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United Nations Development Programme– INDIA
CPAP 2008-2012
Annual Work Plan 2011 (January - December)

Project Title: **Innovation Support for Social Protection**

Award ID: 00049804

Project ID: 00074948

Project Start and end date: October, 2009 to December 31st, 2011

Corresponding CP Outcome(s): Improved effectiveness of poverty reduction and livelihood promotion programmes in disadvantaged regions and for inclusion of poor women and men from SC and ST groups, minorities and displaced.

Corresponding Output(s): Disadvantaged people (poor women and men from SC and ST groups, minorities and the displaced) in the select locations benefit from the cash transfer programme and its linkages with the on-going livelihood programmes.

Project RESULTS description as outlined in approved project brief:

Project Outputs	Indicators	Baseline/Target
Output 1: Identification, prioritization, targeting and indexing of the target population as well as design and management of Cash Transfer (both conditional and unconditional) interventions are strengthened and institutionalized.	By EOY ¹ the cash transfer framework (conditional/unconditional) for social protection is established.	Baseline: 0 (Jan-2011) Target: Vulnerability Index is finalised. Select locations and beneficiaries are identified and brought into the programme (Mar-11)
Output 2: Public expenditure in Social sectors and household consumption expenditure are reviewed and CCT transfer amounts determined.	BY EOY CCT target amount determined from current government expenditure review and household consumption expenditure.	Baseline: 0 (Jan-2011) Target : PER- 1, (Feb-2011) Proposal for CCT target amount and budget- 1 (Mar-2011)
Output 3: Proposals for (a) introducing administrative reforms needed to facilitate CCT implementation, (b) introduction of conditionality (including exit criteria) and c) Addressing supply side gaps issues, with specific focus on health and education sectors are developed and implemented.	By EOY CCT pilot rolled out in selected geographical locations. By EOY the requisite institutional arrangements that impact on CCT are put in place.	Baseline: 0 (Jan-2011) Target : Implementation plan developed-1, (Feb-2011) Social Protection strategy note-1 (Aug- 2011) Baseline: 0 (Jan-2011) Target : Proposal for required institutional arrangements-1 (Feb- 2011)
Output 4: An M&E framework for project is developed and	Operational IT and MIS linkages are developed, which directly interface	Baseline: 0 (Jan-2011) Target :

¹ EOY refers to End of the Year.

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operationalised	with Mission Convergence MIS systems. Monitoring and Evaluation system is in place.	MIS-1, (April-2011) M&E framework -1, (April-2011) FDI-1, (May-2011) Compliance monitoring cell -1 (April-2011) Lessons learnt document-1 (Oct-2011).
Output 5: An IEC (Information, Education & Communication) strategy for the project and stakeholders is developed and implemented with specific attention to promoting transparency and accountability mechanisms.	By EOY an IEC Strategy which meets the information needs of CCT stakeholders is rolled out.	Baseline: 0(Jan-2011) Target : IEC strategy document-1, (Jul-2011) Advocacy events - 2, (Dec-2011) Helpdesk- 1 (Dec- 2011)
Output 6: Implementation of supplementary livelihood activities are facilitated	By EOY the beneficiaries have access to the livelihoods support activities identified	Baseline: Existing livelihoods Schemes of GNCTD analysed (Jan-2011) Target: Livelihoodslinkages established for the target group. (December 2011)

Project and AWP 2011 BUDGET:

UNDP funds	Government funds	Donor funds	Total
USD 1,000,000 (for entire project duration)		-	USD 1,000,000 (for entire project duration)
USD 543,326 (for 2011)			USD 543,326 (for 2011)
USD 302,620(Expenditure in 2010)			USD 302,620*(Expenditure in 2010)
USD8,716 (Expenditure in 2009)	-	-	USD8,716 (Expenditure in 2009)

** Provisional figure subject to change upon closing of 2010 accounts in first quarter of 2011*

Agreed by (Implementing Partner): *Anand Ray*
 Sr. Secretary
 Administrative Reforms Dept.
 Government of NCT of Delhi
 Baiti Secretariat, New Delhi

Agreed by UNDP:

Caitlin Wiesen


Caitlin Wiesen
 Country Director
 1/2/2011

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Annual Work Plan(AWP) for the Year 2011 of project GNCTD-UNDP 'Innovation Support for Social Protection'

<u>S. No</u>	<u>Project Targets for 2011</u>	<u>Planned Activities</u>	<u>Indicative month of completion</u>	<u>Responsible Party</u>	<u>Budget (Rs)</u>	<u>Budget USD</u>
1	Output 1: Identification, prioritization, targeting and indexing of the target population as well as design and management of Cash Transfer (both conditional and unconditional) interventions are strengthened and institutionalized.	SUB TOTAL (A)			57,00,000	1,24,726
1.1	Target 1.1 Strengthening and institutionalization of Cash Transfer design	a) Finalisation of Research design, Family Vulnerability Index (FVI), Inclusion and exclusion criteria for target group etc	Feb-11	Resource Agency - IDF	10,00,000	21,882
		b) Recommendation note for Rationalisation and integration of plan schemes to GNCTD for consideration	Feb-11	Resource Agency - IDF/PMU ²	0	0
		c) Finalisation of project design and Implementation Plan for Cash Transfer	Feb-11	Resource Agency- IDF	0	0
		d) Pilot on unconditional cash transfer in lieu of the government PDS at Raghbir Nagar (Cash Transfer to be initiated to the target beneficiaries)	Dec-11	Resource Agency - SEWA	10,00,000	21,882
		e) Completion of Homeless survey work, its further processing and submission of final analytical report for consideration	Mar-11	Resource Agency - St. Stephens Hospital	12,00,000	26,258
		f) Finalisation of list of targeted beneficiaries for the project based on agreed criteria in Activity 1.1 a	Feb-Mar-11	PMU/GNCTD	0	0
		g) A workshop for stakeholders inputs on the proposed FVI and	Jan-11	PMU/GNCTD	6,00,000	13,129

² PMU refers to the Project Management Unit located at GNCTD.


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		Implementation Plan				
		h) Benchmark study of the target group	Apr-May-11	Resource Agency -TBI	10,00,000	21,882
		i) Development of FDI	May-11	PMU/Experts	0	0
		j) Technical reviews, finalisation of proposals, follow up activities	Jan-Dec-11	PMU/Experts	7,00,000	15,317
1.2	Target 1.2 Identification of geographical locations for Cash Transfer (Conditional/Unconditional)	a) Finalisation of geographical locations with size of targeted group for each location for cash transfers	Feb-11	PMU/GNCTD	2,00,000	4,376
2	Output 2: Public expenditure in Social sectors and household consumption expenditure are reviewed and CCT transfer amounts determined	SUB TOTAL (B)			11,00,000	24,070
2.1	Target 2.1 Finalisation of Administrative and Public Expenditure Reforms Committee report	a) Recommendations of Administrative and Public Expenditures Reforms Committee to be integrated within the implementation plan	Feb-11	PMU/ Resource Agency-IDF	2,00,000	4,376
2.2	Target 2.2 CCT transfer amounts are determined from Public Expenditure Review(PER) and household consumption expenditure review	a) Note on the CCT transfer amount	Feb-11	Resource Agency - IDF	0	0
		b) Finalisation of the CCT transfer amount and making the required budgetary provisions for the transfer.	Feb-11	PMU/GNCTD	0	0
		c) Technical reviews, finalisation of proposals, follow up activities	Jan-Dec-11	PMU/Experts	9,00,000	19,694

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3	Output 3: Proposals for (a) introducing administrative reforms needed to facilitate CCT implementation, (b) introduction of conditionality (including exit criteria) and c) addressing supply side gaps issues, with specific focus on health and education sectors, are developed and implemented.	SUB TOTAL (C)			28,00,000	61,269
3.1	Target 3.1 Roll out of CCT pilot in selected geographical locations	a) Detailed Project Implementation Plan finalised and approved	Mar-11	PMU/GNCTD	0	-
		b) Mechanisms for Cash Transfer finalised	Mar-11	PMU/GNCTD	0	-
		c) Transfer of funds to the beneficiaries	April-11	GNCTD	0 ³	-
		d) Policy and programme implementation support	Jan-Dec-11	PMU/Experts	23,00,000	50,328.23
3.2	Target 3.2 Supply side issues are identified and addressed	a) SWOT Analysis to be completed for Supply side constraints.	Jul-11	GNCTD-UNDP/ Resource Agency - TBI	2,00,000	4,376.37
3.3	Target 3.3 Support provided to GNCTD on a comprehensive Social protection Strategy	a) Development of the Social Protection Policy note	May-11	PMU	1,00,000	2,188.18
		b) Development and finalisation of the Social protection framework for GNCTD including measures such as social insurance.	July-Aug-11	PMU/GNCTD	2,00,000	4,376.37
4	Output 4: An M&E framework for project is developed and operationalised.	SUB TOTAL (D)			44,50,000	97,374
4.1	Target 4.1 Development and implementation of M & E framework for CCT pilot	a) An M & E framework is developed and rolled out	Apr-11	PMU/Resource Agency - TBI	2,50,000	5,470

³Resources for cash transfer to come from GNCTD

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		b) The Management Information System (MIS) is formulated and integrated with the Mission Convergence MIS "platform."	Apr-11	PMU/Resource Agency - TBI	2,50,000	5,470
		c) Establishment of compliance and monitoring cell	Apr-11	PMU/Resource Agency - TBI	25,00,000	54,705
		d) Commencement of operationalisation of FDI	May-11	PMU/Resource Agency - TBI	1,00,000	2,188
		e) Documentation report of lessons learned during the processes to be released	Oct-11	PMU/Resource Agency - TBI	5,00,000	10,941
		f) Regular coordination, monitoring and evaluation and strengthening linkages between stakeholders and government.	Jan-Dec-11	PMU/Experts	8,50,000	18,600
5	Output 5: An IEC (Information, Education & Communication) strategy for the project and stakeholders is developed and implemented with specific attention to promoting transparency and accountability mechanisms	SUB TOTAL (E)			32,50,000	71,116
5.1	Target 5.1 Design and roll out an IEC strategy using the Mission Convergence platform	a) The IEC strategy is formulated	Apr-11	PMU/Resource Agency - TBI	3,50,000	7,659
		b) IEC strategy is approved and rolled out	Jul-11	PMU/Resource Agency - TBI	10,00,000	21,882

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		c) Information dissemination/ awareness through effective communication/ community mobilisation	May-11	PMU/Resource Agency - TBI	12,00,000	26,258
		d) At least 2 advocacy events are held	Dec-11	PMU/GNCTD	4,00,000	8,753
5.2	Target 5.3 Setting up of Grievance redressal system	a) Grievance Redressal System Cell/Helpdesk operationalised	Jul-11	PMU/Experts	3,00,000	6,565
6	Output 6: Implementation of supplementary livelihood activities are facilitated	SUB TOTAL (F)			30,00,000	65,646
	Target 6.1 Access to livelihoods support activities provided to the target beneficiaries.	a) Technical Support provided to SJSRY scheme	Dec-11	PMU	0	-
		b) Providing livelihood support services to the target group.	Jun-11	PMU	20,00,000	43,763.68
		c)Facilitation of Linkage with Skilled Training Agencies/ Programs	Jan-Dec-11	PMU/Experts	10,00,000	21,881.84
						-
7	Output 7: Project Monitoring, evaluation & capacity Development	SUB TOTAL (G)			45,30,000	99,125
7.1	Target 7.1 Technical and Capacity Development Support/Admin Support	a) Project Management (including salaries of project administrative staff, purchase of equipment, capacity development etc.)	Dec-11	GNCTD-UNDP	22,00,000	48,140
7.2	Target 7.3 Annual and terminal audits	a) Annual audits for 2010	AWP 2012	UNDP	80,000	1,751
7.3	Target 7.4 Meetings, consultations and workshops	a) Meetings, workshops, Miscellaneous office expenses - sundries including office stationery and local travel (taxi), office maintenance etc.	As Required	PMU/UNDP	15,00,000	32,823
7.4	Target 7.5 Documentation and Communication	a) Documentation and communication (1% amount of total project budget) USD 6,0000 deducted in 2010. 3,000 provision for 2011	As Required	UNDP	1,50,000	3,282

7.5	Target 7.6 Implementation and Support Services	a) Implementation support services are provided by UNDP	As Required	UNDP	1,00,000	2,188
7.6	Target 7.7 Knowledge sharing	a) Knowledge exchange to garner feedback and learning relevant to the CCT project	As Required	PMU	5,00,000	10,941
GRAND TOTAL		SUB TOTAL(A+B+C+D+E+F+G)			2,48,30,000	5,43,326

** Management Arrangements: Advances will be made to implementing partner, Administrative Reforms Department, Government of National Capital of Delhi who in turn will submit FACE form on a quarterly basis. A separate bank account NO: 91042140000265, Name: SamajikSuvridhaSamgam (CCT Project of UNDP GNCTD) has been opened at Syndicate Bank in this regard.*

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STANDARD LETTER OF AGREEMENT BETWEEN UNDP AND GOVERNMENT OF THE NATIONAL CAPITAL TERRITORY OF DELHI (GNCTD) FOR INNOVATION SUPPORT FOR SOCIAL PROTECTION

1. Reference is made to consultations between officials of the Government of the National Capital Territory of Delhi (GNCTD) and officials of UNDP with respect to the provision of support services by the UNDP country office for nationally managed projects. UNDP and the GNCTD hereby agree that the UNDP country office may provide such support services at the request of the GNCTD through its institution designated in the relevant Annual Work Plan, as described below.

2. The UNDP country office may provide support services for assistance with reporting requirements and direct payment. In providing such support services, the UNDP country office shall ensure that the capacity of the GNCTD (implementing Partner) is strengthened to enable it to carry out such activities directly. The costs incurred by the UNDP country office in providing such support services shall be recovered from the administrative budget of the office.

3. The UNDP country office may provide, at the request of the designated institution, the following support services for the activities of the programme/project:


- (a) Identification and/or recruitment of project team members and technical specialist;
- (b) Identification and facilitation of training activities, including organization of meeting/workshops
- (c) Procurement of goods and services;

4. The procurement of goods and services by the UNDP country office shall be in accordance with the UNDP regulations, rules, policies and procedures. Support services described in paragraph 3 are being provided under the project. If the requirements for support services by the country office changes during the life cycle of the project, this agreement will be revised with the mutual agreement of the UNDP resident representative and the Implementing Partner.

5. The relevant provisions of the standard basic assistance agreement signed by the Government of India and UNDP on 19 December 1994 (the "SBAA") and as outlined in the GOI-UNDP signed Country Programme Action Plan (2008-2012), including the provisions on liability and privileges and immunities, shall apply to the provision of such support services. The Government shall retain overall responsibility for the nationally managed project through its designated institution. The responsibility of the UNDP country office for the provision of the support services described herein shall be limited to the provision of such support services detailed in signed Annual Work Plan 2011.

6. Any claim or dispute arising under or in connection with the provision of support services by the UNDP country office in accordance with this letter shall be handled pursuant to the relevant provisions of the SBAA.

7. The manner and method of cost-recovery by the UNDP country office in providing the support services described in paragraph 3 above is specified in signed Annual Work Plan 2011.


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8. The UNDP country office will submit progress reports on the support services provided and will report on the costs reimbursed in providing such services, as may be required.

9. Any modification of the present arrangements shall be effected by mutual written agreement of the parties hereto.

10. If you are in agreement with the provisions set forth above, please sign and return to this office two signed copies of this letter. Upon your signature, this letter shall constitute an agreement between your GNCTD and UNDP on the terms and conditions for the provision of support services by the UNDP country office for nationally managed programmes and projects.

Arvind K Singh 25/1/11

For GNCTD
Name: *fr. Secretary*
Title: *Administrative Reforms Deptt.*
Government of NCT of Delhi
Date: *Delhi Secretariat, New Delhi*

Caitlin Wiesen

Signed on behalf of UNDP
Name:
Title: *Caitlin Wiesen*
Country Director
Date: *1 FEB 2011*

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Attachment

DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES TO GNCTD

1. Reference is made to consultations between Government of the National Capital Territory of Delhi (GNCTD) and officials of UNDP with respect to the provision of support services by the UNDP country office for the nationally managed project No.00074948 – Innovation support for Social Protection.
2. In accordance with the provisions of the letter of agreement signed on _____ and the project document and Annual Work Plan 2011, the UNDP country office shall provide support services for the Project as described below.
3. Support services to be provided:

Support services	Schedule for the provision of the support services	Cost to UNDP of providing such support services	Amount and method of reimbursement of UNDP
1. Direct Payment and reporting	Mandated every Quarter and as and when required	Based on the transaction cost of the tasks involved, a \$2188 implementation support service cost is charged annually on the project cost as per the signed AWP for 2011	Based on the transaction cost of the tasks involved, a \$2188 implementation support service cost is charged annually on the project cost as per the signed AWP for 2011
2. Facilitation of training activities	As and when requested		
3. Payment to Responsible Parties	As and when requested.		
4. Organization of meetings and workshops	As and when requested.		

Alay 25/1/11
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