



*Empowered lives.  
Resilient nations.*

## **SOCIAL COHESION PROJECT**

### **ANNUAL WORK PLAN, 2018**

**CP Outcome/UNDAF Key Priority 4:** National institutions effectively support transparency, accountability, participatory democracy and human rights by 2017.

**UNDAF Outcome 4.1:** National institutions foster democratic governance for all, especially women and children by 2016.

**UNDAF AP Output 4.1.2:** Capacity of National Institutions strengthened for collaborative dialogue to support the establishment and operationalization of the National Peace Architecture.

**CP Output:** Governance SWAP, national investment & capacity development plan; Strategic & capacity development plans for Parliament, Ombudsman, MHRC, MEC.

#### **Expected Project Outputs:**

**Output 1:** Potentially violent disputes resolved through mediation, and consensus on key national priorities reached, through facilitation and advocacy by the Public Affairs Committee

**Output 2:** Programme management and support capacities acquired and implemented

IRRF Indicators (Output 5.5 and 5.6)

**Indicator 5.5.1** Extent to which sustainable national and local human and financial capacities are in place to address emerging and/or recurring conflicts (Milestone 2016:3)

**Indicator 5.6.1** Extent to which national mechanisms for mediation and consensus-building show increased capacities to build consensus on contested issues, and resolve disputes (Milestone 2016:3)  
Corresponding activities in annual work plan: 1.1, 1.2, 1.3, 2.1

**Implementing Partner:** Public Affairs Committee (PAC)

**Brief Description**

The project is designed to support existing structures of the Public Affairs Committee (PAC), in providing platforms for collaborative dialogue, peace building and conflict prevention. At continental level, these interventions contribute to SDG 16 and AU Agenda 2063 being popularized by ECOSOCC to which PAC is an accredited member representing CSOs in Malawi. While at domestic level, this is in line with the constitutional provision, section 13(1), which calls for the “adoption of mechanisms for peaceful settlement of conflicts through, among other strategies; conciliation, and mediation to ensure that the country is secure and democratically mature”. Following the implementation of the AWP’s since 2014 which resulted amongst others in the training of youth early warning monitors, capacity building in insider mediators, areas of advocacy and continued collaborative dialogues, UNDP continues to support PAC in the roles of advocacy, dialogue and facilitating collaborative leadership. Particular focus for 2018 will be on strengthening both national and domestic level mediation and dialogue facilitation capacities, and also influencing public policies as we approach the 2019 Tripartite Elections. The project will continue, where necessary, to facilitate national debate on contested issues on governance and socio-economic aspects . It will also continue to support the pilot conflict early warning and early reporting structures at the district level, in order to make them more effective in their role in conflict prevention and support to national advocacy.

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| Project Title: Social Cohesion<br>Project component: Democratic Governance<br>Project ID: 00073899<br>Start Date: 01.01.2018<br>End Date: 31.12.2018<br>Implementation Modality: NIM- CSO | Total Resources Required: USD 447,000.00<br><br>Total Allocated Resources:<br><ul style="list-style-type: none"> <li>• Regular: \$377,000.00</li> <li>• Other                         <ul style="list-style-type: none"> <li>○ BPPS and EU \$70,000.00</li> </ul> </li> </ul> |
|---|---|

GREED By (Public Affairs Committee):

*[Handwritten Signature]*

DATE AND SIGNATURE

*[Handwritten Signature: Robert Phum]*

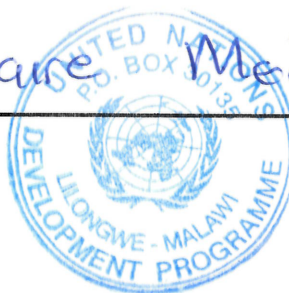


Signed By (UNDP):

*[Handwritten Signature: Claire Medina]*

15/3/18

DATE AND SIGNATURE



2018 ANNUAL WORK PLAN- SOCIAL COHESION PROJECT (PUBLIC AFFAIRS COMMITTEE)

| EXPECTED OUTPUTS<br><i>And baseline, indicators including annual targets</i>   | PLANNED ACTIVITIES<br><i>List activity results and associated actions</i>  | ACTIVITY INDICATORS<br><i>Provide indicator/s for each activity</i>                  | ACTIVITY TARGETS<br><i>Specify target for each activity indicator provided</i> | TIMEFRAME              |    |    |    | RESPO<br>NSIBLE<br>PARTY | PLANNED BUDGET     |                    |                    |                |
|--|--|--|--|------------------------|----|----|----|--------------------------|--------------------|--------------------|--------------------|----------------|
|  |  |  |  | Q1                     | Q2 | Q3 | Q4 |                          | Funding Source     | Budget Description | Amount (US\$)      |                |
| <b>Output 1</b><br>Public Affairs Committee is enabled to effectively identify, mediate, and resolve disputes and build consensus on key national priorities.  | <b>Activities:</b><br>I.1- Enhanced capacity of Insider Mediators, advocacy implementers and dialogue facilitators |  |  |                        |    |    |    |                          |                    |                    |                    |                |
|  |  | a) PAC Board orientation and strategy workshop                                       | PAC board oriented and new strategy developed                                  | 15 PAC members trained | X  |    |    | PAC                      | 72300 - Mat (Fuel) | 5,000              |                    |                |
| <b>Indicator 1:</b> Number of resolutions by way of assessing progress towards development of a shared minimum national agenda on emerging issues and implementation of previous resolutions<br><b>Baseline 1:</b> 3<br><b>Target 1:</b> 5 (shared minimum national agenda on emerging issues and documented resolutions)<br><b>MoV:</b> Progress reports. |  |  |  |                        |    |    |    | TRAC                     | 72400 - Comm       | 500                |                    |                |
|  |  |  |  |                        |    |    |    |                          | 72500 - Stationery | 500                |                    |                |
|  |  |  |  |                        |    |    |    |                          | 75700 - Conference | 8,000              |                    |                |
| b) Monitoring and mediating in emerging interfaith conflicts in Malawi   | Number of monitoring interfaith visits and number of conflicts mediated  | Number of monitoring interfaith visits and number of successfully mediated conflicts | 70 % of number of conflicts mediated   | X                      | X  | X  | X  | PAC                      | TRAC               | 71600 - Travel     | 5,000              |                |
|  |  |  |  |                        |    |    |    |                          |                    |                    |                    |                |
| c) Train Insider mediators and reconstitution of Track 1 mediation team.   | Number of Insider Mediators trained  | Number of Insider Mediators trained  | 12 Insider Mediators   | X                      |    |    |    | PAC                      |                    | 75700 - Conference | 10,000             |                |
|  |  |  |  |                        |    |    |    |                          |                    | TRAC               | 72300 - Mat (Fuel) | 4,000          |
|  |  |  |  |                        |    |    |    |                          |                    |                    | 72400 - Comm       | 500            |
|  |  |  |  |                        |    |    |    |                          |                    |                    | 72500 - Stationery | 500            |
| d) Shuttle diplomacy and interface engagement efforts among national leaders on issues of national concern.  | Number of meetings with political players, CSOs and interest groups  | Number of meetings with 6 meetings political players, CSOs and interest groups       | 6 meetings   | X                      | X  | X  | X  | PAC                      | TRAC               | 75700 - Conference | 7,000              |                |
|  |  |  |  |                        |    |    |    |                          |                    |                    |                    | 71600 - Travel |

**Indicator 2:** Number of stakeholder engagements facilitated by PAC on emerging issues  
**Baseline 2:** 2  
**Target 2:** 4

**MoV:** Interface reports, Progress reports.

|   |   |   |            |   |   |   |   |   |  |     |      |                     |                    |        |
|---|---|---|------------|---|---|---|---|---|--|-----|------|---------------------|--------------------|--------|
| 1.2. Develop consensus on emerging national issues (Political, Social, and Economic)                              | a) PAC Board meetings   | Number of PAC joint Governance meetings   | 6 meetings |   | X | X | X | X |  | PAC |      | 75700 - Conference  | 10,000             |        |
|   |   |   |            |   |   |   |   |   |  |     | TRAC | 72300 - Mat (Fuel)  | 3,000              |        |
|   |   |   |            |   |   |   |   |   |  |     |      | 72400 - Comm        | 500                |        |
|   |   |   |            |   |   |   |   |   |  |     |      | 72500 - Stationery  | 500                |        |
|   |   |   |            |   |   |   |   |   |  |     |      | 71600 - Travel      | 3,000              |        |
|   |   |   |            |   |   |   |   |   |  |     |      |                     |                    |        |
|   | b) Pre-consultations with political leaders and other stakeholders  | Number of consultation meetings held      | 4 meetings |   | X | X | X | X |  |     | PAC  |                     | 75700 - Conference | 7,000  |
|   |   |   |            |   |   |   |   |   |  |     |      | TRAC                | 72300 - Mat (Fuel) | 4,500  |
|   |   |   |            |   |   |   |   |   |  |     |      |                     | 72400 - Comm       | 500    |
|   |   |   |            |   |   |   |   |   |  |     |      |                     | 72500 - Stationery | 500    |
|   | d) Interfaith based advocacy through faith based agencies such as CCJP, Evangelical Association of Malawi Peace and Justice Desk. | Number of advocacy meetings held          | 4 meetings |   | X | X | X | X |  |     | PAC  |                     | 75700 - Conference | 10,000 |
|   |   |   |            |   |   |   |   |   |  |     |      | TRAC                | 72300 - Mat (Fuel) | 1,000  |
|   |   |   |            |   |   |   |   |   |  |     |      |                     | 72400 - Comm       | 500    |
|   |   |   |            |   |   |   |   |   |  |     |      |                     | 72500 - Stationery | 500    |
| e) CSO advocacy facilitation on SDGs including AU agenda 2063 (Democratic governance; peace and security pillars) | Number of districts reached with messages   | 10 districts                              |            | X | X | X | X |   |  | PAC |      | 75700 - Conference  | 4,000              |        |
|   |   |   |            |   |   |   |   |   |  |     | TRAC | 71600 - Travel      | 3,000              |        |
|   |   |   |            |   |   |   |   |   |  |     |      | 72400 - Comm        | 4,000              |        |
| 1.3 Sustaining peace through conflict prevention initiatives  |   |   |            |   |   |   |   |   |  |     |      |                     |                    |        |
| 1.3.1 Support to Women-In-Faith peacebuilding network   |   |   |            |   |   |   |   |   |  |     |      |                     |                    |        |
| a) Compile, translate & Printing of training manual   | Number of training manuals in place   | 2 training manuals (English and Chichewa) |            | X |   |   |   |   |  | PAC |      | 71300 - Consultancy | 10,000             |        |

|  |   |                                 |                                      |   |     |             |  |  |
|--|---|---------------------------------|--------------------------------------|---|-----|-------------|--|--|
| b) Training of trainers for women in faith in peace building facilitation skills               | Number of training sessions conducted     | 1                               | training session; attended by 30 WIF | X | PAC | BPPS/E<br>U | 75700 - Conference<br>71600 - Travel<br>72400 - Comm<br>72500 - Stationery<br>73100 - Leased Vehicle     | 10,000<br>6,500<br>500<br>500<br>1,000 |
| c) Regional training in peace building facilitation skills                                     | No. of regional training conducted        | 1                               | training session                     | X | PAC | BPPS/E<br>U | 75700 - Conference<br>72300 - Mat (Fuel)<br>73100 - Leased Vehicle<br>72500 - Stationery                 | 4,000<br>3,000<br>1,000<br>500         |
| d) Support to Women in Faith community voluntary initiatives.                                  | No. of volunteer activities supported     | At least 3 activities supported |                                      | X | PAC | BPPS/E<br>U | 75700 - Conference<br>72300 - Mat (Fuel)<br>72400 - Comm<br>73100-Leased Vehicle                         | 2,500<br>1,500<br>500<br>1,000         |
| <b>1.3.2 Youth Early Warning and Early Response Initiatives</b>                                |   |                                 |                                      |   |     |             |  |  |
| a) National Review for Regional Teams.   | Review workshop held                      | 1                               | workshop                             | X | PAC | TRAC        | 75700 - Conference<br>72300 - Mat (Fuel)<br>72400 - Comm<br>72500 - Stationery<br>73100 - Leased Vehicle | 8,000<br>7,000<br>500<br>500<br>1,400  |
| b) Conduct a recruitment exercise of more youth volunteers                                     | Number of new youth volunteers recruited. | 400                             | youth volunteers                     | X | PAC | BPPS/E<br>U | 75700 - Conference<br>72400 - Comm<br>72300 - Mat (Fuel)<br>73100 - Leased Vehicle                       | 3,000<br>500<br>1,000<br>1,500         |
| c) Train old and new youth volunteers in conflict early warning and early response structures. | Number of youth volunteers trained.       | 300                             | youth volunteers                     | X | PAC | BPPS/E<br>U | 75700 - Conference<br>72300 - Mat (Fuel)<br>72400 - Comm<br>72500 - Stationery<br>73100 - Leased Vehicle | 8,000<br>3,000<br>500<br>500<br>1,500  |

|                 |  |   |   |   |   |   |   |      |             |                                   |                |
|-----------------|--|---|---|---|---|---|---|------|-------------|-----------------------------------|----------------|
|                 | d) Operational support towards youth volunteers  | Communication frameworks established  | 500 conflict early warning records/ conflict incidences submitted by youth volunteers |   |   | X | X | PAC  | BPPS/E<br>U | 75700-Conference                  | 8,000          |
|                 | e) Publications and Publicity  | No. of newsletters, DVDs, Newspaper cuttings, Public relations materials, and annual reports including relevant IEC | At least 7000 IEC materials   |   |   |   |   | PAC  | TRAC        | 72500 - Publications              | 15,000         |
|                 | <b>Output 1 Sub- Total</b>   |   |   |   |   |   |   |      |             |                                   |                |
|                 |  |   |   |   |   |   |   |      |             |                                   | <b>198,900</b> |
| <b>Output 2</b> | Programme management has strengthened capacity to effectively implement activities or to effectively achieve project results |   |   |   |   |   |   |      |             |                                   |                |
|                 | Indicators: Project delivery rate<br>Baseline: 95%<br>Targets: 95%   |   |   |   |   | X | X | PAC  |             | 72400 - Comm                      | 1,500          |
|                 | MOV: Delivery Analysis report, progress and annual report  |   |   |   |   |   |   |      |             | 73105 - Office rentals            | 9,000          |
|                 |  |   |   |   |   |   |   |      |             | 73120-Utilities                   | 2,500          |
|                 |  |   |   |   |   |   |   |      | TRAC        | 73400-Vehicle maintenance         | 4,000          |
|                 |  |   |   |   |   |   |   |      |             | 74500-Vehicle Insurance           | 2,100          |
|                 |  |   |   |   |   |   |   |      |             | 72435-Internet                    | 6,000          |
|                 |  |   |   |   |   |   |   |      |             | 72300-Fuel                        | 4,000          |
|                 |  |   |   |   |   |   |   |      |             | 72500-Office Stationery           | 4,000          |
|                 |  |   |   |   |   |   |   |      |             | 77100- Salaries and related costs | 104,500        |
|                 |  |   |   |   |   |   |   |      |             |                                   |                |
|                 | <b>2.2 Effective and efficient project management</b>  |   |   |   |   |   |   |      |             |                                   |                |
|                 | a) Provide technical support   |   |   | X | X | X | X | UNDP |             |                                   |                |
|                 |  |   |   |   |   |   |   |      | TRAC        | 61100- Salary- NP                 | 6,500          |
|                 |  |   |   |   |   |   |   |      |             | 61200- Salary- GS                 | 5,000          |
|                 |  |   |   |   |   |   |   |      |             | 61300- Salary- IP                 | 55,000         |
|                 | b) Procurement of Project Vehicle  |   |   | X |   |   |   | UNDP | TRAC        |                                   | 35,000         |



**ANNEX I: MONITORING TOOL**

**CP Component:** Democratic Governance  
**Implementing Partner:** Public Affairs Committee (PAC)

| EXPECTED CP OUTPUTS AND INDICATORS INCLUDING ANNUAL TARGETS                                       | PLANNED ACTIVITIES<br><i>List all the activities including monitoring and evaluation activities to be undertaken during the year towards stated CP outputs</i> | EXPENDITURES<br><i>List actual expenditures against activities completed</i> | RESULTS OF ACTIVITIES<br><i>For each activity, state the results of the activity</i> | PROGRESS TOWARDS ACHIEVING CP OUTPUTS<br>Using data on annual indicator targets, state progress towards achieving the CP outputs. Where relevant, comment on factors that facilitated and/or constrained achievement of results including:<br>- <i>Whether risks and assumptions as identified in the CP M&amp;E Framework materialized or whether new risks emerged</i><br>- <i>Internal factors such as timing of inputs and activities, quality of products and services, coordination and/or other management issues</i> |
|---|--|--|--|--|
| <p><b>Output 1</b><br/>Potentially violent disputes resolved through mediation, dialogue, and</p> | <p><b>1.1- Enhanced capacity of Insider Mediators, advocacy implementers and dialogue facilitators</b><br/>a) PAC Board orientation and strategy workshop</p>  |  |  |  |



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| <p>consensus on key national priorities</p> <p><b>Indicator 1:</b><br/><i>Number of resolutions by way of assessing progress towards development of a shared minimum national agenda on emerging issues and implementation of previous resolutions</i></p> <p><b>Baseline 1: 3</b></p> <p><b>Target 1: 5</b><br/><i>(shared minimum national agenda on emerging issues and documented resolutions)</i></p> <p><b>MoV: Progress reports.</b></p> <p><b>Indicator 2:</b><br/><i>Number of stakeholder engagements</i></p> | <p>b) Monitoring and mediating in emerging interfaith conflicts in Malawi</p> <p>c) Train Insider mediators and reconstitution of the Track 1 mediation team.</p> <p>d) Shuttle diplomacy and Interface engagement efforts among national leaders on issues of national concern.</p> <p><b>1.2. Develop consensus on emerging national issues (Political, Social, and Economic)</b></p> <p>a) PAC Board meetings</p> <p>b) Pre-consultations with political leaders and other stakeholders</p> <p>d) Interfaith based advocacy through faith based agencies such as CCJP, Evangelical Association of Malawi Peace and Justice Desk.</p> <p>e) CSO advocacy facilitation on SDGs including AU agenda 2063 (Democratic governance; peace and security pillars)</p> <p><b>1.3 Sustaining peace through conflict prevention initiatives</b></p> |  |
|---|---|--|

*facilitated by PAC  
on emerging issues*  
**Baseline 2: 2**  
**Target 2: 4**

**Mo V: Interface**  
*reports, Progress  
reports.*

**1.3.1 Support to Women-In-Faith  
peacebuilding network**

- a) Compile, translate & Printing of training manual
- b) Training of trainers for women in faith in peace building facilitation skills
- c) Regional training in peace building facilitation skills
- d) Support to Women in Faith community voluntary initiatives.

**1.3.2 Youth Early Warning and  
Early Response Initiatives**

- a) National Review for Regional Teams.
- b) Conduct a recruitment exercise of more youth volunteers
- c) Train old and new youth volunteers in conflict early warning and early response structures.

d) Operational support towards youth volunteers

e) Publications and Publicity

|  |  |  |
|--|--|--|
| <p><b>Output 2</b><br/>Programme management and support capacities acquired and implemented</p> <p><b>Indicators:</b><br/>Project delivery rate<br/><b>Baseline:</b> 95%<br/><b>Targets:</b> 95%</p> <p><b>MOV:</b> Delivery<br/>Analysis report, progress and annual report</p> | <p><b>2.1. Capacity of PAC secretariat strengthened</b><br/>Support to PAC secretariat</p> <p><b>2.2 Effective and efficient project management</b><br/>a) Provide technical support<br/>b) Procurement of Project Vehicle<br/>c) Monitoring and Evaluation of project activities<br/>d) Conduct 2017 Audit<br/>e) Spot Checks</p> |  |
|  |  |  |
|  |  |  |

ANNEX II: PROCUREMENT PLAN

| ANNUAL PROCUREMENT PLAN  |  |               |          |           |           |                  |          |                          |                       |                            |                                  |                                |                 |
|--|--|---------------|----------|-----------|-----------|------------------|----------|--------------------------|-----------------------|----------------------------|----------------------------------|--------------------------------|-----------------|
| <b>PROJECT TITLE:</b>  | Social Cohesion- PAC                                       |               |          |           |           |                  |          |                          |                       |                            |                                  |                                |                 |
| <b>PROJECT ID:</b>   | 00073899   |               |          |           |           |                  |          |                          |                       |                            |                                  |                                |                 |
| <b>ANNUAL PLAN PERIOD:</b>   | 1 <sup>st</sup> January to 31 <sup>st</sup> December, 2018 |               |          |           |           |                  |          |                          |                       |                            |                                  |                                |                 |
| <b>REQUESTER:</b>  | Public Affairs Committee                                   |               |          |           |           |                  |          |                          |                       |                            |                                  |                                |                 |
| Description of Procurement Items   | Quantity   | FUN D/ DON OR | COA      | AC TIVITY | AC COU NT | Estimate d Price | Currency | Availa ble Budget in USD | Method of Procurement | Timeline for Procurement   | Implementing partner focal point | Responsible UNDP Prog. Analyst | UNIT OF MEASURE |
|  |  |               |          |           |           |                  |          |                          |                       |                            |                                  |                                |                 |
| Procurement of local consultant to compile and translate training manual for Women in Faith Peace network                                    | 10   | 0400 0/00 012 | 00090069 | 2         | 71300     | 10,000           | USD      | 10,000                   | Other                 | 1 <sup>st</sup> April 2018 | Robert Phiri                     | Busekese Kilembe               | Person Days     |
| Procurement of motor vehicle   | 1  | 0400 0/00 012 | 00090069 | 5         | 72200     | 35,000           | USD      | 35,000                   | UNDP Support Services | 15 <sup>th</sup> June 2018 | Robert Phiri                     | Busekese Kilembe               | Equipment       |
| <b>Note:</b>   |  |               |          |           |           |                  |          |                          |                       |                            |                                  |                                |                 |
| IP shall request UNDP Country Office to provide project support services by specifying "UNDP Support Service" under "Method of Procurement." |  |               |          |           |           |                  |          |                          |                       |                            |                                  |                                |                 |

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|  | If any changes to be made on the procurement plan for UNDP Support Services, such as descriptions, specifications and quantity of the procured items, IP shall notify the changes by writing to UNDP Country Office.                    |
|  | The procurement of goods and services and the recruitment of project personnel conducted through UNDP Support Service method, the UNDP country office shall be in accordance with the UNDP regulations, rules, policies and procedures. |
|  | The costs incurred by the UNDP country office in providing such support services shall be recovered from the administrative budget of the office.   |