00	-
<i>2021 Targets/Deliverables:</i>	Audit	UNDP-001981	Un funded	00	74100	Audit cost	-	-	-	-	-	-
		UNDP-001981	04000	00012	74100	Audit cost	1,000.00	-	-	-	1,000.00	-
	Miscellaneous Expensense	ERD-008062	Un funded	00	74500	Miscellaneous Expenses	-	-	-	-	-	-
		UNDP-001981	04000	00012	74500	Miscellaneous Expenses	12,750.00	-	-	-	12,750.00	-
	General Management Services (GMS) x %	UNDP-001981	04000	00012	75100	Facilities & Administration	-	-	-	-	-	-
<b>Total of Atlas Activity #6</b>							121,950.00	96,075.00	26,086.00	244,111.00		
<b>Total 2021-2023 Project Budget</b>							350,000.00	435,575.00	214,425.00	1,000,000.00		

EXPECTED OUTPUTS	PLANNED ACTIVITIES	Responsible Party	Fund Code	Planned Budget						
				Donor	Budget Code	Budget Description	Year-1	Year-2	Year-3	Total
<i>Components or major interim Results of the project ; To be shown as Activities in Atlas</i>	Activity Results are the Outputs of the Project and Actions are the activities for achieving each output- <b>not to be included in Atlas</b>									
<b>Total Budget by Output</b>	Output									
	Output-1						54,000.00	71,500.00	32,000.00	157,500.00
	Output-2						104,050.00	126,500.00	80,189.00	310,739.00
	Output-3						35,500.00	77,500.00	37,000.00	150,000.00
	Output-4						22,000.00	44,000.00	30,150.00	96,150.00
	Output-5						12,500.00	20,000.00	9,000.00	41,500.00
	Output-6						121,950.00	96,075.00	26,086.00	244,111.00
	<b>Total:</b>						<b>350,000.00</b>	<b>435,575.00</b>	<b>214,425.00</b>	<b>1,000,000.00</b>
<b>Total Budget by Donors</b>	<b>DONORS:</b>									
	TRAC-1 (04000)						350,000.00	435,575.00	214,425.00	1,000,000.00
	ROK (54392)						-	-	-	-
	Un funded						-	-	-	-
	GOB						-	-	-	-
	<b>Total Programmable Budget</b>						<b>350,000.00</b>	<b>435,575.00</b>	<b>214,425.00</b>	<b>1,000,000.00</b>
<b>Total by Implementing Agency</b>	<b>Implementing Agency</b>									
	UNDP (001981) :						324,780.00	375,075.00	185,425.00	885,280.00
	ERD (008062) :						25,220.00	60,500.00	29,000.00	114,720.00
	<b>Total Project Budget:</b>						<b>350,000.00</b>	<b>435,575.00</b>	<b>214,425.00</b>	<b>1,000,000.00</b>

<b>Total Resource:</b>	<b>3,148,900.00</b>
TRAC-1:	1,000,000.00
UNDP Korea:	28,000.00
GOB:	90,900.00
Unfunded:	2,030,000.00

Project Manager  
Signature and Date



05.04.2021

**Marina Shawkat Ali**  
National Project Manager  
K4DM, Phase-II

Government Counterpart  
Title, Signature and Date

National Project Director  
K4DM, Phase-II

UNDP  
Title, Signature & Date



**Van Nguyen**  
Deputy Resident Representative  
UNDP Bangladesh  
06-Apr-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.

**UNDP Bangladesh, NIM Project Recruitment Plan - 2021**  
**Project/Cluster: Knowledge for Development Management (K4DM), Phase-II**

**1. Recruitment Plan for 2021 - New Hire**

Position	Position reflected in Annual work Plan Yes/No	Contract modality	Number of positions	Category/Band	Contract Duration	Person Expected on board*	Budgeted Amount in USD	Position budgeted & reflected in AWP Yes/No**
National Project Manager	Yes	SC	1	SB5/2	12 Month	1/7/2021	31,800.00	Yes
Program Officer	Yes	SC	1	SB4/2	12 Month	1/7/2021	17,050.00	Yes
Admin and Finance Officer	Yes	SC	1	SB3/5	12 Month	1/7/2021	11,200.00	Yes
Project Support Assistant (Admin & Logistics)	Yes	SC	1	SB2/3	12 Month	1/7/2021	5,610.00	Yes

NOTE:\* Request for Service to be submitted at least 2 months prior the recruitment process

\*\* 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 "Service Contract".**

Name	Position Title	Contract Modality	Level/Band	Contract end date (MM/DD/YYYY)	Planned extension	Remarks
Marina Shawkat Ali	National Project Manager	SC	SB4	30/06/2021		

	Name/ Signature	Designation	Date
Prepared by	 Md. Delwar Hossain Khandakar	Project Facilitator- Admin and Finance	01 April, 2021
Checked & Certified by	 Marina Shawkat Ali	National Project Manager	4/4/21
Approved by NPD/Cluster Head	 04-Apr-2021	National Project Director	



04-Apr-2021

## Procurement Plan - 2021

Country Office	Bangladesh
Submitted by:	K4DM Project Phase II
Date:	


## Instructions:

- Only include procurements to be done by UNDP for DIM, Management, support-to-NIM projects and UN Agencies
- 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 Supply	Category	Description of goods, services or works required	Unit of Measure	Quantity	Estimated Unit Price in USD	Estimated Total Price in USD	Requested delivery date (goods, works) or start of services	Finalization of services date	End user of goods, services or works	Procurement Process Status	Remarks
K4DM Phase II	00093428	Individual Contractor	Individual Consultant (IC) - Local	Local Consultant (Hiring consultants for designing the Software)	Person	1	\$3,000	\$3,000	1/Aug/2021				UNDP Procurement
K4DM Phase II	00093428	Individual Contractor	Individual Consultant (IC) - Local	Local Consultant (Hiring consultants for Need Assessment)	Person	1	\$7,000	\$7,000	1/Jul/2021				UNDP Procurement
K4DM Phase II	00093428	Individual Contractor	Individual Consultant (IC) - Local	Local Consultant (Conduct a study on post Covid context)	Person	1	\$4,000	\$4,000	1/Aug/2021				UNDP Procurement
K4DM Phase II	00093428	Individual Contractor	Individual Consultant (IC) - Local	Local Consultant (Compiling and publishing the country strategy of the different development partners of ERD)	Person	1	\$4,000	\$4,000	1/Sep/2021				UNDP Procurement
K4DM Phase II	00093428	Individual Contractor	Individual Consultant (IC) - Local	Local Consultant (Conduct review of the external resources mobilization strategy implementation)	Person	1	\$3,000	\$3,000	1/Aug/2021				UNDP Procurement
K4DM Phase II	00093428	Individual Contractor	Individual Consultant (IC) - Local	Local Consultant (Develop policy/papers/reports on interest/scope of investment by multi lateral DPs like world Bank)	Person	1	\$5,000	\$5,000	1/Sep/2021				UNDP Procurement
K4DM Phase II	00093428	Individual Contractor	Individual Consultant (IC) - Local	Local Consultant (Provide technical support on smooth functioning of NRB booth at the airport)	Person	1	\$4,000	\$4,000	1/Jul/2021				UNDP Procurement
K4DM Phase II	00093428	Individual Contractor	Individual Consultant (IC) - Local	Local Consultant (Operational Support SSTC Cell and Desk)	Person	1	\$6,000	\$6,000	1/Jul/2021				UNDP Procurement
K4DM Phase II	00093428	Individual Contractor	Individual Consultant (IC) - Local	National Consultant (Program Management Expert)	Person	1	\$8,815	\$8,815	1-Apr-21				Done



K4DM Phase II	00093428	Individual Contractor	Individual Consultant (IC) - Local	National Consultant (NRB & SSC Cell support)	Person	1	\$2,093	\$2,093	1-Apr-21				Done
K4DM Phase II	00093428	Individual Contractor	Individual Consultant (IC) - Local	National Junior Consultant (Project Assistant-Admin & Logistic support)	Person	1	\$950	\$950	1-Apr-21				Done
K4DM Phase II	00093428	Individual Contractor	Individual Consultant (IC) - Local	National Consultant (Project Facilitator- Admin and Finance)	Person	1	\$9,133	\$9,133	1-Apr-21				Done
K4DM Phase II	00093428	Individual Contractor	Individual Consultant (IC) - Local	National Consultant ( 5 Consultant for Project Closing and Iception of K4DM Phase-II.)	Person	5	\$24,009	\$24,009	1-Jan-21				Done
<b>Total Estimated 2021 Procurement Plan (USD)</b>								<b>\$ 81,000.00</b>					

  
 Marina Shawkat Ali  
 National Project Manager  
 K4DM Project, UNDP

## “KNOWLEDGE for DEVELOPMENT MANAGEMENT (K4DM) PROJECT PHASE-II”

### Communications Action Plan

<b>Target Audience</b> (ranked by importance; highlight if contacts already made)	<b>Communication Activities &amp; Tools</b> (how best to reach your respective target audiences with the key messages? )	<b>Timing</b> (when is the activity due or how often?)	<b>Expected Result/Indicator of Achievement</b> (for each tool chosen)	<b>Resource Requirement</b> (person/days required, budget implications (also consider outsourcing costs)	<b>Responsible CO Unit/Person (And supporting unit/persons if any)</b>
<b>PMO, ERD, Planning Commission, IMED, MoFA, MoEWOE, BIDA, BEZA, Civil Aviation Authority (CAA), relevant line ministries and Divisions, NRBs, South-South Cooperation partner countries.</b>	<ul style="list-style-type: none"> <li>• Developing Reports (Programme and Financial);</li> <li>• Publishing researches, studies, policy briefs and thematic papers;</li> <li>• Developing IEC Materials (Posters/ Leaflets/ Infographics/ Audio-Visual materials and TVC/OTT) on Programme issues;</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly;</li> <li>• Event wise;</li> <li>• Quarterly;</li> <li>• Annually;</li> </ul>	<ul style="list-style-type: none"> <li>• Number of Reports submitted to UNDP and ERD;</li> <li>• Number of researches, studies, policy briefs and thematic papers published and distributed;</li> <li>• Number of diaries, notebooks, pen, bags, and souvenir developed and distributed;</li> </ul>	One Communication Associate will be hired for the project period.  Required Budget: USD 8,000.00	<ul style="list-style-type: none"> <li>• Governance Cluster of UNDP;</li> <li>• Communication Team of UNDP;</li> </ul>

<b>Civil Society (Policy Expert Pool, NHDR Advisory Committee and Writer's Pool and Academics)</b>	<ul style="list-style-type: none"> <li>• Holding at least one discussion session per month to ensure programming needs of stakeholders are being met.</li> <li>• Ensure the timely publication dissemination of newsletters;</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly;</li> <li>• Event wise;</li> </ul>	<ul style="list-style-type: none"> <li>• Number of concept note, policy briefs, discussion papers published and shared;</li> <li>• Number of Newsletters published and shared among the stakeholders</li> </ul>	<p>Required Budget: USD 3,500.00</p>	<ul style="list-style-type: none"> <li>• Governance Cluster of UNDP;</li> <li>• Communication Team of UNDP;</li> </ul>
<b>Development Partners, Other UNDP Projects, and other stakeholders</b>	<ul style="list-style-type: none"> <li>• Develop concept notes for possible partnerships;</li> <li>• Sending regular press releases to media and UNDP</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly;</li> <li>• Quarterly;</li> <li>• Event wise;</li> </ul>	<ul style="list-style-type: none"> <li>• Number of concept notes published and shared with the new partners;</li> <li>• Number of media reports and coverages of K4DM events;</li> </ul>	<p>Required Budget: USD 1,000.00</p>	<ul style="list-style-type: none"> <li>• Governance Cluster of UNDP;</li> <li>• Communication Team of UNDP;</li> </ul>

  
 Marina Shawkat Ali  
 National Project Manager  
 K4DM Project, UNDP

## PROJECT MONITORING AND EVALUATION PLAN



<b>Project Title and Duration</b>	: Knowledge for Development Management (K4DM) Phase-II; January 2021- December 2023
<b>Project ID (Atlas)</b>	00093428
<b>CPD Outcome/Output</b>	: CPD Outcome 2: Develop and implement improved social policies and programmes that focus on good governance, reduction of structural inequalities and advancement of vulnerable individuals and groups
<b>UNDAF Output</b>	: UNDAF Outcome 1: Develop and implement improved social policies and programmes that focus on good governance, reduction of structural inequalities and advancement of vulnerable individuals and groups
<b>Strategic Plan Outcome/Output</b>	: [Strategic Plan Output 1.2.2] Enabling environment strengthened to expand public and private financing for the achievement of the SDG [Strategic Plan Output 1.1.1] Capacities developed across the whole of government to integrate the 2030 Agenda, the Paris Agreement and other international agreements in development plans and budgets, and to analyze progress towards the SDGs, using innovative and data-driven solutions
<b>SDG Goal/Target</b>	: GOAL 17. Strengthen the means of implementation and revitalize the Global Partnership for Sustainable Development Target 17.3: Mobilize additional financial resources for developing countries from multiple sources Target 17.6: Enhance North-South, South-South and triangular regional and international cooperation on and access to science, technology and innovation and enhance knowledge sharing on mutually agreed terms, Target 17.9: Enhance international support for implementing effective and targeted capacity-building in developing countries to support national plans to implement all the sustainable development goals, including through North-South, South-South and triangular cooperation Target 17.17: Encourage and promote effective public, public-private and civil society partnerships, building on the experience and resourcing strategies of partnerships

<i>Expected Output 1: Institutional approach for capacity building adopted</i>									
Project Output Indicators	Baseline (Year)	Target (M/Year)	Progress Against Target (M/Y)*	Data Collection Methods (M&E Activities)	Means of Verification (data sources)	Frequency	Responsibilities	Resources (Cost)	Assumptions and Risks
1.1.1: Number of formal training courses delivered by e-Centre for capacity development	0 [2020]	3 [2021]	N/A	Review of training reports	Training reports	Quarterly	Project staff		A: R: N/A
1.1.2: Number of follow-up courses provided by e-Centre for capacity development after formal training courses	0 [2020]	3 [2021]	N/A	Review of training reports	Training reports	Quarterly	Project staff		A: R: Lack of time of officials to attend the courses
1.1.3: Number of government officials who	0 [2020]	50	N/A	Review of training reports (Pre & post	Training reports (Pre &	Yearly	Project staff		A:

## PROJECT MONITORING AND EVALUATION PLAN



attained a good understanding of contents delivered by e-Centre for capacity development <sup>1</sup>		(Male:35, Female: 15) [2021]		capacity assessments)	post capacity assessments)				R: Lack of understanding among training participants
1.1.4: Number of early career government officials who attained a good understanding of gender equality and equity through a training course delivered by e-Centre for capacity development <sup>2</sup>	0 [2020]	20 (Male:14, Female: 6) [2021]	N/A	Review of training reports (Pre & post capacity assessments)	Training reports (Pre & post capacity assessments)	Yearly	Project staff		A: ERD is interested to organize inter-ministerial meetings on SST on regular basis. R: Lack of understanding among training participants
1.1.5: Percentage of government officials participating in a training course at e-Centre for capacity development who have reflected their learning in their actual work after training	0% [2020]	20% [2021]	N/A	Questionnaire survey, Review of monitoring reports	Monitoring reports	Yearly	Project staff		A: R: Lack of understanding among training participants
<b>Expected Output 2: Enabling environment for evidence-based policymaking strengthened</b>									
Project Output Indicators	Baseline (Year)	Target (Year)	Progress Against Target (M/Y)	Data Collection Methods (M&E Activities)	Means of Verification (data sources)	Frequency	Responsibilities	Resources (Cost)	Assumptions and Risks
1.2.1: Number of government officials who have a good understanding of data analytics and evidence-based policymaking <sup>3</sup>	TBD [2020]	40 (Male:28, Female: 12) [2021]		Review of Capacity assessment report (including pre & post assessment)	Capacity assessment report (including Pre & post assessment)	Quarterly	Project staff		A: R: Lack of understanding among training participants
1.2.2: Number of data analytical outputs generated by a Centre for Data Analytics for evidence-based policymaking	0 [2020]	3 [2021]		Review of ERD reports, BBS reports	ERD reports, BBS reports	Yearly	ERD		A: R: N/A
1.2.3: Number of government policies backed up by data generated through a Centre for Data Analytics	0 [2020]	0 [2021]		Review of Policy briefs	Policy briefs	Yearly	ERD		A: R: N/A

<sup>1</sup> Level of understanding: Based on the score that a participant will obtain in a short test after undertaking a training course; 69 and below = "Poor/ Inadequate understanding" and 70 and above = "Good understanding"

<sup>2</sup> Level of understanding: Based on the score that a participant will obtain in a short test after undertaking a training course; 69 and below = "Poor/ Inadequate understanding" and 70 and above = "Good understanding"

<sup>3</sup> Level of understanding: Based on the score that a participant will obtain in a short test after undertaking a training course; 69 and below = "Poor/ Inadequate understanding" and 70 and above = "Good understanding"

## PROJECT MONITORING AND EVALUATION PLAN



1.2.4: Number of government records which have been stored in ERDPEDIA	3,000 [2020]	50 [2021]		Review of ERDPEDIA records	ERDPEDIA records	Quarterly	ERD		A: R: Lack of interest of designated officials & Lack of monitoring
1.2.5: Number of subject matter experts available in Policy Expert Pool (PEP)	0 [2020]	15 (Male:8, Female: 7) [2021]		Review of K4DM progress reports	K4DM progress reports	Quarterly	Project staff		A: R: Lack of interest of subject matter experts
1.2.6: Number of policy briefs published and shared with relevant ministries and other stakeholders	0 [2020]	2 [2021]		Review of project reports and policy briefs	Policy briefs	Quarterly	Project staff		A: R: Perceived political leaning of some of the subject matter experts may erode the credibility of the policy recommendations
1.2.7: Number of NHDR published by ERD	0 [2020]	1 [2021]		Review of project reports, ERD's reports, NHDR	NHDR	Yearly	ERD		A: R: N/A
<b>Expected Output 3: External resource mobilization capacity strengthened</b>									
Project Output Indicators	Baseline (Year)	Target (Year)	Progress Against Target (M/Y)	Data Collection Methods (M&E Activities)	Means of Verification (data sources)	Frequency	Responsibilities	Resources (Cost)	Assumptions and Risks
2.1.1: To what extent External Resource Mobilization Strategy developed and adopted by ERD <sup>4</sup>	0 [2020]	1 [2021]		Review of ERD reports	ERD reports	Yearly	ERD		A: R: Lack of interest of ERD officials
2.1.2: Number of Resource Mobilization plans developed by wings of ERD	0 [2020]	2 [2021]		Review of ERD reports & project reports	Resource Mobilization plans	Quarterly	ERD		A: R: Lack of interest of ERD officials
2.1.3: To what extent Bangladesh Branding Strategy developed by ERD for promotion of good practices in relation to national development within and outside Bangladesh <sup>5</sup>	0 [2020]	0 [2021]		Review of ERD reports, K4DM progress reports	ERD reports, K4DM progress reports	Yearly	Project staff, ERD		A: R: Lack of interest of development partners

<sup>4</sup> Score 0: "No" - No national external resource mobilization strategy available. Score 1: "Institutional setup" - A multidisciplinary and multi-agency expert team established. Score 2: "Draft strategy developed" - Draft national external resource mobilization strategy developed. Score 3: "Strategy submitted" - National resource mobilization strategy submitted to ERD for its endorsement.

<sup>5</sup> Score 0: "No" - No Bangladesh branding strategy with focus on resource mobilization available. Score 1: "Draft strategy developed" - Draft Bangladesh branding strategy developed with good practices, Score 2: "Strategy submitted"- Bangladesh branding strategy submitted to ERD for its endorsement.

## PROJECT MONITORING AND EVALUATION PLAN



2.1.4: Number of funding commitments secured from development partners through international aid forum supported by the project	0 [2020]	1 [2021]		Review of ERD reports, K4DM progress reports	ERD reports, K4DM progress reports	Yearly	ERD		A: R: Lack of interest of development partners
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### Expected Output 4: Engagement of NRBs with the Government improved

Project Output Indicators	Baseline (Year)	Target (Year)	Progress Against Target (M/Y)	Data Collection Methods (M&E Activities)	Means of Verification (data sources)	Frequency	Responsibilities	Resources (Cost)	Assumptions and Risks
2.2.1: Number of NRBs who received services from NRB booths established in international airports in Bangladesh	0 [2020]	50 (Male: 35, Female: 15) [2021]		Review of CAA & MoEWOE reports	Annual Report of ERD, study report	Quarterly	Project staff		A: R: Lack of interests of ERD officials
2.2.2: Number of active NRBs listed on NRB Database	0 [2020]	20 (Male: 16, Female: 4) [2021]		Review of NRB database, K4DM progress reports	NRB database	Quarterly	Project staff		A: R: Lack of interest of NRBs
2.2.3: Number of NRBs who attended conference/convention held within and outside Bangladesh for promotion of national development	0 [2020]	40 (Male: 28, Female: 12) [2021]		Review of NRB website, K4DM progress reports	NRB website, K4DM progress reports	Yearly	Project staff		R: Lack of interest of NRBs
2.2.4: Number of projects engaging NRBs in national development	13 [2020]	5 [2020]		Review of NRB website, K4DM progress reports	NRB website, K4DM progress reports	Quarterly	Project staff		R: Lack of interest of NRBs and Lack of interest of govt.

### Expected Output 5: Institutions and modality for South-South & Triangular Cooperation strengthened

Project Output Indicators	Baseline (Year)	Target (Year)	Progress Against Target (M/Y)	Data Collection Methods (M&E Activities)	Means of Verification (data sources)	Frequency	Responsibilities	Resources (Cost)	Assumptions and Risks
2.3.1: Number of partnerships established by ERD for the promotion of SSTC	2 [2020]	2 [2021]		Review of ERD reports, K4DM progress reports	ERD reports, K4DM progress reports	Quarterly	ERD		A: R: Lack of interest among partner countries in promoting partnerships

## PROJECT MONITORING AND EVALUATION PLAN



2.3.2: Number of best practices of national development disseminated through international/national SSTC events	0 [2020]	3 [2021]		UNOSSC reports, A2i website, K4DM reports	Review of UNOSSC reports, A2I website, K4DM progress reports	Quarterly	Project staff, ERD		A: R: Lack of interests of other Ministries including Ministry of Foreign Affairs towards SST cooperation
2.3.3: Number of Bangladeshi youth members involved in international SSTC forums	0 [2020]	20 (Male:10, Female:10) [2021]		Review of UNOSSC reports, Ministry of Youth and Sports reports, Youth forum report	UNOSSC reports, Ministry of Youth and Sports reports, Youth forum report	Yearly	Project staff		A: R: N/A
<b>SP Outcome 1: Advance Poverty Eradication in all its forms and dimensions</b>									
<b>SP Output 1.1.1: Capacities developed across the whole of government to integrate the 2030 Agenda, the Paris Agreement and other international agreements in development plans and budgets, and to analyze progress towards the SDGs, using innovative and data-driven solutions</b>									
SP Output Indicators with code number	Baseline (Year)	Target (Year)	Progress Against Target (M/Y)	Data Collection Methods (M&E Activities)	Means of Verification (data sources)	Frequency	Responsibilities	Resources (Cost)	Assumptions and Risks
IRRF Indicator 1.1.1.2: Number of national and sub-national governments and other partners sharing their innovative solutions through SSMART  a) National governments	[2020]	3 [2021]		Review of UNOSSC reports, MoFA & Task force reports, K4DM progress reports	United Nations Office of South-South Corporation (UNOSSC) reports, MoFA & Task force reports, K4DM progress reports	Half-yearly	ERD		A: R: Lack of interests of other Ministries including Ministry of Foreign Affairs towards SST cooperation
<b>SP Output 1.2.2: Enabling environment strengthened to expand public and private financing for the achievement of the SDG</b>									
SP Output Indicators with code number	Baseline (Year)	Target (Year)	Progress Against Target (M/Y)	Data Collection Methods (M&E Activities)	Means of Verification (data sources)	Frequency	Responsibilities	Resources (Cost)	Assumptions and Risks
IRRF Indicator 1.2.2.1: Existence of an enabling environment in place leveraging additional resources from public and private sources for the SDGs	a) No b) No [2020]	a) Yes b) Yes [2021]		Review of K4DM project reports	K4DM progress reports	Half-yearly	ERD		A: R: Lack of initiative of govt. in creating enabling environment



# PROJECT MONITORING AND EVALUATION PLAN



a) Policy, legal and regulatory frameworks b) Institutional mechanisms													
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<i>CPD Output:</i>									
CPD Output Indicators	Baseline (Year)	Target (Year)	Progress Against Target (M/Y)	Data Collection Methods (M&E Activities)	Means of Verification (data sources)	Frequency	Responsibilities	Resources (Cost)	Assumptions and Risks

## PROJECT MONITORING AND EVALUATION PLAN



<b>Key Result 1 (2021): An interactive virtual/physical learning platform established and smoothly functioning at ERD</b>							
Indicators	Baseline (Year)	Target (M/Year)	Progress Against Target (M/Y)*	Evidence (Data sources/Name of Document/Website, etc)			
				Full Title	Date of Publication	Author	Link (if available)
1.1.1: Number of formal training courses delivered by e-Centre for capacity development	0 [2020]	3 [2021]					
1.1.3: Number of government officials who attained a good understanding of contents delivered by e-Centre for capacity development	0 [2020]	50 (Male:35, Female: 15) [2021]					
<b>Key Result 2 (2021): Usage of data analytics by ERD for evidence-based making increased</b>							
1.2.1: Number of government officials who have a good understanding of data analytics and evidence-based policymaking	TBD [2020]	40 (Male:28, Female: 12) [2021]					
1.2.2: Number of data analytical outputs generated by a Centre for Data Analytics for evidence-based policymaking	0 [2020]	3 [2021]					
<b>Key Result 3 (2021): Functionality of South-South Triangular Cooperation cell as a Knowledge Center improved</b>							
2.3.2: Number of best practices of national development disseminated through international/ national SSTC events	0 [2020]	3 [2021]					

**PROJECT MONITORING AND EVALUATION PLAN**


<i>SDG Target</i>									
SDG Indicators	Baseline (Year)	Target (Year)	Progress Against Target (M/Y)	Data Collection Methods (M&E Activities)	Means of Verification (data sources)	Frequency	Responsibilities	Resources (Cost)	Assumptions and Risks

*Allen*



## K4DM Project Phase-II RISK LOG: (January-December) 2021

Project Title: Knowledge for Development Management (K4DM) Phase-II				Award ID: 00085986		Date: 11/03/2021		
#	Description	Type	Impact & Probability	Risk Impact	Risk Probability	Countermeasure / Mngt. response	Owner	Status
	Enter a brief description of the risk  <i>(In Atlas, use the Description field. Note: This field cannot be modified after first data entry)</i>	Environmental Financial Operational Organizational Political Regulatory Strategic Other <i>(In Atlas, select from list)</i>	Describe the potential effect on the project if this risk were to occur  <i>(in Atlas, use the Management Response box. Check "critical" if the impact and probability are high)</i>	P = Enter impact on a scale from 1 (low) to 5 (high) I =	Enter probability on a scale from 1 (low) to 5 (high)	What actions have been taken/will be taken to counter this risk  <i>(in Atlas, use the Management Response box. This field can be modified at any time. Create separate boxes as necessary using "+", for instance to record updates at different times)</i>		e.g. dead, reducing, increasing, no change  <i>(in Atlas, use the Management Response box)</i>
1.	Lack of clarity may rise due to heterogeneous mandate and rules of business among the relevant government agencies and stakeholders	Organizational	Implementation of project planned may be delayed and interrupted	4	3	Regular collaboration, coordination and partnership between relevant ministries and agencies will be strengthened	Marina Shawkat Ali	
2.	The K4DM Project may impede due to frequent changes in society, especially in relation to the economic, social and health challenges associated with COVID-19 and political economy	Political Financial	The operational strategy may be endangered regarding changes in need, time frame and cost in changed scenario	4	4	ERD Senior Management, Project Management Team and the UNDP need to be in consensus over the implementation modality, policy guidelines and project management structure	Marina Shawkat Ali	
3.	Insufficient Resources for project	Operational Financial	The implementation of planned activities of the project may be seriously hampered leading to non-achievement of significant results	5	4	Resource mobilization from alternative funding sources	Marina Shawkat Ali	

  
 Marina Shawkat Ali  
 National Project Manager  
 K4DM Project, UNDP

## Gender Action Plan

### Knowledge for Development Management (K4DM) Phase-II

#### Objectives:

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

#### Guideline for Gender Action Plan:

1. Identify activities under each output within your existing annual work plan for 2020 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 session 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 mention 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 the 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		Proposed Indicator
			Budgeted amount	%	
UNDAF Outcome 1/ CPD Outcome 2: Develop and implement improved social policies and programmes that focus					

Actions	Person/Unit Responsible	Timeline	Budget allocation		Proposed Indicator
			Budgeted amount	%	
on good governance, reduction of structural inequalities and advancement of vulnerable individuals and groups					
SP Output 1.1.1: Capacities developed across the whole of government to integrate the 2030 Agenda, the Paris Agreement and other international agreements in development plans and budgets, and to analyze progress towards the SDGs, using innovative and data-driven solutions					
SP Output 1.2.2: Enabling environment strengthened to expand public and private financing for the achievement of the SDG					
<b>Result 1: Institutional approach for capacity building adopted</b>	K4DM-II and ERD	January-December 2021	USD 14,100	30%	<p>Number of formal training courses delivered by e-Centre for capacity development.</p> <p>Number of follow-up courses provided by e-Centre for capacity development after formal training courses.</p> <p>Number of government officials who attained a good understanding of contents delivered by e-Centre for capacity development.</p> <p>Number of early-career government officials who attained a good</p>

Actions	Person/Unit Responsible	Timeline	Budget allocation		Proposed Indicator
			Budgeted amount	%	
					understanding of gender equality and equity through a training course delivered by e-Centre for capacity development
<b>Key Strategies (How):</b> <ul style="list-style-type: none"> <li>- Training need assessment will cover 30% female officers from ERD and other line ministries;</li> <li>- At least 30% female officers will be nominated as training participants in each course.</li> <li>- Gender issues will be focused on while selecting the training courses.</li> <li>- Establish a Women's Professional Group in collaboration of ERD officials where women officials can get support on career development issues</li> <li>- Celebrate International Women's Day at ERD and encourage women officials to join in.</li> <li>- Before finalizing any decision in the meeting, evaluate the decisions to understand whether the decisions will have any negative implication over the women, and how the decision will be causative to improve gender gaps.</li> </ul>					
<b>Result 2: Enabling environment for evidence-based policymaking strengthened</b>	K4DM and ERD	January-December 2021	USD 6,300	30%	Number of government officials who have a good understanding of data analytics and evidence-based policymaking. Number of subject matter experts available in Policy Expert Pool (PEP). Number of policy briefs published and shared with relevant ministries and other stakeholders
<b>Key Strategies (how):</b> <ul style="list-style-type: none"> <li>- Gender segregated data collection will be ensured.</li> <li>- At least 45% of female participation will be ensured while formulating the Policy Expert Pool (PEP).</li> <li>- Policy dialogues and policy briefs focusing on specific gender issues will be organized.</li> <li>- Participation of 30% female officers will be ensured in all training courses.</li> <li>- Skills of 20% female officers will be strengthened with a good understanding of data analytics and evidence-based policymaking.</li> </ul>					
<b>Result 3: External resource mobilization capacity strengthened</b>	K4DM and ERD	January-December 2021			To what extent External Resource Mobilization Strategy developed and adopted by ERD
<b>Key Strategies (How):</b> <ul style="list-style-type: none"> <li>- Before finalizing the external resource mobilization strategy, evaluate the strategy to understand whether the strategy will have any negative implication over the women, and how the strategy will be causative to improve gender gaps.</li> </ul>					

Actions	Person/Unit Responsible	Timeline	Budget allocation		Proposed Indicator
			Budgeted amount	%	
<b>Result 4: Engagement of NRBs with the Government improved</b>	K4DM and ERD	January-December 2021	USD 6470	20%	<p>Number of NRBs who received services from NRB booths established in international airports in Bangladesh.</p> <p>Number of active NRBs listed on NRB Database.</p> <p>Number of NRBs who attended conference/convention held within and outside Bangladesh for promotion of national development.</p> <p>Number of projects engaging NRBs in national development.</p>
<p><b>Key Strategies (How):</b></p> <ul style="list-style-type: none"> <li>- In NRB taskforce meetings and discussions, special sessions should be dedicated to gender issues and topics</li> <li>- Encourage women NRBs to submit projects those promote Gender equity and equality.</li> <li>- Make dialogue, encourage and support the committee heads for inviting at least 10% female participants and focal points from relevant ministries</li> <li>- Before finalizing any decision in the meeting, evaluate the decisions to understand how the decision will be causative to improve gender gaps.</li> <li>- Special incentives focusing on women will be made available for being registered at the NRB database.</li> <li>- Special services for female NRBs will be made available at the booths.</li> </ul>					
<b>Result 5: Institutions and modality for South-South &amp; Triangular Cooperation strengthened</b>	K4DM and ERD	January-December 2021	USD 5000	50%	<p>Number of best practices of national development disseminated through international/ national SSTC events.</p> <p>Number of Bangladeshi youth members involved in international SSTC forums</p>
<p><b>Key Strategies (How):</b></p> <ul style="list-style-type: none"> <li>- In SSTC framework meetings and discussions, special sessions should be dedicated to gender issues and topics</li> <li>- Make dialogue, encourage and support the committee heads for inviting at least 40% female participants and focal points from relevant ministries</li> <li>- Before finalizing any decision in the meeting, evaluate the decisions to understand how the decision will be causative to improve gender gaps.</li> </ul>					



Actions	Person/Unit Responsible	Timeline	Budget allocation		Proposed Indicator
			Budgeted amount	%	
- Ensure South-South collaboration focuses on improving women's status in Bangladesh as one of the key areas for development.					
<b>Result 6: Project Staffs</b>	K4DM and ERD	January-December 2021	USD 130,600	40%	Ensure 40% of project staff are female.  Incorporate gender sensitivity in team activities.
<b>Key Strategies (How):</b>					
<ul style="list-style-type: none"> <li>- Ensure women candidates are encouraged to apply through the recruitment process</li> <li>- Set clear guidelines for incorporating gender sensitivity in the workplace</li> <li>- Setting up an equity body with a proper equity policy</li> </ul>					

  
 Marjha Shawkat Ali  
 National Project Manager  
 K4DM Project, UNDP


**Top Five Results in 2021:**

- An interactive virtual/physical learning platform established and smoothly functioning at ERD;
- Usage of data analytics by ERD for evidence-based policy making increased;
- Strategic framework with innovative tools for mobilizing external resources developed;
- Coordination and collaboration for reducing knowledge and resource gaps with the NRBs enhanced;
- Functionality of South-South Triangular Cooperation cell as a Knowledge Centre improved;

  
Manna Shawkat Ali  
National Project Manager  
K4DM Project, UNDP

Knowledge for Development Management (K4DM) Project, Phase II  
Common Costs Calculation-2021

SL	Description	Account Code	Amount (USD)
01	DPC (70%)	64300	11,025.00
02	DPC (30%)	74500	4,750.00
03	Monitoring and Evaluation	74500	3,500.00
04	Audit	74100	1,000.00
05	Communication	74500	3,500.00
06	Gender	74500	1,000.00
07	Security	74300	1200.00
08	UN Clinic	74300	1600.00
09	Common Premises	73100	1,000.00

  
Marina Shawkat Ali  
National Project Manager  
K4DM Project, UNDP

**Project Name: Knowledge for Development Management (K4DM),Phase-II**  
**Assets Register / Inventory record sheet**

Sl. NO	PROJECT CODE	ASSET ID	PROFILE	DESCRIPTION	SERIAL NUMBER	MODEL	LOCATION	ACQUISITION DATE	COST (BDT)	COST (USD)	FUND CODE	PO ID/ Supply Order	Location	User	Condition	Remarks
1	00091143	UNDP/K4DM/ICT/013	Electrical	Server		Power Edge R730 Server	ERD, Planning Commission, Dhaka	2/22/2017	815,200.00	10,190.00	04000		ERD, ICT ROOM 35, BLOCK 15	ERD ICT Room	Not Good	Usable
2	00091143	UNDP/K4DM/ICT/014	Electrical	Server		Power Edge R730 Server	ERD, Planning Commission, Dhaka	2/22/2017	815,200.00	10,190.00	04000		ERD, ICT ROOM 35, BLOCK 15	ERD ICT Room	Not Good	Usable
3	00091143	UNDP/K4DM/ICT/015	Electrical	Server Rack		42 Unit Rack	ERD, Planning Commission, Dhaka	2/22/2017	364,800.00	4,560.00	04000		ERD, ICT ROOM 35, BLOCK 15	ERD ICT Room	Not Good	Usable
4	00091143	UNDP/K4DM/ICT/021	Electrical	Digital Screen	UZM171900082	Viewsonic - IFP7500, USA	ERD, Planning Commission, Dhaka	26-Dec-17	560,000.00	7,000.00	04000		Room # 15, Block #7	UN-Conference Room, ERD	GOOD	GOOD
5	00091143	UNDP/K4DM/ICT/030	Electrical	Samsung 85" Display Monitor		QM85N	NEC-2, ERD	7/12/2020	776,744.00	9172.00	04000	BGD 10-00048669	NEC-2	NEC-2 Conference room	GOOD	Usable
<b>Total Value (BDT+USD):</b>									<b>3,331,944.00</b>	<b>41,112.00</b>						

  
 Delwar Hossain Khandakar  
 National Consultant (Admin & Finance)  
 K4DM Phase II

  
 Mariya Shawkat Ali  
 National Project Manager  
 K4DM Phase II

**Note: All Assets registered here have been purchased under Project ID 00091143 (K4DM)**



## PROJECT DOCUMENT

Bangladesh, Knowledge for Development Management (K4DM), Phase II

Project Title: Knowledge for Development Management (K4DM), Phase II

Project Number:

Implementing Partner: Economic Relations Division (ERD)

Start Date: 01 January 2021 End Date: 31 December 2023 PAC Meeting date: 15 November 2020




## Brief Description

Bangladesh is enthusiastically leading towards celebrating the golden jubilee of its independence with high pride and self-esteem. In the last fifty years, the country has increased per capita GDP to 14 times higher than what it was in 1971. With a starving population and periodic natural disasters, 1971's Bangladesh was not rich in minerals or other natural resources. However, with a combination of robust strategy and continuous hard work of the population, Bangladesh has transformed itself from an agrarian-based society to an export-oriented and industrial society.

Bangladesh is progressing towards graduating from least-developed country (LDC) as it pursues constantly sustainable and inclusive economic growth especially in last 12 years under the charismatic leadership of present regime. However, given the global situation and the national and international context of COVID-19 Bangladesh also has faced challenges towards its ongoing progressive development. With this context, K4DM Phase II will address two specific development challenges that Bangladesh may face within the next three years: a) how to accelerate the capacity of the Economic Relations Division (ERD), especially in relation to its ability to undertake evidence-based decision-making and engage effectively at the international arena for promoting national development interests; and b) how to mobilize maximum external economic resources through developing a comprehensive external resource mobilization strategy that would explore alternative sources of funding in addition to ongoing source of funding and create more sustainable partnership among government agencies and civil society. In light of this, K4DM Phase II sets to achieve a lasting impact that enables the Government of Bangladesh (GoB) to accelerate resource mobilization towards LDC graduation.

Contributing Outcome (UNDAF/CPD, RPD or GPD): UNDAF Outcome 1/ CPD Outcome 2: Develop and implement improved social policies and programmes that focus on good governance, reduction of structural inequalities and advancement of vulnerable individuals and groups.  Indicative Output(s) with gender marker:	<b>Required Resource</b>	<b>USD 3,148,900.00</b>
	UNDP TRAC:	USD 1,000,000.00
	Development Partners:	
	SDC- not yet committed	
	Parallel Contribution:	
	UNDP Korea	USD 28,000.00
	Government contribution in kind/cash	USD 90,900.00
	Unfunded	USD 2,030,000.00

Agreed by (signatures):

Government	UNDP	Implementing Partner
 Fatima Yasmin Secretary Economic Relations Division Date: 11 March 2021	 Sudipto Mukerjee Resident Representative UNDP Bangladesh Date: 11 March 2021	 Dr. Nahid Rashid Additional Secretary and Wing Chief (UN) Economic Relations Division Date: 11 March 2021

**Fatima Yasmin**  
 Secretary  
 Economic Relations Division  
 Ministry of Finance  
 Govt. of the People's Republic of Bangladesh

**Sudipto Mukerjee**  
 Resident Representative  
 UNDP Bangladesh

**Dr. Nahid Rashid**  
 Additional Secretary  
 Economic Relations Division  
 Ministry of Finance  
 Govt. of the People's Republic of Bangladesh

## Annual Work Plan (AWP) for 2021

## UNDP Seoul Policy Centre on the SDG Partnership on Development Cooperation with Bangladesh

Project Output ID: 00074488

	Expected Output	Indicative Activities	Timeframe -2021				Responsible Parties	Fund Code	Planned Budget			
			Q1	Q2	Q3	Q4			Donor	Budget Code	Budget Description	Amount (USD)
1	Institutional capacity and operationality of South-South Triangular Cooperation strengthened	1) Developing a web-based knowledge sharing hub (Developing a web site)					UNDP-001981	30000	54392	72800	Information Technology Equipmt	7,000.00
		1.a) Facilitate engagement of South-South national network, civil society and youth groups on the knowledge sharing hub through consultative process. (Consultations, Workshops & Participatory Meetings)					UNDP-001981	30000	54392	75700	Training, Workshops and Conference	3,000.00
		2) Building Partnership in national and international level for knowledge and experience sharing through regular consultation, meetings, workshops.					UNDP-001981	30000	54392	75700	Training, Workshops and Conference	2,000.00
		2.a) Development of different knowledge products (e.g. Best practices from line ministries and private sectors, Post COVID measures, Climate change, Youth engagement for attaining SDGs, Good Governance), compilation and sharing of knowledge products of national SSTC network members with national and international level					UNDP-001981	30000	54392	75700	Training, Workshops and Conference	5,000.00
		2.b) Handover the system and all knowledge products to respective SSTC desk of ERD and ensure the continuing momentum.					UNDP-001981	30000	54392	75700	Training, Workshops and Conference	1,000.00
		3) Conduct trainings, workshops and seminars on revitalising the global partnership for sustainable development.					UNDP-001981	30000	54392	75700	Training, Workshops and Conference	3,000.00
2	Enhanced capacity of relevant stakeholders in the use of the knowledge sharing systems and tools	3.a) Conduct need assessment and develop training modules, booklets, e-newsletter and other knowledge products.					UNDP-001981	30000	54392	74200	Audio Visual & Print Pord Cost	6,000.00
		3.b) Organize joint workshop and webinar series with USPC on revitalising the global partnership for sustainable development					UNDP-001981	30000	54392	75700	Training, Workshops and Conference	1,000.00
		<b>Total (2021):</b>									<b>28,000.00</b>	

  
 Marina Shawkat Ali  
 National Project Manager  
 K4DM Phase II

This annual work plan (AWP) is based on the information have been provided by the Seoul policy centre for knowledge exchange through SDG partnerships.

United Nations Development Programme



To: Mr. Sudipto Mukerjee  
Resident Representative  
UNDP Bangladesh

Date: 19 October 2020

Subject: Letter of the UNDP Seoul Policy Centre on the SDG Partnership on Development Cooperation with Bangladesh

Dear Mr. Sudipto Mukerjee,

I am pleased to inform you that Bangladesh is selected as the partner country for the "SDG Partnership on Development Cooperation: Strengthening national knowledge sharing institutions" with the UNDP Seoul Policy Centre, after a competitive selection process through the call for expressions of interest.

As part of the SDG Partnership, seed funds in the amount of US\$28,000 are made available from the Global Policy Centre (GPC), Seoul to your Country Office. The funds are allocated to support web-based knowledge sharing activities such as workshops and webinars, knowledge products and technical support.

This letter contains the terms of the award and detailed operational guidance on fund management. It also serves as a joint statement of intent for deliverables. Please note that activities must be completed, and funds fully expensed by 31 December 2021, and CO is required to kindly send a narrative and financial report using the template that our Centre will send subsequently.

I would be very grateful if you or your designated official could kindly sign and return a copy to us for our record. Upon receipt of the countersigned letter, your office is authorized to access the resources up to US\$ 28,000 inclusive of cost for implementation services and General Management Support fees (GMS) at 8% using your Operating Unit and Department code, under the GPC Seoul project (Project ID: 00059535/Output ID: 00074488/UNDP1 Business Unit). The full COA is detailed in the operational guidance section below.

Once again, congratulations on the selection of Bangladesh for the SDG Partnership initiative, linking partners from Bangladesh and Korea, and UNDP. We look forward to working with you and your team on this initiative.

With best wishes,

A handwritten signature in black ink, which appears to read 'Stephan Klingebiel', is written over a light blue horizontal line.

Stephan Klingebiel  
Director

Seoul Policy Centre for Knowledge Exchange through SDG Partnerships  
Bureau for Policy and Programme Support  
United Nations Development Programme

United Nations Development Programme



*Please countersign to acknowledge your concurrence with the principles and conditions outlined in this award letter:*

Name: Mr. Sudipto Mukerjee, Resident Representative, UNDP Bangladesh

\_\_\_\_\_  
(signature)

Date: \_\_\_\_\_

**AGREED PRINCIPLES FOR RECIPIENTS OF THE SEED FUNDING**

The recipient CO is expected to observe the following principles during the implementation phase:

- If CO encounters challenges to the implementation and/or foresees significant deviations within the approved budget, please inform our Centre through Mr. Artemy Izmestiev (artemy.izmestiev@undp.org), copying Mr. Stephan Klingebiel, and Mr. Hyungwon Ryu (hyungwon.ryu@undp.org).
- With pictures and short narratives, please bring your project updates to the attention to our Centre's communications expert, Ms. Hye-Jin Park (hye-jin.park@undp.org), copying Mr. Artemy Izmestiev (artemy.izmestiev@undp.org). Please also share any, videos, press releases and concept notes of events related to your project.
- Please make sure to give the fullest profile and credit to the UNDP Seoul Policy Centre and to the Government of Korea as funding donor of the seed funding.
- CO is required to kindly put together a narrative and financial report using the template provided by our Centre. Please submit the final report after the end of the project delivery, no later than 31 December 2021.



## United Nations Development Programme

OPERATIONAL GUIDANCE

Congratulations on the receipt of this seed funding. This section of the award letter contains important operational guidance on fund management.

**Chart of Accounts (COA):**

Ledger	Account	OU	Fund	Budgetary Dept	PC Bus Unit	Project Output	Activity	Impl. Agent	Donor	Budget Period	Amount (US\$)
UNDP1	7XXXX (General Operating Expenses)	BGD	30000	B0392	UNDP1	00074488	3	001981	54392	2020-2021	\$28,000*
Allocation is inclusive of 8% GMS											

Kindly note that the General Management Support fees have been budgeted under the Atlas budget account ID 75100 and should not be used to fund other programmes allocated to the Country Office's budgetary department.

The recipient CO is expected to ensure the following requirements are met while utilizing the allocated funds:

- Please regularly update Mr. Artemy Izmestiev (artemy.izmestiev@undp.org) and Mr. Hyungwon Ryu (hyungwon.ryu@undp.org).
- Allocation provided must not be used for establishing and/or funding a staff position.
- All payments with the additional seed funding must be made by 31 December 2021 (all POs with open balances must be closed). No adjustments and payments are authorized after that date.
- Any direct costs incurred by the Office may be charged in line with the corporate policy on Direct Project Costs as per the standard rules and regulations of UNDP. The authorized funds are inclusive of GMS fees, and thus your office should plan expenditure accordingly. The distribution of GMS amounts is managed centrally by Bureau for Management Services starting 2017.
- All procurement, contracting, and financial transactions must adhere to prevailing UNDP's financial rules and regulations and requirements set for DIM modality, as GPC Seoul's overall programme is delivered as DIM and this seed funding is disbursed as part of the Centre's DIM Project. Your office must retain all relevant procurement documentation, in line with UNDP procurement guidelines, rules, and regulations. Such documentation may be audited in the future.

## United Nations Development Programme



### *Guidance on requisition, purchase order and voucher management in Atlas:*

The funds are budgeted under GPC project in ATLAS with your allocations being budgeted under your department. The GPC Seoul programme budget is managed through a project centrally managed by BPPS in New York, the requisition approvers are currently centrally organized. Requisitions may be sent to the following colleagues for approval:

- Mr. Artemy Izmestiev ([artemy.izmestiev@undp.org](mailto:artemy.izmestiev@undp.org))
- Ms. Sarwat Chowdhury ([sarwat.chowdhury@undp.org](mailto:sarwat.chowdhury@undp.org))

Purchase Orders (POs) and Vouchers must be approved by Country Office staff with approval rights delegated by the Head of the Office, based on the approved allocation and in line with the Internal Control Framework of your office for DIM projects, and UNDP's programme and operations policies and procedures.

If you have questions regarding the above operational arrangement please contact Mr. Hyungwon Ryu ([hyungwon.ryu@undp.org](mailto:hyungwon.ryu@undp.org)), copying Mr. Artemy Izmestiev ([artemy.izmestiev@undp.org](mailto:artemy.izmestiev@undp.org)).

## Certificate Of Completion

Envelope Id: 60D123DC00E6466792B678D0AA5C99BB	Status: Completed
Subject: AWP 2021 - K4DM Phase II	
Source Envelope:	
Document Pages: 58	Signatures: 7
Certificate Pages: 2	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Md Maharaj Hossain
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	One United Nations Plaza
	New York, NY 10017
	maharaj.hossain@undp.org
	IP Address: 203.189.225.90


## Record Tracking

Status: Original	Holder: Md Maharaj Hossain	Location: DocuSign
4/6/2021 6:39:51 AM	maharaj.hossain@undp.org	


## Signer Events

Signer Events	Signature	Timestamp
Md Maharaj Hossain maharaj.hossain@undp.org Programme Associate UNDP Bangladesh Security Level: Email, Account Authentication (None)	  Signature Adoption: Uploaded Signature Image Using IP Address: 203.189.225.90	Sent: 4/6/2021 7:11:22 AM Viewed: 4/6/2021 7:11:42 AM Signed: 4/6/2021 7:12:43 AM

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Sarder M Asaduzzaman sarder.asaduzzaman@undp.org UNDP Headquarters Security Level: Email, Account Authentication (None)	  Signature Adoption: Uploaded Signature Image Using IP Address: 113.11.116.92	Sent: 4/6/2021 7:12:45 AM Viewed: 4/6/2021 7:42:55 AM Signed: 4/6/2021 7:45:23 AM
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**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Van Nguyen nguyen.thi.ngoc.van@undp.org Deputy Resident Representative UNDP Headquarters Security Level: Email, Account Authentication (None)	  Signature Adoption: Uploaded Signature Image Using IP Address: 182.48.84.58	Sent: 4/6/2021 7:45:26 AM Viewed: 4/6/2021 7:12:54 PM Signed: 4/6/2021 7:13:10 PM
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**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
Marina Shawkat Ali marina.ali@undp.org UNDP Headquarters Security Level: Email, Account Authentication (None)	COPIED	Sent: 4/6/2021 7:13:12 PM Viewed: 4/6/2021 7:50:17 PM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Completed	Security Checked	4/6/2021 7:13:12 PM

Payment Events	Status	Timestamps
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