



## UNITED NATIONS DEVELOPMENT PROGRAMME

### INITIATION PLAN

Title: Municipal Economic and Environmental Governance Project in BiH

UNDAF/CPD Outcome: UNDAF outcome 4. By 2019, economic, social and territorial disparities are decreased through coordinated approach by national and subnational actors.

Number: BiH10/00090162

Proposed Starting Date: 27 July, 2015

Duration / End Date: ca 5 months / 31 December, 2015

Sector: Rural and Regional Development Sector

Executing Agency / Implementation Modality: UNDP BiH / DIM

UNDP Inputs: N/A

Approved: \_\_\_\_\_

Date: 23 July, 2015

On behalf of the  
United Nations Development Programme  
Sezin Sinanoglu, Resident Representative

The activities planned for the Project Entry Phase will be spread over a period of 5.5 months, as follows:

**Activity 1: Establish Project baselines and define partner local governments' selection criteria (months 1 – 5)**

- Identify a broader group of app. 25 potential partner local governments, 2 clusters (*month 1*);
- Design preliminary partner local government selection methodology and criteria (*month 1*);
- Meet and inform potential partner local governments about the Project (*months 1 and 2*);
- Assessment of utilities (institutional, operational and financial capacities and gaps) in potential partner local governments through service providers / consultants (*months 2, 3 and 4*);
- Assess economic conditions and identify gaps as per the business-friendly certification requirements in potential partner local governments through service providers / consultants (*months 2, 3 and 4*);
- Define the methodology and criteria for on-budget support to local governments (*months 3 and 4*);
- Fine-tune the final partner local government selection methodology and criteria (*month 5*).

**Activity 2: Partnership building, consultations and validation of the Project concept (months 1 – 4)**

- Meet institutional stakeholders to engage them in Project design (*months 1 and 2*);
- Meet relevant stakeholders (donors, NGOs, Associations of Local Governments, etc.) to consult and validate the Project objectives and scope of work, and identify potential partners (*months 2 and 3*);
- Organise workshops with local government representatives, utilities, local/regional development agencies and other stakeholders in the two target geographic clusters to consult the Project concept (*months 3 and 4*).

**Activity 3: Project Document preparation (month 5)**

- Engage an International Consultant and design the draft Project Document (including gender mainstreaming expertise) (*month 5*);
- Organise validation workshops (Local Project Advisory Committee) with key stakeholders and finalise the Project Document (*month 5*).

A detailed Project design work plan will be prepared following the entry into force of the Mandate Agreement.

The Project Entry Phase is expected to start on 20 July, 2015, with the overall budget at CHF 493,023.

## **2. Duration of the Plan**

The plan will be implemented in the period from 27 July to 31 December, 2015.

## **3. Outline Deliverables**

The key deliverable of this plan is the fully developed MEG Project Document endorsed by relevant government counterparts and approved and by SDC.

of women in the local government public policy cycle; promote equal benefits and access to public services; contribute to women employability in target areas, as well as apply gender-sensitive legislative formulation. Cost efficiency will be taken into account in the process of Project and budget design.

As the final step of Project development process and an important quality assurance point, the Local Advisory Project Committee with all stakeholders will be organized before finalizing the Project Document, giving all the stakeholders a final chance possibility to provide comments and suggestions.

Potential risks to the successful Project formulation include the following:

- Limited implementation timeframe further affected by the summer holidays season,
- Lack of sufficient number of qualified service providers for the baseline assessments, and
- Fluctuations in CHF/€/KM exchange rates.

## 6. Monitoring, reporting and audit

Monitoring of the Initiation Plan will be ensured by the M&E Specialist, under the guidance of the Project Manager. A Progress Report will be prepared in October, 2015 and a Final Report will be prepared at the end of the Initiation Plan, using the standard format available in the Executive Snapshot. As per the Mandate Agreement, an audit will be conducted upon completion of the Initiation Plan.

## 7. Budget

United Nations Development Programme

Bosnia and Herzegovina

Year: 2015

Project #: BiH10/00090162

Project Title: Municipal Economic and Environmental Governance Project in Bosnia and Herzegovina (MEG)

Project ID	Expected Output	Key Activities	Timeframe		Responsible Party	Planned Budget			
			From	To		Fund	Donor	Budget Description	Amount
000	Project Document developed and funded	Project Document Formulation	20/07/2015	31/12/2015	UNDP	30000	10282	Local Office Costs	63,190.80
					UNDP	30000	10282	Long Term Experts	66,432.96
					UNDP	30000	10282	Short Terms Experts	14,904.00
					UNDP	30000	10282	Administrated Project Funds	348,494.40
								<b>Total</b>	<b>493,022.16</b>